

Marquette Area Public Schools
BOARD OF EDUCATION
1201 W. Fair Avenue
Marquette, MI 49855
(906) 225-4200 - www.mapsnet.org

Regular Meeting
Thursday, December 18, 2008, 5:15 p.m.
MSHS Library
1203 West Fair Avenue

M I N U T E S

- **Call to Order**

A regular meeting of the Marquette Area Public Schools Board of Education was held Thursday, December 18, in the Library of the Marquette Senior High School. The meeting was called to order by **Alan Hawker**, Board President, at 5:15 p.m.

- **Roll Call**

Members Present

Alan Hawker	President
Kellie Holmstrom, DVM	Vice President (arrived at 5:42 p.m.)
Scott Brogan	Secretary / Treasurer (arrived at 5:32 p.m.)
Norman Gruber	Trustee
Tony Retaskie	Trustee
Mark Smith	Trustee
Laura Songer	Trustee

Student Board Representatives Present

Kelsey Wilson
Alex Mallos

Central Administration Present

Jon Hartwig	Superintendent
Deborah Veiht	Assistant Superintendent
Tim Yeadon	Assistant Superintendent for Finance
Sharon Thum	Human Resources Manager
Jackie Winkowski	Administrative Assistant / Recording Secretary

Others Present

Students, MAPS employees, citizens, Mining Journal Reporter Miriam Moeller; Superior Productions Videographer

- **Approve Agenda**

A motion was made by Tony Retaskie and seconded by Mark Smith to approve the Agenda with the following revision: Strike out “November 17 Regular” meeting minutes and insert “November 21 Special” meeting minutes. Motion carried, 5-0.

Motion carried, 5-0.

- **Approve Minutes of November 21, 2008, Special Meeting**

A motion was made by Mark Smith and seconded by Laura Songer to approve the Minutes of the November 21 Special Meeting as presented. Motion carried, 5-0.

- **Superintendent's Report:**

Superintendent Jon Hartwig's report covered the following topics:

- Tonight's basketball game vs. Negaunee in the MSHS gym;
- Mr. Hartwig introduced **Dr. Les Wong**, NMU President, who presented on NMU's strategic planning / shared vision / roadmap to 2015. (Scott Brogan arrived during this item, at 5:32 p.m., as did Kellie Holmstrom, at 5:42 p.m.)
- A film featuring MSHS Students who reported on their MSHS "hybrid" (partly online) stock market class, new this fall.
- The latest issue of Graveraet's *The Blazing Comet*, the national award-winning school newspaper.

- **Comments from the Public (Agenda Items Only)**

None.

- **Approve Consent Agenda**

A motion was made by Scott Brogan and seconded by Tony Retaskie to approve the Consent Agenda, consisting of:

- Personnel Report dated December 12, 2008; and
- Financial Reports:
 - November 2008 Receipts and Disbursements
 - November 2008 Financial Reports

Motion carried, 7-0.

- **Board Committee Reports:**

Executive Committee Meeting of November 21 – **Al Hawker**, committee chair, presented on November 21 Board Executive Committee meeting discussion items, all of which are detailed in the committee meeting minutes. The committee addressed the following topics: Agenda support information; North Star Charter School proposal; Draft Planning and Performance Committee meeting agendas for December; and informational articles. No recommendations were made for whole Board action.

Performance Committee Meeting of December 12 – **Scott Brogan**, committee chair, presented on December 12 Board Planning Committee meeting discussion items, all of which are detailed in the committee meeting minutes. The committee addressed the following topics: Math textbook presentation; BMS teaming; 2008-08 Audit review; BMS 7-8 Intramural Program review; Baseline Substance Abuse Data: information forthcoming in January; forthcoming Facility Project Change Order; Superintendent's Objectives; Strategic Planning update; and future agenda items. No recommendations were made for whole Board action.

Planning Committee Meeting of December 16 – **Kellie Holmstrom**, committee chair, reported on December 16 Board Planning Committee meeting discussion items, all of which are detailed in the committee meeting minutes. Besides the following "action items," the committee addressed the topics of: Corporate Advertising Policy; Board Goals; Expenditure Reduction Planning – 2009-10; Small Learning Communities Update; Doug Eadie "Accountability and Performance" Governance Article – Dr. Holmstrom requested this article be shared with the whole Board for use in developing goals; and future agenda topics.

