Regular Meeting, Board of Education
Wayne-Westland Community Schools

Monday, May 17, 2021, 7:00 PM
36745 Marquette, Westland MI 48185

AGENDA: Monday, May 17, 2021

788.20 PLEDGE OF ALLEGIANCE TO THE FLAG - Cox

789.20 ROLL CALL/ATTENDANCE - Neal

790.20 RECOGNITIONS/PRESENTATIONS

I. Recognition of the Wayne Memorial High School Girls Basketball Team - Dignan

II. Marketing Initiatives Presentation - Johnson

791.20 CITIZEN'S COMMENTS: AGENDA ITEMS - Neal

792.20 MONTHLY CONFIRMATION OF EXTENDED COVID-19 LEARNING PLAN - Cox
RECOMMENDED MOTION: Resolved, that the board approve the ECOL and Attendance report as presented. Motion by/support by.

793.20 CONSENT AGENDA - Cox
RECOMMENDED MOTION: Resolved, that the board approve the consent agenda as presented. Motion by/support by.

I. MINUTES

a. April 19, 2021, Regular Board Meeting Minutes

b. May 3, 2021, Finance Committee Meeting Minutes

c. May 4, 2021, Policy Committee Meeting Minutes

II. HUMAN RESOURCE ITEMS

a. Resignations: Instructional, Non-Instructional, Non-Affiliated Personnel

b. Placements: Instructional, Non-Instructional, Non-Affiliated Personnel

c. Assistant Superintendents - Amended Contracts (under separate cover)

III. BUSINESS & FINANCE ITEMS

a. Payment of Invoices

b. Investment Report

IV. DONATIONS

The following donation was made to Roosevelt-McGrath Elementary School.

Dr. Murray Howe: Monetary donation

The following donation was made to Wayne-Westland Community Schools.

Parkside Dental c/o Dr. Ricardo Seir: Mouthguards and cases for students participating in the district sponsored NFL Flag Football program

V. HEAD START MONTHLY REPORT

794.20 BOARD OF EDUCATION COMMITTEE REPORT - Cox

I. Finance Committee Meeting Summary - May

795.20 REVIEW AND APPROVAL OF BUSINESS & FINANCE ITEMS - Cleaves

I. Review and Approval - Hoover Redesign
RECOMMENDED MOTION: Resolved, that the board approve Business Services & Finance Item I. Hoover redesign as presented. Motion by/support by.

II. Resolution to Sell District Property (under separate cover)
RECOMMENDED MOTION: Resolved, that the board approve Business Service & Finance Item II. and waive the need to read the enclosed resolution. Motion by/support by.

III. Resolution to Trade Vacant Lots with the City of Wayne (under separate cover)
RECOMMENDED MOTION: Resolved, that the board approve Business Service & Finance Item III. and waive the need to read the enclosed resolution. Motion by/support by.

IV. Recommendation for Maintenance & Operations Vehicle Replacement
RECOMMENDED MOTION: Resolved, that the board approve Business Services & Finance Item IV. as presented. Motion by/support by.

V. Recommendation to Approve Bid Package #2: Change Order for Wayne Memorial High School
RECOMMENDED MOTION: Resolved, that the board approve Business Service & Finance Item V. as presented. Motion by/support by.

796.20 BOARD OF EDUCATION COMMITTEE REPORT - Cox

I. Policy Committee Meeting Summary - Weaver

797.20 REVISIONS TO BOARD OPERATING PROCEDURES (changes/additions indicated in **green**, previous language indicated in **red**) - Weaver
RECOMMENDED MOTION: Resolved, that the board approve revisions to the Board Operating Procedures (Items 1-17) and waive the need to read each individual item. Motion by/support by.

I. **1.0 MEETINGS**

II. 1.1.1 A.
Agendas are created by the Superintendent and Leadership Team then reviewed by the Board President and Vice-President. The agenda is presented to the Board on Thursday, when possible, prior to the Monday meeting.

~~Agendas are created by the Superintendent, Board President and Vice-President and presented to~~

~~the Board on Thursday, when possible, prior to the Monday meeting.~~

III. **1.2 Trustee Preparation for Meetings**

B.All meeting participants must be prepared to address items on the agenda. Trustees are expected agenda packet materials before the meeting.

~~All meeting participants must be prepared to address items on the agenda. Trustees will read agenda packet materials before the meeting.~~

IV. **1.3 Trustee Participation/Conduct During Meetings**

A. Any time four or more Board Trustees are gathered together to discuss school business it is considered a meeting (quorum) and a violation of the OMA.

~~Any time four or more Board Trustees are gathered together to discuss school business it is considered a meeting (quorum).~~

V. **1.3.1 Board Meeting Protocol**

9. Contact Superintendent or Board President in advance regarding simple "clarifying" needs for agenda items and focus dialogue on critical agenda items.

~~Contact staff in advance regarding simple "clarifying" needs for agenda items and focus dialogue on critical agenda items.~~

17. Always attempt to have a dialogue on issues from multiple perspectives rather than considering issues as requiring only a simple yes or no decision.

