YPSILANTI
COMMUNITY SCHOOLS

REGULAR MEETING OF
THE YPSILANTI COMMUNITY SCHOOLS BOARD OF EDUCATION

Monday, November 18, 2013
6:30 p.m.
YPSILANTI COMMUNITY SCHOOLS ADMINISTRATION BUILDING
1885 Packard Road, PD ROOM
Ypsilanti, MI 48197

AGENDA

I. **CALL TO ORDER**
II. **PLEDGE OF ALLEGIANCE**
III. **AGENDA ADJUSTMENTS**
IV. **PUBLIC COMMENT** (white cards submitted)
V. **PRESENTATION**
   a. Quarterly Priority Schools Update – C. Raski, Principal, Holmes Elementary
   b. Quarterly Focus Schools Update – K. Graessley, Principal, Estabrook Elementary
   c. Budget Presentation – S. Johnson, CFO (Enclosure #1)
VI. **ACTION ITEMS**
   a. Consent Agenda (Enclosure #2)
      1. November 4, 2013 Regular Meeting Minutes
      2. November 9, 2013 Special Meeting Minutes
      3. New Hires
      4. Resignations
   b. Adoption of Resolution to Consider Instituting a Summer Tax Levy (Enc. #3)
   c. Approval of Interim Technology Director Contract Extension (Enc. #4)
   d. Approval of YCHS Science Club Overnight Field Trip (Enc. #5)
VII. **ACKNOWLEDGEMENTS AND CORRESPONDENCE**
VIII. **COMMENTS**
   a. Superintendent's Comments
   b. Board Comments
IX. **ADJOURNMENT**

Enclosure #1

BUDGET UPDATE

Meeting of 11/18/2013

*Presented by **Scott Johnson***

*Prepared by **Karen Allen***

☒ *Discussion* ☐ *Action – Roll Call* ☐ *Action – Voice* *Ayes*_____ *Nays*_____		David Bates	Don Garrett	Celeste Hawkins	Greg Myers	Daniel Raglin	Maria Sheler-Edwards	Anthony VanDerworp
	1st/2nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information:

Chief Financial Officer Scott Johnson will present a budget update on Monday evening. Copies of the presentation will be provided at the meeting.

Attachments:

☐ **Enclosed** ☐ **Issue Study Enclosed** ☒ **To Be Distributed at Meeting** ☐ **None**

Enclosure #2

APPROVAL OF CONSENT AGENDA

Meeting of 11/18/2013

*Presented by **Scott Menzel***

*Prepared by **Karen Allen***

☐ *Discussion* ☐ *Action – Roll Call* ☒ *Action – Voice* *Ayes*____ *Nays*____		David Bates	Don Garrett	Celeste Hawkins	Greg Myers	Daniel Raglin	Maria Sheler-Edwards	Anthony VanDerworp
	1st/2nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information:

a. November 4, 2013 Regular Meeting Minutes
b. November 9, 2013 Special Meeting Minutes
c. New Hires – see attached list
d. Resignations – see attached list

Proposed motion:

"...move that the Board of Education approve the minutes of the November 4, 2013 Regular Meeting and the November 9, 2013 Special Meeting, the hiring of the employees on the attached list and the resignation of Bonnie Call and Elizabeth McCall."

Budget Impact: ☐ **None** ☒ **As follows:**
General Fund, Special Education Fund, Title I, 31a

Attachments:

☒ **Enclosed** ☐ **Issue Study Enclosed** ☐ **To Be Distributed at Meeting** ☐ **None**

YPSILANTI COMMUNITY SCHOOLS
Administrative Offices
1885 Packard Road, Ypsilanti, Michigan 48197-1817
Telephone: (734) 221-1218
Fax: (734) 221-1220

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION

Monday, November 4, 2013

The Regular Meeting of the Ypsilanti Community Schools Board of Education was called to order by President David Bates at 6:33 p.m. in the Administration Building Professional Development Room, 1885 Packard Road, Ypsilanti, Michigan.

MEMBERS OF THE BOARD OF EDUCATION PRESENT

David Bates, Don Garrett, Celeste Hawkins, Gregory Myers, Maria Sheler-Edwards, Tony VanDerworp

MEMBERS OF THE BOARD OF EDUCATION ABSENT

Dan Raglin

PLEDGE OF ALLEGIANCE

The Board of Education and audience members began the meeting by reciting the Pledge of Allegiance.

AGENDA ADJUSTMENTS

There were no agenda adjustments.

PUBLIC COMMENT

Topics Included: an invitation was issued to the Board of Education and audience members to attend the Washtenaw Regional Organization Coalition (WeRoc) founding meeting at Emmanuel Lutheran Church on November 10 at 4 p.m. to build community voice in public affairs and community issues.

PRESENTATION

Early Childhood Advisory Committee Update

Margy Long, Director of the Washtenaw Success by 6 Great Start Collaborative, and Leslie Chase, Alicia Kruk, and Susan Miller, members of the Early Childhood Advisory Committee, provided an update to the Board of Education. Ms. Long announced that committee member Camarrah Morgan was ill and could not attend the meeting. She introduced additional members of the Early Childhood Advisory Committee who were in the audience.