Action Items:

Kaufman Restroom Project – A motion was made by Kellie Holmstrom and seconded by Norm Gruber to award the bid on the Kaufman Restroom Project, as recommended by the Planning Committee, to A & F Construction, the low bidder, in the amount of \$86,500, with total project costs including design and contingency fees not to exceed \$100,000, and that project costs will be paid from the \$50,000 Kaufman Foundation donation and the Capital Projects Fund. Motion carried, 7-0.

Consider Adoption of 403B Plan Resolution – A motion was made by Kellie Holmstrom and seconded by Norm Gruber to adopt the 403B Plan Resolution (copy attached), as recommended by the Planning Committee. Following discussion, the motion carried, 7-0.

- **Unfinished Business**

Consider Adoption of Policy 5461 “Testing Out” Revision (first reading 11/17/08) – A motion was made by Norm Gruber and seconded by Scott Brogan to adopt revised policy 5461, Testing Out” (copy attached), as presented. It was noted that the Administration is amending the 5461A, Administrative Guidelines regarding Testing Out. Following discussion, the motion carried, 7-0.

- **New Business**

A First Reading of revisions to the following Board Policies (copies attached), all relating to Board governance, was completed. It was noted that the revisions could be adopted at the next Board meeting.

Section 0150 Organization: 0155
 Section 0160 Meetings: No changes to entire section
 2210 Curriculum Development
 2220 Adoption of Courses of Study
 2250 Innovative Programs: No changes to entire section
 2510 Adoption of Textbooks
 3112 Board-Staff Communications
 4112 Board-Staff Communications
 6235 Budget Control
 7300 Disposition of Real Property

- **Comments from the Public (General)**

None.

- **Board Members’**

Board Members’ comments covered the following topics:

- Appreciation to Dr. Wong for his report on NMU;
- Dr. Holmstrom mentioned an interesting (fiction) book suggested by her daughter, Nineteen Minutes, which relates to bullying in school;
- Perhaps a system of text messaging could be investigated as a means to communicate with parents regarding a situation such as the dryer vent fire at MSHS earlier this week;
- School holiday programs and concerts: fine, enjoyable productions;
- Laura Songer extended wishes to everyone for a merry Christmas and happy New Year.

- **Announcements and Other Meetings:**

Board Exec. Cmte. Meetings, Resch.	Board Room	Dec. 22	12:15 p.m.
Winter Break – no school		Dec. 22-Jan. 2	
Board Meeting, Special / Reorganizational	MSHS Library	Jan. 5	5:15 p.m.

NOTE: Regular Board meetings taking place at MSHS currently have delayed telecasts on Charter Communications Channel 8

- **Adjourn**

A motion was made by Kellie Holmstrom and seconded by Mark Smith to adjourn the meeting. Motion carried, 7-0; adjourned at 6:32 p.m.

Alan Hawker
President

Scott Brogan
Secretary-Treasurer

Jackie Winkowski, Admin.
Assistant/Recording Secretary

Attachments:

- Personnel Report
- 403B Resolution
- 5461 Testing Out Policy information
- Proposed policy revisions relating to Board Governance

MEMORANDUM

TO: Jon Hartwig
FROM: Sharon Thum
DATE: December 12, 2008
RE: Personnel Report for the December 18, 2008 Board Meeting

The following personnel changes are to be reported to the Board of Education at its December 18, 2008 meeting. These recommendations are contingent upon the successful completion and return of all necessary employment paperwork including the criminal records check and fingerprints.

TERMINATION

Tracy Spruitenburg is being recommended for termination effective November 22, 2008, due to her failure to return to work. She is not eligible for FMLA and was previously granted an 8 week leave of absence and is unable to return to work.

RETIREMENT

Dianne Huetter has submitted a letter indicating her intent to retire effective February 1, 2009. She currently serves MAPS as an Instructional Program Aide at MSHS and has served MAPS since 1990.

RESIGNATION

Cristal Matson has submitted a letter of resignation from the part time position of Lunchroom Hall Monitor at MSHS effective December 15, 2008. She has served in this position since September and has accepted a job at MGH.

APPOINTMENT

Michael Davis has been recommended as a full time **Instructional Program Aide**, posting #2061, BMS, effective December 15, 2008. Mr. Davis previously served in this position before resigning to complete his student teaching. This position is vacant due to the resignation of Sara Pascoe.

