



V. B.

**Grosse Pointe Board of Education**  
**Minutes of the Regular Meeting of August 25, 2008**  
Wicking Library, Grosse Pointe South High School  
11 Grosse Pointe Blvd., Grosse Pointe Farms, MI 48236

**MEETING MINUTES**

**CALL TO ORDER**

President Walsh called the meeting to order at 8:03 p.m.

Trustee Dindoffer led the Pledge of Allegiance.

**Board members present:** Trustees Dindoffer, Ismail, Kennedy, Kosinski, Minturn, Steininger and Walsh

**Also Present:** Superintendent Klein, Assistant Superintendents Harwood and Fenton, Executive Director Warras

**SUPERINTENDENT'S  
REPORT AND  
RECOGNITIONS**

**A. Candidates for Board of Education Election in  
November, 2008**

Dr. Klein reported that there are five residents who have filed for Board of Education seats for the November election: Christopher Cornwall, Judy Gafa, Ahmed Ismail, Darryl Miller and Terrill Newnan.

**B. Enrollment Process for New Students**

Dr. Klein said that the enrollment process for new students has begun. Parents wishing to enroll their children should call the residency/enrollment office at 432-3083 at the administration building for an appointment.

**C. Administrative Guidelines for Policy 5500 Student Conduct**

Dr. Klein noted that with the approval of the new Board policies and bylaws, the next task for the administration is to begin the development of guidelines. The Board had approved the policies at the July board meeting along with the Student Code of Conduct guidelines so that guidelines were in place before school started. The guidelines for the Code of Conduct having to do with athletics and extra curricular activities at middle school are also now complete.

1. 5500.01 Middle School Code of Conduct for Athletics and Extra Curricular Activities

See attached.

2. 5500.02 Administrative Guidelines for High School Code of Conduct

See attached.

	<p>Dr. Klein added there will be a tour of the new South Natatorium on Sunday, September 7, 2008 from 2 – 4 p.m. Another opportunity to tour the pool will be on Sunday, October 5<sup>th</sup> between 1 and 5 p.m. as part of the Homecoming festivities.</p> <p>The South Jazz Band is one of a handful of jazz ensembles that has been invited to perform as part of the National Jazz Festival at Campus Martius on Labor Day weekend on Sunday afternoon at 4:15 p.m.</p> <p>A new brochure regarding the Food Service program was included in registration enrollment materials for secondary students and in backpack mail for elementary students. This brochure, produced by Sodexo, answers frequently asked questions about the lunch program.</p>
<p><b>PUBLIC COMMENTS ON CONSENT AGENDA ACTION ITEMS</b></p>	<p>No one came forward to comment.</p>
<p><b>PUBLIC COMMENTS ON ACTION ITEMS</b></p>	<p>No one came forward to comment.</p>
<p><b>ADDITIONS AND DELETIONS</b></p>	<p>There were no changes to record.</p>
<p><b>CONSENT AGENDA ITEMS FROM JULY 28, 2008</b></p>	<p>The following items are contained in the Consent Agenda:</p> <ul style="list-style-type: none"> <li>A. Revised Human Resources Report of July 23, 2008 The revised Human Resources Report of July 23, 2008 contains the appointment of three instructional staff members, one plant staff member, and one classroom assistant; the recall of fourteen instructional staff members; and the resignation, retirement or leave of one instructional staff member and two plant staff. All appointments are replacements or otherwise within the 2008-09 budget allocations unless otherwise noted. Dr. Klein noted the retirements of Grace Smith and Michael Monacel.</li> <li>B. Business Items for July, 2008</li> <li>C. Minutes of July, 2008</li> <li>D. Textbooks for Mandarin Chinese Courses</li> </ul> <p><b>Moved by:</b> Trustee Minturn  <b>Supported by:</b> Trustee Kosinski</p> <p><b>THAT the Board approve the Consent Agenda as presented.</b></p> <p><b>Ayes:</b> Trustees Dindoffer, Ismail, Kennedy, Kosinski, Minturn, Steininger and Walsh  <b>Nays:</b> None  <b>Motion carried by a 7 – 0 vote.</b></p>

**REGULAR  
AGENDA ITEMS FOR  
AUGUST 25, 2008**

**A. Approval of Gift from General Motors**

This agenda item, a gift from General Motors, which will provide support for the Robotics program at South High School, will be presented in September.