Margy Long stated the committee's purpose was to recommend to the Board of Education a research and evidence based early childhood system that ensures all children enter kindergarten ready to succeed, gives families access to services as an integrated

component of the Ypsilanti Community Schools cradle to career continuum, and helps families build a relationship with Ypsilanti Community Schools through early childhood programs. The presentation also included information on: goals, comprehensive model framework, improving school readiness for highest need students, family engagement, preschool services, community engagement, prenatal to age 3 services, increase in slots for all day preschool, expansion of the Great Start Readiness Program, a need for increased access to high quality low or no cost programs, goals for next year, Ypsilanti parent input, Family Resource Center models, and next steps.

ACTION ITEMS

Consent Agenda

A motion was made by Trustee Myers, supported by Trustee Sheler-Edwards:

13-14 0127 That the Board of Education approve the minutes of the October 21, 2013 Regular Meeting and Closed Session and the hiring of the employees on the attached list and the resignation of Cynthia Guido. Action Recorded: 6/Yes;0/No.

Adoption of Resolution in Opposition to Open Carry Firearms in Schools

A motion was made by Trustee VanDerworp, supported by Trustee Garrett:

13-14 0128 That the Board of Education adopt the attached resolution opposing open carry of firearms in schools and recommends amendment to the Michigan Penal Code, MCL 750.234d. A roll call vote was recorded as follows: President Bates/Yes; Vice-President Garrett/Yes; Trustee Myers/Yes; Trustee VanDerworp/Yes; Trustee Sheler-Edwards/Yes; Trustee Hawkins/Yes.

Approval of Snow Removal Contract

A motion was made by Trustee Sheler-Edwards, supported by Trustee Hawkins:

13-14 0129 That the Board of Education approve as presented, the snow removal contract with Margolis Companies for November 1, 2013 through April 30, 2014, and authorize the administration to sign the legal documents on behalf of the Board of Education. A roll call vote was recorded as follows: President Bates/Yes; Vice-President Garrett/Yes; Trustee Myers/Yes; Trustee VanDerworp/Yes; Trustee Sheler-Edwards/Yes; Trustee Hawkins/Yes.

Approval of Pediatric Therapy Associates Contract Addendums

A motion was made by Trustee Hawkins, supported by Trustee Myers:

13-14 0130 That the Board of Education approve the attached addendums to the contracted service agreement with Pediatric Therapy Associates, LLC. And also that administration is authorized to secure necessary signatures relating to the execution of legal documents on behalf of the Board of Education. A roll call vote was recorded as follows: President Bates/Yes; Vice-President Garrett/Yes; Trustee Myers/Yes; Trustee VanDerworp/Yes; Trustee Sheler-Edwards/Yes; Trustee Hawkins/Yes.

SUPERINTENDENT'S COMMENTS

Superintendent Menzel reminded Board members of the Board Retreat scheduled for Saturday, November 9 from 8:30 to 11:30 a.m. that will focus on Cultural Proficiency. Mr. Menzel noted that it was the first anniversary of the historic election approving the consolidation of Ypsilanti Public Schools and Willow Run Community Schools that resulted in the formation of the Ypsilanti Community School district. Superintendent Menzel said NWEA testing is scheduled to begin November 18. He also referenced a First Eight Years report that he sent to Board members, saying it contained significant data. In conclusion, Mr. Menzel announced work on YCS 2.0 is beginning and work groups will be identified to engage in conversations regarding elementary configurations and a balanced calendar.

BOARD COMMENTS

President Bates and Trustee Sheler-Edwards provided a report on the recent Michigan Association of School Boards Fall Conference. Their report included information on the Delegate Assembly, CBA Class topics and materials, and the keynote speaker.

There being no further business to come before the Board, the meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Gregory Myers, Secretary
Ypsilanti Board of Education

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YPSILANTI
COMMUNITY SCHOOLS

OPEN CARRY FIREARMS IN SCHOOLS

BOARD OF EDUCATION RESOLUTION

WHEREAS:

1. MCL 28.425o(1)(a) stipulates that "an individual licensed under this act to carry a concealed pistol . . .shall not carry a concealed pistol on the premises of . . .a school or school property. . . ; and
2. MCL 750.234d prohibits the possession of firearms in banks, places of worship, courts, theaters, sports arenas, day care centers, hospitals, and bars, but does not prohibit open carry firearms in public schools; and
3. Schools have been targeted and victimized by gun violence; and
4. The intent of a person entering a public school with an open carry firearm would be unknown, staff are not qualified to determine a person's status to carry an open firearm, and in the interest of safety it is not reasonable to take the time to make that determination; and
5. It is the school district's responsibility to provide a safe environment for students and staff; and
6. Per the Ypsilanti Community Schools A.L.I.C.E. procedure, a person entering an Ypsilanti Community School building with an open carry firearm will result in that building entering lock down status, therefore disrupting the educational environment.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The Ypsilanti Community Schools Board of Education urges lawmakers to amend the Michigan Penal Code, MCL 750.234d, adding public schools to the list of entities at which a person shall not possess a firearm except as provided in subsection (2) of MCL 750.234d; and
2. The Ypsilanti Community Schools Board of Education also urges lawmakers to remove the exception (MCL 750.234d(2)(c)) for concealed weapons for those other than law enforcement; and
3. The Secretary of the Board of Education or his designee shall forward a copy of this resolution to our designated State lawmakers Senator Rebekah Warren, Representative David Rutledge, Speaker of the House Jase Bolger, Senate Majority Leader Randy Richardville and Governor Rick Snyder, as well as the Michigan Association of School Boards and the Michigan Association of School Administrators.