Emily Anderson has been recommended as a full time **Instructional Program Aide**, posting #2062, GIS, effective November 13, 2008. She has served as a substitute aide or noon supervisor in 2005, 2006 and 2008, and has several years experience as a child care aide. This position is vacant due to the resignation of Cathy Yates.

Becky Anderson has been recommended as a full time **Instructional Program Aide**, posting #2064, SH, December 10, 2008. Previous experience includes serving as a Certified Nurse's Aide since 2002 and a teacher's aide from 1984 – 2001. This is a new position.

Nancy Fletcher has been recommended as a part time **Bus Driver**, posting #2065, effective November 17, 2008 and posting #2069 effective December 8, 2008. Previous experience includes working at MGH as a nurse since 1993 and serving as a MAPS Bus Driver from 1976 – 78. These positions are vacant due to the movements of Avery Smith and Hank Fritsch.

Norman Ball has been recommended for an additional run as **Bus Driver**, posting #2066, effective November 26, 2008. This position is vacant due to the movement of Hank Fritsch.

Dawn Glasgow has been recommended for an additional run as **Bus Driver**, posting #2067, effective November 26, 2008. This position is vacant due to the resignation of Johnnie Day.

James Yates has been recommended for an additional run as **Bus Driver**, posting #2068, effective November 26, 2008. This position is vacant due to the resignation of Loree Crisp.

LEAVE

M. Kathy Johnson, SK Speech Therapist, has submitted a letter requesting to extend her medical leave of absence from the end of the 1st semester through the remainder of the 2008-09 school year.

INFORMATIONAL

PCMI

Molly Grala, Co-Assistant Cheer Coach

c: M. Edgell, M. Carne, B. Jacobson, R. Plourde, J. Flath, J. Winkowski

RESOLUTION

**MARQUETTE AREA PUBLIC SCHOOLS
BOARD OF EDUCATION**

WHEREAS, final IRS 403(b) regulations effective January 1, 2009, require the District to undertake substantial plan document and compliance responsibilities for 403(b) retirement arrangements provided to the District's Employees;

THEREFORE, IT IS RESOLVED that the MARQUETTE AREA PUBLIC SCHOOLS BOARD OF EDUCATION adopts the 403(b) Retirement Plan presented to the Board for review;

FURTHER RESOLVED that the Board of Education authorizes the Accountant to take all appropriate and necessary action to implement the Plan, including but not limited to:

- Executing the plan document or any amendment appropriate toward the adoption, administration or qualification of the Plan;
- Entering into any contracts with agents and investment providers for the operation and administration of the Plan; and
- Determining procedures for and including or excluding any agent or investment provider from an approved list of vendors to the District.

Dated: 12/18/09



Alan Hawker, President
Marquette Area Public Schools
Board of Education

Adopted 12-18-2008

Marquette Area Public Schools
Bylaws & Policies
(Revision)

5461 - TESTING OUT OF HIGH SCHOOL COURSES

The Board of Education shall grant high school credit in any course to a student enrolled in high school, but who is not enrolled in the course who has exhibited a reasonable level of mastery of the subject matter of the course. This shall be demonstrated by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credits under this section policy, any high school student may take the final examination in any course. Credit earned under this section shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Recognition earned under this section shall not be counted towards the total required credits for graduation, but shall be counted toward the fulfillment of a requirement for a subject course and shall be counted toward fulfillment of a requirement as to course sequence. Once acknowledgement is earned under this section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

For our purposes, we will define these terms from the law in the following manner:

"Student enrolled in high school" refers to a student who is currently attending Marquette Senior High School or who is formally registered for next semester. (This includes: 8th graders and students from private or parochial settings.)

"Enrolled in the course" refers to a student who has registered and begun attending class sessions.

"Any course" refers to any semester curricular offering, except Physical Education and Government, available to students enrolled at MSHS; not to be confused with a class taught by a specific teacher.

The requirements for **"attaining a grade of not less than C+"** shall apply equally to all students attempting to test out of a course. These standards must be comparable to standards used for the regular course.

The **"final exam"** is a comprehensive semester assessment that includes the **final student learnings** of the course. A year-long course would require a student to take each semester exam both semester one and semester two exams.

The Superintendent shall develop and implement procedures ensuring students' fair and equal access to this policy.

Procedure to Implement:

- A. The administration or designee will administer "testing-out" finals twice a year during the exam window at the end of each semester.