~~Attempt always to have dialogue on issues from multiple perspectives rather that casting issues as requiring only a simple yes or no decision.~~

VI. **1.7.1 Nomination of Officers**

B. Election of officers shall be a majority vote of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who receive the greatest number of ballot votes.

~~Election of officers shall be a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who receive the greatest number of ballot votes.~~

VII. **2.0 COMMUNICATION CONSIDERATIONS AND EXPECTATIONS**
2.3 Trustee Requests for Information Other than Agenda Items:

Individual Trustees, acting within their official capacity, shall have the right to seek information from the District. The request for information shall be made to the Superintendent/Board President or by requesting the information under the Freedom of Information Act (FOIA). An oral report with appropriate documents may be used for the delivery of such information as determined by the Superintendent.

~~Individual Trustees, acting within their official capacity, shall have the right to seek information from the District. The request for information shall be made to the Superintendent or another person designated by the Superintendent. An oral report with appropriate documents may be used for the delivery of such information as determined by the Superintendent.~~

VIII. **2.5 Board Trustee Response to Community or Employee Complaints**
2.5.1 Citizen Request/Complaint to Individual Board Trustees:

A. The Board Trustee, who is presented with a request or complaint outside the Board Meeting, shall refer the issue to the Superintendent within 24 hours.

B. The Board Trustee should not become individually and personally involved in the request or complaint.

C. The Board Trustee should remind the citizen of the Board Trustee's role and that, as a Board Trustee, he/she must remain impartial in the event the situation comes before the Board.

D. After such notification by a Board Trustee, the Superintendent will ensure that the citizen is contacted in a timely manner. Board Trustees will be notified of the disposition of the complaint as deemed appropriate by the Superintendent

~~A. The Board Trustee, who is presented with a request or complaint outside the Board Meeting, shall receive enough information in order to be able to understand the nature of the request or complaint~~

~~B. The Board Trustee should notify the Superintendent as soon as possible of potentially significant requests or complaints.~~

~~C. The Board Trustee should not become individually and personally involved in the request or complaint.~~

~~D. The Board Trustee should remind the citizen of the Board Trustee's role and that, as a Board Trustee, he/she must remain impartial in the event the situation comes before the Board.~~

~~E. After such notification by a Board Trustee, the Superintendent will ensure that the citizen is contacted in a timely manner. Board Trustees will be notified of the disposition of the complaint as deemed appropriate by the Superintendent~~

IX. **2.5.2 Employee Requests/Complaints to Individual Board Trustee:**

A. The Board Trustee who is presented with an employee's request or complaint shall refer the employee to the Superintendent within 24 hours.

B. The Board Trustee MUST not become individually and personally involved in the request or complaint.

C. The Board Trustee should remind the employee of the Board Trustee's role and that, as a Board Trustee, he/she must remain impartial in the event the situation comes before the Board.

~~A. The Board Trustee should listen to the employee's request or complaint to be sure that he/she understands the nature of the complaint.~~

~~B. The Board Trustee should then refer the employee to the Superintendent, who will refer the matter to the appropriate person in the District's chain of command~~

~~C. The Board Trustee should not become individually and personally involved in the request or complaint.~~

~~D. The Board Trustee should remind the employee of the Board Trustee's role and that, as a Board Trustee, he/she must remain impartial in the event the situation comes before the Board.~~

~~E. The Board Trustee should notify the Superintendent as soon as possible (within 24 hours) of potentially significant requests or complaints.~~

~~F. After such notification by a Board Trustee, the Superintendent will ensure that the employee's request/concern is addressed in a timely manner. Board Trustees will be notified of the disposition of the matter, as deemed appropriate by the Superintendent.~~

X. **2.6 Board Trustee Communication with the Media:**

A. When a Board Trustee encounters questions from any media source, the Trustee must direct all questions to the Board President or Superintendent. Board Trustees shall not independently contact media a source.

~~A. The President or designee shall be the official spokesperson for the Board to the media.~~
~~B. The Superintendent or designee shall be the official spokesperson for media inquiries involving district matters, employees, operational/policy procedures and other matters of an informational nature.~~
C. When a Board Trustee encounters questions from any media source, Trustee must direct all questions to the Board President or Superintendent.
~~D. Trustees must remember that once a decision has been made by the Board, a Trustee should demonstrate support for such action.~~

XI. **2.7 Board Trustee Communication with the Community:**

D. The Board will have a contact link or form on the District's website to allow community members to e-mail their issues to the entire Board.

1. Any community inquiries should be forwarded to the Superintendent.

D. The Board will have a contact link or form on the District's website to allow community members to e-mail their issues to the entire Board.
1. Any community e-mail inquiries may be shared with Superintendent and Board President.
~~2. Citizens are encouraged to indicate if they would like a response.~~
~~3. Good faith efforts should be made to provide an e-mail response within 48 hours of any website inquiry.~~
~~4. A Board Trustee who wishes to respond to an email inquiry should contact the Board President to indicate his/her interest in responding.~~
~~5. The Board President or designee shall determine the appropriate response and who shall respond~~

~~to the inquiry. Any response shall go to all Board Trustees through the weekly Board Updates.~~

XII. **2.11 Board Trustee Use of Social Media:**

F. Board Trustees will not use District logos, school seals, trademarks, and intellectual property. Logos and trademarks may imply that a Board Trustee is speaking for the District.