YPSILANTI COMMUNITY SCHOOLS
BOARD OF EDUCATION

By David R. Bates

David R. Bates, President

D Myers

Gregory Myers, Secretary

ADOPTED: 11-4-2013

YPSILANTI COMMUNITY SCHOOLS

Administrative Offices
1885 Packard Road, Ypsilanti, Michigan 48197-1817
Telephone: (734) 714-1218
Fax: (734) 714-1220

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION

Saturday, November 9, 2013

The Special Meeting of the Ypsilanti Community Schools Board of Education was called to order by President David Bates at 8:45 a.m. in the Administration Building Professional Development Room, 1885 Packard Road, Ypsilanti, Michigan.

MEMBERS OF THE BOARD OF EDUCATION PRESENT
David Bates, Celeste Hawkins, Gregory Myers, Dan Raglin, Maria Sheler-Edwards, Tony VanDerworp

MEMBERS OF THE BOARD OF EDUCATION ABSENT
Don Garrett

The purpose of the special session was a Board Workshop.

The meeting began with a discussion about topics of interest for the board related to the district and implementing the vision articulated by the community.

The Board of Education discussed the district's commitment to cultural proficiency with Dr. Griffin and Dr. Shivers. Dr. Griffin, University of Michigan, has been leading the work with building administrators and teachers (including the professional development that was provided in August). She shared data as well as other documents that are being used to develop cultural proficiency in the district and commended the board for their commitment to this work. She noted that it is unique to have such strong commitment and leadership from the board level all the way through administration and to the classroom for building a culturally proficient staff.

At the end of the meeting each board member reflected on the one thing they were most proud of now that one year has passed since the consolidation was approved.

There being no further business to come before the Board, the meeting adjourned at 11:45 a.m.

Respectfully submitted,

Gregory Myers
Board Secretary

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New Hires and Resignations
11/18/13

Name	Salary	Location	Position
Knable, Susan	$10.00/hr	Adams	Paraeducator
Trummel, Michelle	$10.00/hr	Adams	Paraeducator
Kondor, Jennifer	$62,000	Middle School	Spec Ed - Speech Therapist
Ashford, Kivia	$40,000	Adams	Social Worker
Wait, Kathleen	$23.00/hr	Ford	Nurse
Walker, John	$40,000	University High	Spanish/Electives

Resignations:

McCall, Elizabeth		YCS Middle School	Special Education
Call, Bonnie		New Tech	Secretary

Enclosure #3
APPROVAL OF RESOLUTION TO CONSIDER INSTITUTING A SUMMER TAX LEVY

Meeting of 11/18/13

*Presented by **Scott Menzel***

*Prepared by **Karen Allen***

☐ *Discussion* ☒ *Action – Roll Call* ☐ *Action – Voice* *Ayes*____ *Nays*____		David Bates	Don Garrett	Celeste Hawkins	Greg Myers	Daniel Raglin	Maria Sheler-Edwards	Anthony VanDerworp
	1st/2nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information:

A school district may determine by resolution to impose a summer tax levy of 50% or 100% of its annual school property taxes, including debt service. The YCS Board of Education is considering instituting a summer property tax levy. At the December 2, 2013 Regular meeting, a resolution will be offered for adoption whereby the Board of Education would determine to impose a summer tax levy of either 50% or 100% of its annual school property taxes, including district debt millage and debt millage with respect to the former School District of Ypsilanti and former Willow Run Community Schools on July 1 of each year. The Revised School Code requires that notice of the meeting at which such a resolution will be offered for adoption shall be published in the district prior to adoption of the resolution. The attached resolution authorizes the publication of the notice.

Proposed motion:

"...move that the Board of Education adopt the attached resolution to consider a summer property tax levy of the District's property taxes."