~~June "Testing-Out"~~

- ~~-Students must request (see F also) to test out by April 15th.~~
- ~~-Departments must prepare a syllabus for each class to be given to students requesting to test out by May 1st.~~
- ~~-Departments must have final exams prepared by June 1st.~~
- ~~-The administration or designee will administer tests during the final exam testing window.~~
- ~~-Faculty must correct exams between testing and the last day of school.~~

~~January "Testing-Out"~~

- ~~-Students must request (see F also) to test out by December 1st.~~
- ~~-Departments must prepare a syllabus for each class to be given to students requesting to test out by December 15th.~~
- ~~-Departments must have final exams prepared by January 10th.~~
- ~~-The administration or designee will administer tests during the semester exam testing window.~~
- ~~-Faculty must correct exams between testing and the last day of first semester.~~

- ~~B. Students will only be given **one (1) opportunity** to "test out" of any semester curricular offering during their high school experience.~~
- ~~C. Credits earned by passing a course in this manner will not be counted toward the total number of credits needed to graduate. Successful completion fulfills the graduation and sequence requirements.~~
- ~~D. Credits earned in this manner will not impact G.P.A. and will be recorded on the transcript as "T.O. Course" for test out, and a "P" grade will be recorded.~~
- ~~E. Teachers are not to provide instructions to prepare students for these tests. Each department will provide a syllabus so that students know what the test will cover and what additional items (demonstrations, research papers, portfolios, etc.) will be required as part of the comprehensive evaluation. A textbook will be made available, if desired, with an appropriate deposit to check out the book. Students must return the book to take the test out exam. The syllabus will include:
 - ~~1. list of reading where appropriate~~
 - ~~2. a copy of the curriculum~~~~

- 3. ~~an outline of the make-up of the final exam and what part of the grade each part counts~~

- F. ~~In all cases, before a student request to test out, a meeting must be held with the counselor to discuss the ramifications of testing out.~~

- G. ~~Because of other parts of the school code (M.C.L.A. 380.1166), Physical Education and Government are excluded from this option.~~

Revised 6/28/04

Adopted 12-18-2008

5461A Testing Out – Administrative Guidelines – REV 11/12/08

Notice to Students and Parents

- Documented and frequent written and/or PA announcements
- Notice(s) mailed home to middle school and high school parents
- Hallway posters
- District and school websites, web pages, and calendars
- Counselor office-related notices

Procedure to Implement:

- A. The administration or designee will administer "testing out" finals twice a year during the exam window at the end of each semester.

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January "Testing-Out"

- Students must request (see F also) to test out by December 1st.
- Departments must prepare a syllabus for each class to be given to students requesting to test-out by December 15th.
- Departments must have final exams prepared by January 10th.
- The administration or designee will administer tests during the semester exam testing window.
- Faculty must correct exams between testing and the last day of first semester.

- B. Students will only be given one (1) opportunity to "test-out" of any semester curricular offering during their high school experience.
- C. Credits earned by passing a course in this manner will not be counted toward the total number of credits needed to graduate. Successful completion fulfills the graduation and sequence requirements.
- D. Credits earned in this manner will not impact G.P.A. and will be recorded on the transcript as "TO Course" for test-out, and a "P" grade will be recorded.
- E. Teachers are not to provide instructions to prepare students for these tests. Each department will provide a syllabus so that students know what the test will cover and what additional items (demonstrations, research papers, speeches, portfolios, etc.) will be required as part of the comprehensive evaluation. ~~A textbook will be made available, if desired, with an appropriate deposit to check out the book. Students must return the book to take the test-out exam.~~ The syllabus will include:
 - 1. list of reading, where appropriate
 - 2. a copy of the curriculum
 - 3. an outline of the make-up of the final exam and what part of the grade each part counts
- F. In all cases, before a student request to test-out, a meeting must be held with the counselor to discuss the ramifications of testing-out.
- G. Because of other parts of the school code (M.C.L.A. 380.1166), Physical Education and Government are excluded from this option.

Marquette Area Public Schools Bylaws & Policies

0150 - ORGANIZATION

0155 Committees

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

The President is authorized to appoint as soon after the organizational meeting as practicable, members of the Board to standing committees where they shall serve a term of one (1) year.

Ad hoc committees may be created and charged at any time by the President or the Superintendent with the approval of the Board.