~~F. Board Trustees must be careful about using District logos and trademarks. Logos and trademarks may imply that a Board Trustee is speaking for the District.~~

XIII. **3.0 BOARD DEVELOPMENT**

A. Orientation to the Responsibility: The following items shall be provided or made available to the new Board Trustee by the Board President. A meeting will be coordinated with the new Trustees, Board President, and the Superintendent.

A. Orientation to the Responsibility: The following items shall be provided or made available to the new Board Trustee by the Board President ~~or a Board Trustee designated by the Board President as a "mentor" with the assistance of the Superintendent or his/her designee.~~ A meeting will be coordinated with new Trustees, the Board President and the Superintendent

XIV. 3. School Curriculum and Instruction

2. School Curriculum and Instruction

XV. **4. Administration and Staff**

A copy of the job description of the Superintendent, Administrative Assistant to the Board, and top administrators.

A copy of the job description of the Superintendent, ~~Secretary~~ to the Board, and top administrators

XVI. **3.6 Procedures for Board Travel and Training Opportunities**

E. Trustees are encouraged to attend online training classes, workshops, seminars/webinars when they are offered; as well as attend the Michigan Association of School Boards (MASB) State Annual Conferences and the National School Board Association (NSBA) Annual Conference.

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XVII. **6.0 PERSONNEL**
6.1 Evaluation of the Superintendent (full cycle):

An annual evaluation of the Superintendent shall be made a part of the Board's annual calendar. The Superintendent's evaluation will be completed per the Revised School Code and be made part of the permanent Board meeting minutes (including supporting documents). This evaluation should take place in November.

An annual evaluation of the Superintendent shall be made a part of the Board's annual calendar. The Superintendent's evaluation will be completed per the Revised School Code and be made part of the

permanent Board meeting minutes (including supporting documents).

6.2 Board Trustees' Concerns about the Superintendent's Professional Performance:
A. 1. Communicate his/her concerns directly to the Superintendent within 48 hours.

A. 1. Communicate his/her concerns directly to the Superintendent within ~~72~~ hours.

XVIII. Signature Page 2020-2021

Signature Page ~~2019-2020~~

Note: All Trustees will be asked to sign this page.

798.20 REVIEW AND APPROVAL OF BOARD POLICY REVISIONS/UPDATES- Weaver (changes/additions indicated in green, and deletions indicated in red) Note: These Bylaw and Policy Updates are the recommendations of the District's attorney Miller Johnson.

RECOMMENDED MOTION: Resolved that the board approve revisions to the Board Bylaws and Policy Items 1-3 and waive the need to read each individual item. Motion by/support by.

I. **5000 Section - Purchasing**

Purchasing From District Employees
The Board will not purchase equipment or supplies from an employee of the school district, nor from a member of a household of an employee, nor from any firm in which an employee or member of his household holds a 10% or greater financial interest.

II. **Purchases Through the School District**

Board Members and employees will not make any purchases through the school district for personal use. The name of the District or school, or an employee's position, will not be used in such a manner that discounts or cost preferences are given to such person, except as the school district may find advantageous in cases of purchasing for professional grants.

Purchasing equipment and supplies by the school district for resale to employees is prohibited.

III. **Emergency Purchases**

IV. Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare, or safety of the school district's students or employees

799.20 REVIEW AND APPROVAL - WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY (WAYNE RESA) BUDGET RESOLUTION - Dignan
RECOMMENDED MOTION: Resolved, that the board approve the (Wayne RESA) 2021-2022 budget and waive the need to read the enclosed resolution. Motion by/support by.

800.20 RESOLUTION TO CONSIDER DESIGNATION OF ELECTORAL REPRESENTATIVE FOR THE JUNE 7, 2021, BIENNIAL ELECTION - Cox
RECOMMENDED MOTION: Resolved, that the board designate Trustee_____ and

an alternate _____of the Wayne-Westland Community Schools for the electoral body to elect one candidate to the vacancy of the WRESA Board on June 7, 2021, and waive the need to read the enclosed resolution. Motion by/support by.

AND

RECOMMENDED MOTION: Resolved, that the board directs the District to cast a vote on the first ballot on behalf of the Board for Candidates _____ and _____
Motion by/support by.

801.20 RECOMMENDATION TO NOMINATE STEVEN AND KRISTIN BEJARANO TO THE WAYNE RESA PARENT ADVISORY COMMITTEE - Hallman
RECOMMENDED MOTION: Resolved, that the board approve the appointment of Steven and Kristin Bejarano to the Wayne RESA Parent Advisory Committee. Motion by/support by.

802.20 SUPERINTENDENT'S REPORT/COMMENTS - Dignan

803.20 CITIZEN'S COMMENTS: NON-AGENDA ITEMS (GENERAL)

804.20 REVIEW AND RECOMMENDATIONS, BOARD OF EDUCATION

805.20 ADJOURNMENT