Budget Impact: ☐ **None** ☒ **As follows:**

General Fund

Attachments:

☒ **Enclosed** ☐ **Issue Study Enclosed** ☐ **To Be Distributed at Meeting** ☐ **None**

Resolution No. 1

Ypsilanti Community Schools, Washtenaw County, Michigan (the "District")

A regular meeting of the board of education (the "Board") of the District was held in the Administration Building Professional Development Room, 1885 Packard Road, Ypsilanti, in the District, on the 18th day of November, 2013, at 6:30 o'clock in the p.m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Act 451, Public Acts of Michigan, 1976, as amended (the "Revised School Code"), provides that a school district may determine by resolution to impose a summer tax levy of 50% or 100% of its annual school property taxes, including debt service; and

2. In view of the current school finance system and other pertinent factors, this Board is considering instituting/continuing a summer property tax levy of the District's property taxes, including the levy of debt millage with respect to the former School District of Ypsilanti and former Willow Run Community Schools; and

3. At a meeting of the Board of this District to be held on December 2, 2013, at 6:30 o'clock, p.m., a resolution will be offered for adoption whereby the Board of Education would determine to impose a summer tax levy of either 50% or 100% of its annual school property taxes, including District debt millage and debt millage with respect to the former School District of Ypsilanti and former Willow Run Community Schools, on July 1 of each year; and

4. The Revised School Code requires that notice of the meeting at which such a resolution will be offered for adoption shall be published by the District in accordance with requirements set forth therein.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Secretary of this Board is hereby authorized and directed to cause notice to be published of the offering of a resolution to impose a summer tax levy of either 50% or 100% of the annual school property taxes, including the levy of debt millage with respect to the former School District of Ypsilanti and former Willow Run Community Schools, said notice to be

substantially in the form of attached **Exhibit A**, in a newspaper of general circulation within the District. The notice shall be published not less than six (6) days before the public meeting and shall comply with all requirements of the Revised School Code.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

_____
Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Ypsilanti Community Schools, Washtenaw County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 18, 2013, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

_____
Secretary, Board of Education

MDG/

00899000.WPD

EXHIBIT A

NOTICE OF A PUBLIC MEETING TO INSTITUTE A SUMMER PROPERTY TAX LEVY

FOR YPSILANTI COMMUNITY SCHOOLS
WASHTENAW COUNTY, MICHIGAN

Ypsilanti Community Schools Administration Building
1885 Packard Road, Professional Development Room
Ypsilanti, Michigan 48197
Telephone No.: (734) 221-1218

PLEASE TAKE NOTICE that on December 2, 2013, at 6:30 o'clock, p.m., at the Ypsilanti Community Schools Administration Building Professional Development Room, 1885 Packard Road, Ypsilanti, Michigan, the Board of Education will hold a public meeting at which will be offered for adoption a resolution to institute and impose a summer tax levy of either 50% or 100% of its annual property tax levy, including the levy of debt millage with respect to the former School District of Ypsilanti and former Willow Run Community Schools.

The adoption of the proposed resolution would result in the annual levy of either 50% or 100% of school property taxes, including the levy of debt millage with respect to the former School District of Ypsilanti and Willow Run Community Schools, on July 1. The Board of Education, under Act 451, Public Acts of Michigan, 1976, as amended, may impose a summer tax levy of either 50% or 100% of annual school property taxes. If a summer tax levy is imposed, the school district may enter into agreements with each city or township in which it is located, or a county treasurer, for collection of the summer taxes, or may collect such taxes itself pursuant to said Act 451.

This notice is given by order of the Board of Education.

Gregory Myers
Secretary, Board of Education

PLEASE NOTE -- PUBLICATION INSTRUCTIONS:

1. Heading language (required by statute) must be at least 18-point type.
2. Body of notice must be at least 12-point type.
3. Notice must be at least 4 inches wide.
4. Notice must be at least 8 inches long.
5. Notice must **not** be placed in that portion of newspaper reserved for legal notices and classified advertisements.

Enclosure #4

APPROVAL OF INTERIM TECHNOLOGY DIRECTOR CONTRACT EXTENSION

Meeting of 11/18/2013

*Presented by **Scott Johnson***

*Prepared by **Karen Allen***

☐ *Discussion* ☒ *Action – Roll Call* ☐ *Action – Voice* *Ayes*____ *Nays*____		David Bates	Don Garrett	Celeste Hawkins	Greg Myers	Daniel Raglin	Maria Sheler-Edwards	Anthony VanDerworp
	1st/2nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information:

Matthew McCarty has served as the district's Interim Technology Director since September, 2013. It is recommended that his contract be extended through December 31, 2013.

Mr. McCarty brings solid K-12 technology leadership experience to the district, and has already proven to be an asset to this organization.

Proposed motion:

"... move the Board of Education approve, as presented, the Interim Technology Director contract extension for Matthew McCarty for the period November 1, 2013 through December 31, 2013, and authorize the administration to sign the legal documents on behalf of the Board of Education."

Budget Impact: ☐ **None** ☒ **As follows:**

$15,000 to be funded by the General Fund

Attachments:

☒ **Enclosed** ☐ **Issue Study Enclosed** ☐ **To Be Distributed at Meeting** ☐ **None**

Draft

Contracted Services Agreement
Ypsilanti Community Schools

This agreement is made this 1st day of November, 2013 by and between Ypsilanti Community Schools, hereinafter referred to as YCS, and Matthew D. McCarty, hereinafter referred to as Contractor.