Members of ad hoc committees shall serve until the committee is discharged.

The Superintendent shall serve as an ex-officio member of each committee.

A member may request appointment to a committee.

Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.

Board Committees

The President shall be authorized to appoint standing committees as determined by the Board and temporary or ad hoc committees as directed by the Board. All committees shall be made up of less than a quorum of the Board and the Superintendent or his/her designee shall be an ex-officio member of all committees. Prior to the appointment of standing committees, Board members shall be given the opportunity to indicate their preference of committee assignments. No member shall be assigned to more than ~~three (3)~~ **one (1)** standing committees.

Board committees shall:

- A. generally consist of three (3) Board members;
- B. have their tasks specifically defined by the Board;
- C. have no power or authority to act on behalf of the Board;
- D. hold hearing, if appropriate, only upon approval of the Board;
- E. limit their activities and consideration to policy matters and recommendations and shall have no administrative responsibility or authority.

The Superintendent shall be an ex-officio of all committees. Such committee finds shall, at all times, include the Superintendent's recommendations as well as reflect the opinions of all committee members in the event the findings are less than unanimous.

Because four (4) Board members represent a quorum, members not assigned to a committee shall be prohibited from attending committee meetings unless specifically authorized by the Board. In such cases, the committee meeting shall be officially posted as an open meeting.

In order to expedite Board committee operations and communications, a report shall be prepared of each committee meeting which will contain the following minimum information:

- A. date
- B. committee
- C. members present
- D. recommendations

A copy of each report shall be distributed to the Board members with the agenda and handout materials.

Finance Committee

Purposes

- A. To monitor and participate in budget development process.
- B. To represent the Board at public hearings concerning revenue and expenditures.
- C. Such other duties or responsibilities deemed necessary by the Board.

Membership

- A. Treasurer and two (2) other members of the Board appointed by the President who shall appoint a convener.
- B. Superintendent and the central office administrator responsible for business and finance, ex-officio.

Personnel Committee

Purposes

- A. To provide an opportunity for the Superintendent to discuss personal and professional problems concerning Board of staff relations.
- B. To provide an opportunity to discuss staff reorganization and/or reassignments from time to time.
- C. To provide an opportunity to discuss the need for staff additional and/or reductions.

Membership

- A. Board President and two (2) other members. The President shall appoint a convener.
- B. Other staff members may participate on a "when-needed" basis.

In order to expedite Board committee operations and communications, a report shall be prepared of each committee meeting, which will contain the following minimum information:

- A. ~~date;~~
- B. ~~committee;~~
- C. ~~members present;~~
- D. ~~recommendations.~~

~~A copy of each report shall be distributed to the Board members with the agenda and handout materials.~~

~~Curriculum Committee~~

~~Purposes~~

- A. ~~To provide an opportunity to discuss, research and evaluate curriculum issues and concerns and to make recommendations to the Board.~~
- B. ~~Such other duties or responsibilities deemed necessary by the Board.~~

~~Membership~~

- A. ~~Three (3) members of the Board, appointed by the President, who shall appoint a convener.~~
- B. ~~The Superintendent (ex officio) and the Central Office administrator responsible for curriculum.~~
- C. ~~Other staff members or resource people may participate on a "when needed" basis.~~

~~There shall be two Standing Committees of the Board, with the following duties:~~

~~Planning Committee~~

- ~~Propose programmatic or instructional changes and additions as necessary.~~
- ~~Verify academic programs are aligned with strategic goals.~~
- ~~Explore and develop understanding of "best practices" for hiring qualified staff.~~
- ~~Develop recommendations for realigning expenditures / resources.~~
- ~~Verify alignment of budget expenditures with strategic goals; annually review the strategic plan.~~
- ~~Review proposed contracts exceeding State bid index.~~
- ~~Review proposed contracts to assure adherence or recommend changes to district Policy / regulations.~~
- ~~Review annual financial audit, proposed budget and quarterly financial reports.~~
- ~~Author, review, and / or recommend to the Board changes to Board bylaws or policy.~~
- ~~Review Board actions, policies, strategic plans and goals.~~
- ~~Periodically review all collective bargaining agreements for alignment with district strategic plans or goals.~~
- ~~Review all bids.~~
- ~~Such other tasks as may be delegated to the committee by the Board or referred to it by the President or Superintendent.~~