It is the intention of the parties hereto to enter into an agreement defining the nature and extent of the duties to be performed by the Contractor, the place where the services are to be performed, and the time limitation on the performance of the duties.

Section 1 – Scope of Services

Now, therefore, in consideration of payment to the Contractor of the sums specified in Section 2, the Contractor does hereby agree as follows:

1. The Contractor shall commence performance of the duties in Section 1, Number 2 beginning November 1, 2013. Once this contract is implemented, the ending date for providing services shall be December 31, 2013.

2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

   - Interim Director of Technology per the attached job description
   - Launch NWEA
   - Implement Renaissance Learning suite of programs (accelerated math, accelerated reader, etc.)
   - Coordinate design and implementation of Special Education/Assistive Technology management process
   - Develop written options for configuration of the Technology Department to optimize efficiency and effectiveness

3. The Contractor shall provide, at the request of YCS, periodic progress reports detailing the tasks accomplished and the task remaining to be accomplished to complete full performance of the Contractor's duties as described.

4. The Contractor may perform the work described above remotely up to two days per month.

5. The Contractor will be required to provide proof of fingerprinting and criminal background check or will be required to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.

6. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a(1) of the

Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision f this state or another state, or of the United States.

Section 2 - Compensation

YCS does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section 1 shall be $15,000 including all related expenses, including travel expenses outlined in Section 3.

2. The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks herein above described in Section 1 and is based on a rate of $400.00 per day of time expended.

3. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The Contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.

4. The Contractor is retained by YCS only for the purposes and to the extent set forth in this Agreement, and the Contractor's relationship to YCS shall, during the life of this Agreement, be that of an independent contractor. As such, YCS agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to YCS in such manner as the Contractor sees fit. The Contractor shall not be consider as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by YCS pertaining to or in the connection with any fringe, pension, bonus, or similar benefits for the YCS' regular employees. YCS will not withhold or pay any sums, state, federal, or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or workers' compensation insurance, unless required by law. The Contrac-tor agrees to hold YCS harmless for the payment of such sum, interest, penalties, or costs in the collection of same. Nothing in this Agreement shall be construed to inter-fere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

5. The Contractor has not been debarred, excluded, or disqualified under the non-procurement rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits.

6. YCS acknowledges that the Contractor has no responsibility for the supervision of any YCS personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor will require independent judgment of YCS before being effectuated.

7. YCS agrees that the Contractor shall have access to YCS premises at such time as in necessary for the Contractor to perform the above described tasks. However, YCS may require at least one week's prior notice relating to the use of certain facilities.

8. YCS agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the YCS Business Office.

9. YCS agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

Section 3 – Other Compensation

1. All expenses for travel and mileage as a result of rendering services identified in Section 1 are the responsibility of the Contractor. However, YCS may ask the Contractor to incur travel expenses not foreseen before the execution of this contract. If this occurs, travel costs associated with this Agreement that are pre-approved by YCS will be paid by YCS at a rate to be determined by YCS. Such travel expenses must be submitted under the guidelines established by YCS, including expense submission dates and inclusion of detailed receipts.

2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.

3. The work done by the Contractor shall be to the entire satisfaction of YCS. If the Contractor performs the duties unsatisfactorily, YCS may cancel the Agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided before termination.

4. Either party may terminate this Agreement by giving the other party 21 days advance written notice.

5. YCS may change the duties of the Contractor as above described, but such change shall not be a substantial alteration of the Contractor's duties, nor can such change be made without the input of the Contractor.

Signatures

The Contractor acknowledges by his/her signature that he/she has read this Agreement, understands same, and agrees this contract constitutes the total agreement between the parties, and that anything not included in this contract is expressly excluded.

_____ _____

For Ypsilanti Community Schools Date

_____ _____

Independent Contractor Date

Enclosure #5
APPROVAL YCHS SCIENCE CLUB OVERNIGHT FIELD TRIP

Meeting of 11/18/13

*Presented by **Laura Lisiscki***

*Prepared by **Karen Allen***

☐ *Discussion* ☐ *Action – Roll Call* ☒ *Action – Voice* *Ayes*_____ *Nays*_____		David Bates	Don Garrett	Celeste Hawkins	Greg Myers	Daniel Raglin	Maria Sheler-Edwards	Anthony VanDerworp
	1st/2nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information:

The Ypsilanti Community High School Science Club is planning an overnight field trip December 12-16, 2013 at the Wilderness State Park in Mackinaw City, Michigan. Fourteen students in grades 9-12 from University High School, the STEMM Academy, ACCE and New Tech High School are planning to go on the trip. Overnight field trips require board approval.

Proposed motion:

> ***". . .move the Board of Education approve an overnight field trip for members of the Ypsilanti Community High School Science Club from December 12-16, 2013 at the Wilderness State Park in Mackinaw City, Michigan."***

Budget Impact: ☒ **None** ☐ **As follows:**

Funding provided from students, candy sale fundraiser, and alumni donations.

Attachments:

☒ **Enclosed** ☐ **Issue Study Enclosed** ☐ **To Be Distributed at Meeting** ☐ **None**

2340 F1

YPSILANTI COMMUNITY SCHOOLS
www.ycschools.us

Ypsilanti Community Schools
Field Trip Request Form

Attach a list of the students involved or the potential students involved.

Name: D. Scott Heister **School/Class:** YCHS Science Club

Request Date: 11/7/13 **Trip Date:** Dec 12-16 **Number of Students:** 14

Trip Destination: Mackinaw City

Purpose of trip: Teach, empower and transform the lives our youth, by building connections to the natural world and developing life-skills, by pushing themselves to overcome physical and cognitive limitations while working in groups to accomplish tasks which will serve students for the rest of their lives.

Details about cost: Transportation, food, lodging, park fees and supplies

Account or funding source for trip: Science Club fundraising and Student fees

Will subs be needed? Yes Account for subs: Science Club Activities Acct.

How this trip fits with the curriculum: Trip is not a class-based trip, though we will be learning about ecosystems of Upper Michigan, there is not a specific class connected with this trip.

Number of Staff/Chaperones: 2 staff / 5 total chaperones

Chaperone Name *(If Available)*	Relationship to Students	Phone Number
D. Scott Heister	Staff	734-646-0781
Mark Wilde	none	734-635-8092
Laura Matney Barch	none	616-821-6616
Sandra Stupica	Staff	269-352-7744
Brian Skogheim	none	

Specific learning objectives to be accomplished: Provide meaningful life-changing opportunities for YCHS youth through activity-based educational experiences in a variety of natural settings, including County, and State Parks. Exposure to many natural wonders will be accessed through camping and hiking excursions. These trips will provide life-changing opportunities for the participants.

Student outcomes and learning as a result of taking this trip: develop and strengthen life-skills such as: working as a cohesive team to accomplish tasks, food preparation, personal hygiene, physical and mental endurance, problem-solving, leadership and developing a sense of connectedness to nature and to the world in-which the students live.

Course/Class curriculum, big ideas, or essential questions enforced: Not attached to a specific class

Pre-Trip lessons/activities: Not attached to a specific class

Follow-Up lessons/activities to reinforce/extend learning: Not attached to a specific class

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3)

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip: Science Club Camping Trip

Proposed Departure Date Dec. 12, 2013 Return Date Dec. 16, 2013

Proposer D. Scott Heister Position Teacher - Teacher-Leader, STEMM

Date by which response is needed Next BOE Meeting Proposal Date 11/7/13

A. Purpose

1) What is the major place to be visited or event to be attended? (See Attached)
2) How is the trip related to the educational program of the District? *Provide meaningful life-changing opportunities for YCHS youth through activity-based educational experiences in a variety of natural settings, including County, and State Parks. Exposure to many natural wonders will be accessed through camping and hiking excursions. These trips will provide life-changing opportunities for the participants.*
3) In what ways will the student benefit? *Students will develop and strengthen life-skills such as: working as a cohesive team to accomplish tasks, food preparation, personal hygiene, physical and mental endurance, problem-solving, leadership and developing a sense of connectedness to nature and to the world in-which the students live.*
4) In what ways will the district benefit? *Develop more resilient students who are better leaders and problem-solvers.*
5) How will the trip be evaluated to determine the extent to which these benefits were realized? *Student Journals and Formative Assessment*

B. Students and Staff

1) Which students,(grade, class, or organization) will be going? *Students from UHS, ACEE, New Tech and STEMM - 9th-12th grade.*
2) How many students in total? *14*
3) How many students are currently experiencing academic problems? *Roughly half*
4) Which staff member will be in charge? D. Scott Heister
5) What previous experience has the staff member had in conducting overnight or extended field trips? *Been conducting this trip for 19+ years, have done trips to Alaska, Hawaii, Florida, and backpacking trips to various locations.*
6) What other staff members will be going? *Sandra Stupica*
7) How many chaperones, in addition to staff members will be going? *3 Additional (5 total)*

8) What are their names and affiliations with the students? *Mark Wilde - former Willow Run BOE Member, Laura Matney-Barch - former 21st Century Teacher, Brian Skobheim - no relationship to the school (has done work with Natures Classroom Adventures)*

9) How many school days will be missed? *2*

10)How will teachers be advised in advance that the students will be out of school? *Email and planned absence form.*

C. School Work

1) How will missed work be made up? *Students will be responsible for missing work.*

2) What special assistance will be provided students with academic problems? *Students who are failing classes because of missing work will not be allowed on the trip - students who are struggling in class will have several periods of time to work on their classwork during the trip, including drive time and scheduled down time/rest time in the cabin.*

C. Itinerary

1) What is the destination? *Wilderness State Park (See Itinerary)*

2) What will be the mode of transportation? *Private Vehicles.* What liability insurance does the carrier have?

3) Where will the group be housed and fed?

4) What en-route or supplementary activities are planned?

5) What arrangements have been made for dealing with emergency situations?

6) If tour guides are involved, what liability insurance do they carry?