Performance Committee

- Discuss, review, evaluate current and ongoing initiatives, programs, and proposals that impact curriculum, instruction, and student achievement.
- Annually review the strategic plan.
- Verify academic programs are aligned with strategic goals.
- Review staffing models, personnel management policies, and salary / wage / benefits administration strategies.
- Review the alignment of HRS operations and practices with Strategic Plan goals.
- Review annual financial audit, proposed budget and quarterly financial reports.
- Author, review, and / or recommend to the Board changes in Board Bylaws or Policy.
- Expand knowledge and expertise of the district's general fund budget.
- Review Board actions, policies, strategic plans, and goals.
- Monitor required regulatory compliance.
- Monitor bid work.
- Such other tasks as may be delegated to the Committee by the Board or referred to it by the President or Superintendent.

The Standing Committees shall meet together at least quarterly in study session to facilitate communication, agenda planning, and Board action.

The Board President and the Chairpersons of the Performance and Planning Standing Committees will be the membership of the Executive Committee. The Executive Committee, not considered a Standing Committee, will meet regularly for the purposes of:

- Agenda planning
- Review items referred by the Planning or Performance Committees, whole Board or Superintendent.
- Author, review, and / or recommend to the Board changes in Board Bylaws or Policy.

Additional Chairpersons and members will be added if the Board creates additional Standing Committees.

0157

Special Committees

At the request of the Board, the President shall appoint special committees composed of less than full membership for special purposes.

Such a committee, upon completion of its assignments and a report to the full Board, shall be dissolved.

0160 – MEETINGS - No changes to this entire section

Marquette Area Public Schools Bylaws & Policies

2210 - CURRICULUM DEVELOPMENT

The Board of Education approves the curriculum which is designed to accomplish the mission and goals of the school District through improving student outcomes. Every course shall have a written curriculum guide or course outline based upon the mission and goals. In order to maximize local control of the curriculum and to be responsible to the community, the Board sets forth these tenets to be followed by the Superintendent and professional staff in the development of curriculum in the District:

- A. There shall be locally developed written guides for all grade levels and subjects in the School District. These guides shall be revised and readopted by the Board every five (5) years or sooner and:
 - 1. a challenging academic program will be provided for all students;
 - 2. courses of study shall be articulated from entry level through graduation;
 - 3. minimum objectives shall be identified for each course and subject and, at the elementary level, shall be identified by grade level;
 - 4. the means for the evaluation or assessment of each of the content areas, skills, and attitudes to be taught shall be stated.

- B. Curriculum developed for the District's elementary schools shall concentrate upon the basic skills and provide for consistency and clarity of instructional focus among the elementary schools of the District. Textbook adoptions and curricular materials shall be aimed at promoting consistency and clarity of instructional focus as defined in curriculum guides.

- C. Curriculum shall be developed in harmony with State guidelines and relevant Federal mandates where applicable. It shall be congruent with those subject areas and skills tested by the State and locally adopted criterion referenced or standardized tests.

The Board expects that the District's professional staff will develop, implement, and evaluate the District's curriculum using the advice and assistance of experts in the various fields of study. A curriculum research and development budget shall be provided yearly for this purpose.

The Superintendent and administration shall monitor the use and effectiveness of the District's curriculum and make recommendations to the Board for necessary revisions and modifications.

Copies of the curriculum guides in complete sets shall be available for all teachers, and to the public in each principal's office **and / or district website** for review and reference.

CURRICULUM DEVELOPMENT (3 - 5 Year Cycle)

Procedures

The plan calls for a "phased" approach to curriculum evaluation wherein a subject area will go through the following phases during every five (5) year cycle:

A. Phase I (Year 1) - curriculum evaluation

1. determine and evaluate the philosophy of the subject area
2. review the actual (as reported by teachers) subject area scope and sequence
3. review end of year expectations for students and whether they satisfy student needs
4. identify problems with the present curriculum
5. review student assessment results
6. identify changes in the curriculum that need to occur
7. establish goals for curriculum planning

B. Phase II (Year 2) - curriculum planning

1. determine the changes that are to be made in the curriculum
2. consider alternatives for replacing or adding curriculum and select the best
3. develop plans of how the K - 12 curriculum will be implemented (staffing needs, materials needs, equipment, and facilities needs, budget, in-services, timelines)
4. determine the impact of the curriculum changes on other curricular and noncurricular areas
5. plan for yearly evaluations of the subject areas
6. present a five (5) year plan to the Board

C. Phase III Year (3 - 5) - curriculum development/implementation

1. develop new materials
2. revise old curriculum guides
3. conduct in-services
4. pilot test and evaluate new program changes
5. monitor the curriculum changes for problems/concerns and adjust as needed
6. assess the student outcomes of the subject area in relation to the subject area philosophy and Board goals

High School

There shall be a comprehensive high school, encompassing grades nine through twelve.