G. Finances

1) What is the estimated total cost and cost per student? *$105*

2) What is the source of funds? *Student's, club fundraising.*

3) How will the funds be collected and safeguarded? *Collected by Mr. Heister, kept in a locked draw until turned into the office and deposited into the Science Club Account.*

4) How will any shortfall be made up or excess funds be used? *Adult chaperones will chip in to cover, along with alumni donation - there has never been an excess, if there is an excess it will go into the science club account for future trips.*

5) What provision has been made for students who are financially unable to pay any necessary costs? *Fundraiser (Candy Sales) and alumni donations have provided grants int he past.*

F. **Communications**

1) How will you communicate to parents prior to, during, and after the trip? *See attached information packet, as well as a parent / student meeting prior to departure.*

2) List telephone numbers at destination and where group will be housed. *See Attached itinerary.*

3) What information will be provided to the media and the community? *BOE presentation and Facebook posts / photo albums*

Attach Field trip request form to front of this form.

YCHS Science Club Winter Camping Trip 2013
December 12-16, 2013

Itinerary

Thursday

3:00 PM	Depart YCHS
10:30 PM	Arrive at State Park
11:00 PM	Orientation walk to Lake Michigan
12:00 Midnight	Lights out

Friday/Saturday/Sunday

8:00 AM	Rise and shine
9:00 AM	Breakfast / clean up / pack lunch
11:00 AM	Depart for U.P. or Lake Michigan shoreline (depending on weather conditions)
12:30 Noon	Lunch at the falls or lake shore
1:15 PM	North-woods Trail hike
5:30 PM	Return to cabins / R&R
6:00 PM	Cook Dinner
7:00 PM	Eat and clean up
6:30 PM	Games around the campsite (weather permitting – games at the beach – astronomy
8:00 PM	Campfire stories / snacks
11:00 PM	In cabin curfew
12:00 Midnight	Lights out

Monday

8:00 AM	Rise and shine
9:00 AM	Eat breakfast / clean up
10:00 AM	Pack / clean camp
11:00 Noon	Depart for Frankenmuth
1:30 PM	Arrive in Frankenmuth (eat at Freeway Fritz)
4:00 PM	Depart for YCHS
5:30 PM	Arrive at YCHS

We are only able to take 14 students (max) - Decisions on who is able to go will be based on academic progress, discipline reports and order in which paperwork and camp fee is received. ***NO REFUNDS WILL BE AVAILABLE FOR CANCELLATIONS AFTER DEC 6, as food and reservations will be purchased on Dec. 6.***

YCHS Science Club | Winter Camping Trip December 12-16, 2013 | 2013

Activities

Annual Bravery Test - a team building activity

White Fish Point/Superior Trip - we will be hiking the area near White Fish Point and the Falls, Cut River Bridge and Soo Locks area on Saturday.

Lake Michigan hike - we will be hiking on a trail through a mature northwoods forest and beach area on Lake Michigan near the Bridge, Superior shoreline and falls area near Lake Superior. Make sure your clothing is appropriate for late fall hiking – you do not want to be cold and wet!

Fayette Historical State Park, Garden Michigan.
Big Spring (Kitch-iti-kipi)
We will be outdoors for long periods of time, dress in layers and make sure that you have a warm hat, coat and gloves and multiple pairs of socks and warm boots or hiking shoes.

We will be bringing board games in case of bad weather.

Student groups will be in charge of cooking and cleaning at each meal.

Campfire -stories will be told - students should be ready to assist in the telling stories.

YCHS Science Club | Winter Camping Trip December 12-16, 2013 | 2013

Student Information

Each student will need to bring:

- ☐ Bedding (sleeping bag or sheet and warm blankets)
- ☐ Pillow
- ☐ Flashlight
- ☐ No breakable cup or glass for drinking hot and cold liquids
- ☐ Towels – baby wipes…
- ☐ Personal hygiene supplies (limit these to what you can use without running water)
- ☐ Boots or old shoes that can get muddy and wet
- ☐ Hat/cap and/or warm hood – we will be outside for long periods, everyone must have a head covering.
- ☐ Extra pair of shoes/boots (something to change into if you get snowy and wet)
- ☐ Old jeans
- ☐ Several changes of socks
- ☐ Regular clothing needed for winter (sweat shirt, heavy coat, gloves, warm underclothing,…)
- ☐ Money for lunch on the way up and back
- ☐ Binoculars (if available)
- ☐ Gloves – warm gloves (don't assume it will be warm)
- ☐ Rain gear (either rain suit or poncho) – we will hike in the rain or snow if it is raining
- ☐ Dress for WINTER weather!
- ☐ Day pack
- ☐ Canteen or water bottle which can be carried on hiking trips

- The club will bring the food for the menu and dinner-ware.
- Each student must have signed a permission form, medical release form and transportation form.
- Every student must attend each hike and event on the trip. Students will not be allowed to take trips or stay behind on their own.
- The trips we will be taking will be trips into wet areas. It is likely that shoes and pant legs will get wet while we hiking. Students should come prepared to get dirty and wet while in the field. This is a Science Field Trip, and we will spend considerable time in the field, please come with clothing, which will make the trip comfortable.