Adult **Community** Education

This program shall provide educational opportunities for those adults seeking a high school diploma or equivalency certificates as well as activities for **adults persons** seeking educational enrichment.

District-Wide School Improvement Committee

The Board shall establish a District-Wide School Improvement Committee. Membership shall consist of: One (1) Board member, the Superintendent or a designee, one (1) building administrator, and an invited representative from each recognized bargaining unit, a parent representative, and a Marquette Senior High School student.

The purpose of the District-Wide School Improvement Committee is to monitor the projects, receive information about the total school improvement projects, and report to the Board what is happening and the results.

By October 1st of each year the District-Wide School Improvement Committee shall provide the Board with a written report detailing the progress toward attainment of its goals.

Instructional Organization and Plan

Organization for instruction follows:

Elementary: Pre-school (for recommended students) through grade five.

Middle School: Grades six through eight.

High School:

There shall be a comprehensive high school, encompassing grades nine through twelve.

**Adult-Community
Educations:**

This program shall provide educational opportunities for those adults seeking a high school diploma or equivalency certificate as well as activities for ~~adults~~ **persons** seeking educational enrichment.

Adopted: 7/26/94

M.C.L.A. 380.1282

Marquette Area Public Schools
Bylaws & Policies

2220 - ADOPTION OF COURSES OF STUDY AND MATERIALS

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study.

No course of study shall be taught in the schools of this District unless it has been adopted by the Board. The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interests of the students.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom s/he is responsible.

The Superintendent shall maintain a current list of all courses of study offered by this District.

The Board retains the right to approve or reject all instructional materials based on the recommendation of the ~~curriculum~~ **Planning Committee**.

M.C.L.A. 380.1277, 380.1278, 380.1282, 388.1621

2250 – INNOVATIVE PROGRAMS - No changes to this entire section

Marquette Area Public Schools
Bylaws & Policies

2510 - ADOPTION OF TEXTBOOKS

The Board of Education is responsible for all textbooks used as part of the educational program of this District. "Textbook", for purposes of this policy, shall mean the principal source of instructional material for any given course of study, in whatever form the material may be presented, that is available or distributed to every student enrolled in the course. The Board may delegate this approval process to the Curriculum Planning Committee.

The Superintendent/designee shall be responsible for the selection and recommendation of textbooks for Board consideration. In considering the approval of any proposed textbook, the Board will weigh its decisions based on recommendations related to:

- A. suitability for the maturity level and educational accomplishment of the students who will be using the material;
- B. freedom from bias;
- C. relationship to the curriculum adopted by the Board;
- D. relationship to a continuous multigrade program;
- E. impact on community standards;
- F. manner of selection;
- G. cost;
- H. appearance and durability.

M.C.L.A. 380.1421 et seq.

Marquette Area Public Schools Bylaws & Policies

3112 - BOARD-STAFF COMMUNICATIONS

The Board of Education desires maintenance of open channels of communication regarding District operations and issues between itself and its staff. Both staff and Board members share interest in the schools and education generally, and it is to be expected that when they meet at social affairs, and other functions, they will informally discuss such matters as educational trends, issues, innovations, and general problems of the District. However, since individual Board members have no special authority, except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members of personalities or personal grievances will be considered to be improper. The basic line of communication, however, will be through the Superintendent.

A. Staff Communications to the Board

All communications from staff members to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to the Board as a member of the public on important District matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board affecting staff will be communicated through the Superintendent or designee, who shall also keep staff members fully informed of the Board's problems, concerns, and actions.

C. Staff Complaints Procedures

The Board recognizes the need to provide for the orderly resolution of disagreements or complaints arising out of alleged misapplication of Board policy. Such disagreements or complaints should be resolved at the lowest possible administrative level. The Superintendent shall assure that the procedures may be utilized without fear of reprisal.