Please initial here to indicate that you have read the above information.

Parent Information

(Please Retain)

- Depart at 3:00 PM on December 12 from YCHS Packard Road Entrance.
- Transportation will be via 15 passenger vans (Mr. Wilde).
- Arrive home at approx. 5:00 PM on December 16 on the "strip" WRHS.
- We will be staying at Wilderness State Park (in the bunk house) located in Mackinaw Michigan
- Cost per student is $105 (fundraising opportunities available)
- Bring lunch money for the trip up and back, and we will spend a couple hours in the city to give students a chance to purchase fudge...
- Past experience has shown us that cell phones do not receive a signal at the camp, so they will not be of assistance. If there is an emergency, call the State Police post in Mackinaw – they will know where the State Park is located.

Park Information:
231-436-5381
903 Wilderness prk Dr.
Carp Lake, MI 49718

Chaperones:
Mr. D. Scott Heister - Science Club Advisor – cell # 734-646-0781
Ms. Laura Matney – Former 21st Century Teacher
Mr. Ed Calhoun - Alumni
Mr. Brian Skogheim, Natures Classroom Staff
Mr. Mark Wilde – BOE Member
Ms. Stupica – New Tech English Teacher

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Students not adhering to YCHS rules and regulations will be sent home at the parent's expense.

Parent/Guardian _____

I have read the above information and understand this is a winter trip and will make sure my son/daughter bring clothing appropriate for the weather.

Please keep the contact sheet above for your information in case of an emergency at home try my cell phone and if you cannot get through, call the State Park number during business hours, after business hours the only number available is the number for the state police post in Mackinaw City.

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COMMUNITY SCHOOLS

PARENTAL/GUARDIAN AUTHORIZATION AND ACKNOWLEDGEMENT OF RISK FOR FIELD TRIP

This form and an attached field trip description are required for all field trips.

IMPORTANT DIRECTIONS: (1) Use one form per trip, (2) Complete the school portion (top half) of the form, (3) Duplicate one form per student, and (4) Send a copy home for parent and student signatures.

TO BE COMPLETED BY THE SCHOOL

Date(s) of Trip:12/12-16/13	Destination: Mackinaw (Wilderness State Park)
Purpose: Science Club Camping Trip	

SUPERVISION (Check one.)

Students will be directly supervised by adults on this trip. √

Students will be directly supervised by adults on this trip with the following exceptions: None

TRANSPORTATION BEING PROVIDED (Check all that apply.)

Walking	School bus	Commercial Carrier	√ Personal Vehicle
Leased Vehicle	County Vehicle	None	

DRIVERS OF PRIVATE OR LEASED VEHICLES (Check all that apply.)

Student	Parent	Teacher/Staff Member	√ Other Adult

RISK RELATED (Check all that apply.)

Swimming Pool	Amusement/Theme Park	Beach or Ocean	√ Other: Hiking

Pupil Agreement

TO BE COMPLETED AT HOME

While participating in this field trip, I will accept responsibility for maintaining good conduct and appearance, and I will follow directions at all times.

Signature of Student _____ Date _____

PARENTAL/GUARDIAN AUTHORIZATION AND ACKNOWLEDGEMENT OF RISKS

I understand that participation in this field trip is voluntary, that it is not required, and that it exposes my child to some risk(s). I also understand that the trip may include amusement activities and that participation in any amusement activities will expose my child to some risk of injury or even death. I have read and understand the description of the field trip (attached) and authorize my child to participate in the planned components of the field trip to the extent indicated by my signature below. I also understand that participation in the field trip will involve activities off school property; therefore, neither the Ypsilanti Community Schools School Board, or its employees and volunteers, will have any responsibility for the condition or use of any non-school property.

PARENT/GUARDIAN PERMISSION

I agree to participation in all aspects of this trip.

I give permission for (Student's Name) _____ to participate in this field trip.

Signature of Parent/Guardian _____ Date _____

IMPORTANT NOTICE: Ypsilanti Community Schools (YCSD) cannot be responsible for reimbursements to parents or students of money submitted as advance payment (e.g., for Broadway shows, transportation, or hotels) for any field trip that YCSD cancels. It is strongly recommended that you personally review any tour company's or commercial carrier's contract, including its stated refund policies, BEFORE your child signs up or pays for the trip.

Field Trip Approval

Trip Approved: X Not Approved: ____ Principal: _____ Date: 11/7/13

Trip Approved: X Not Approved: ____ Superintendent: _____ Date: 11/14/13

(over)

Transportation Department

(To be completed by the originator of the field trip)

Date of Trip: 12/12-16/13 Destination: Mackinaw City (Wilderness State Park)

Departure Time: 3:30 PM Return Time: 5:00 PM Number of Buses: 0

Certification

This is to certify that this trip, as requested, is in conformity with the administrative guidelines established by the District as well as any applicable State regulations.

Date: _____ Business Office Signature: _____