D. Staff Represented for Collective Bargaining

The procedures established for the resolution of grievances by the applicable master agreement negotiated with the recognized staff organization shall apply to grievances as defined by the particular master agreement. This policy shall apply to any item not included in a negotiated master agreement, or subject to negotiations under the Public Employee Relations Act and does not apply to any complaints based upon alleged discriminatory practices.

E. Staff Not Represented for Collective Bargaining

Complaints by a staff member concerning Board policies relating to employment, or the implementation of such policies, shall be resolved by the following procedures:

1. the complaint or grievance shall be presented and discussed informally with the staff members immediate supervisor within fourteen (14) calendar days of the event in an attempt to resolve the issue;
2. if the issue is not resolved at the informal discussion, the staff member may formally file the complaint in writing to their immediate supervisor within five (5) calendar days of the informal discussion. The immediate supervisor shall answer the written complaint within five (5) school days following receipt;
3. if the staff member is not satisfied with the immediate supervisor written response, s/he may within five (5) calendar days file the complaint in writing with the Superintendent. The Superintendent shall investigate the issue and will meet with the parties to the issue in an attempt to bring about a satisfactory resolution. The Superintendent shall answer the staff member in writing within ten (10) school days;
4. if the issue remains unresolved, the staff member may within five (5) calendar days request in writing that the Superintendent arrange a meeting with the **Personnel Performance Committee** of the Board at which time the staff member may present the complaint or grievance. The meeting with the **Personnel Performance Committee** of the Board shall take place within ten (10) school days of receipt of the staff member written request; and,
5. the **Personnel Performance Committee** of the Board shall answer the staff member in writing not later than their next regularly scheduled meeting, and that decision shall be final. The **Personnel Performance Committee** of the Board reserves the right to extend the time for its written response as its needs dictate.

Marquette Area Public Schools Bylaws & Policies

4112 - BOARD-STAFF COMMUNICATIONS

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4. if the issue remains unresolved, the staff member may within five (5) calendar days request in writing that the Superintendent arrange a meeting with the **Personnel Performance** of the Board at which time the staff member may present the complaint or grievance. The meeting with the **Personnel Performance Committee** of the Board shall take place within ten (10) school days of receipt of the staff member written request; and,
5. the **Personnel Performance Committee** of the Board shall answer the staff member in writing not later than their next regularly scheduled meeting, and that decision shall be final. The **Personnel Performance Committee** of the Board reserves the right to extend the time for its written response as its needs dictate.

Marquette Area Public Schools Bylaws & Policies

6235 - BUDGET CONTROL

The MAPS Board recognizes that prudent management of public resources requires careful planning for budgeting of resources to achieve the mission of the District. To accomplish prudent and consistent management of public resources committed to education, the Board adopts this ~~BUDGET CONTROL POLICY~~ **Budget Control Policy**.

MAPS Board shall not enact, adopt, or approve any new classes, programs, or activities (either curricular or extra-curricular), nor add staff, equipment, or facilities that require expenditure from foundation grant or millage revenues for a particular year unless those classes, program, activities, staff, equipment, or facilities were contemplated in the budget originally adopted for such year. Consistent with this policy, any proposals for new programs, activities (either curricular or extra-curricular), staff, equipment, or facilities for the ensuing budget year shall be presented to the Board's ~~Finance~~ **Finance-Planning Committee**, with supporting financial data, no later than the ~~Finance~~ **Finance-Planning Committee's** regularly scheduled meeting for the month of ~~January~~ **April**. ~~Where applicable, these proposals shall have been referred to Finance after consideration by the Curriculum Personnel, or K-12 Extra-Curricular Committees of the Board.~~

This policy shall not apply to additional staff, equipment, and resources mandated by other governmental agencies or items specifically determined by the Board to be necessary for the immediate health, safety, or welfare of the public, students, or staff.

Marquette Area Public Schools Bylaws & Policies

7300 - DISPOSITION OF REAL PROPERTY

The Board of Education believes that the efficient administration of the District permits the disposition of property no longer necessary for the maintenance of the educational program or the operation of the School District.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes.

All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

Written offers shall be referred to the Board Finance **Planning Committee** for review and recommendations. Offers, when received, will be distributed to the members of the Board.

All real property considered for (sale) disposition shall be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

All real property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Board Finance **Planning Committee**. The Board shall give final approval of all contracts.

In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.

Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.

M.C.L.A. 380.1260