**B. Approval of Revisions to Board Policies**

President Walsh asked Trustee Dindoffer to highlight the revisions to board policies presented.

Trustee Dindoffer said that the policy committee is recommending that agenda item VI. B. 4. Policy 5611, Due Process Rights, be moved to the agenda as a regular action item for September 22, 2008. this policy outlines the addition of specific processes having to do with appeals of suspensions that are proposed to be included in Policy 5611. She felt it more appropriate to discuss it this evening and vote on it at the September meeting. President Walsh agreed that Policy 5611 would be discussed tonight during the discussion of items for vote on September 22, 2008.

**1. Policy 6220 – Budget Preparation**

President Walsh read Policy 6220, Budget Preparation. He noted that the Board has made tremendous progress in the development of budgetary expectations and procedures that have provided direction to the administration and information to the community about budget priorities. To prevent the loss of this process in subsequent years, it is recommended that these procedures be codified in Board policy. Language has been recommended as an addition to Policy 6220, to be inserted after the fourth paragraph:

“The Board shall cause the formal commencement of the administration’s preparation of the budget in January of each year through the adoption of an annual resolution documenting budget development parameters. This resolution will be drafted by the Treasurer after review of the various financial reports and projections, taking into account the district goals, and after receiving input from fellow Board members. The resolution should articulate the preference of the Board in advance of budget development to avoid ambiguity and to allow the community to have a clear view of the budget development process from its inception. The resolution should:

A. Identify specific financial goals and objectives that the Board requires in regards to specific cost reduction, revenue increases or other financially related objectives for particular budget elements.

B. Identify particular budget related strategies that the Board prefers the administration to pursue or avoid in their development of the budget.

C. Be as specific as possible in terms of the objectives, but allow for flexibility in the administration’s approach to budget

development.

The Board is asked to approve the above to approve the amendment to Board Policy 6220.

**Moved by:** Trustee Kennedy

**Supported by:** Trustee Minturn

Trustee Steininger felt that the budget preparation does not need to be codified as it impedes future progress. He said the Board is limiting itself by voting to approve this resolution, as it is the prerogative to ask the administration for reports at any time. Mr. Steininger added that although he does not disagree with the content of the resolution, it is not needed as a policy.

Trustee Dindoffer agreed with Trustee Steininger that the resolution describes a wonderful process and that Mr. Minturn, as Board Treasurer, is the best person to prepare the budget resolution at this time. The resolution does, however, box this Board, as well as future Boards, into a corner.

Trustee Ismail said that Mr. Fenton has always drafted reports that the Board could modify. He doesn't see why this budget preparation needs to be a policy.

Trustee Minturn added that the Board needs to provide direction to the administration and give them the framework with which to work out the final budget product. He feels that this resolution is very necessary as a policy for future Boards.

Trustee Kosinski noted that policy can be changed at any time by any Board.

President Walsh said he feels that this policy will meet the needs for the Board to set the objectives for budget preparation and for the administration to fulfill them.

**THAT the Board approve revisions to policy 6220, Budget Preparation, as presented.**

**Ayes:** Trustees Kennedy, Kosinski, Minturn and Walsh

**Nays:** Trustees Dindoffer, Ismail and Steininger

**Motion carried by a 4 – 3 vote.**

## **2. Policy 6231 – Budget Implementation**

President Walsh explained that management and control of the district budget has been vastly improved in recent years as a result of the development and use of specific financial reports, reviewed periodically by the Board. So that the development and use of these reports is not lost, it is recommended that they be codified in Board

policy. The following policy language is recommended as an addition to Policy 6231, to be inserted after the third paragraph.

“Among the financial reports prepared for the Board, the following shall be delivered at the indicated interval:

A. Variable and Semi-Variable Cost Report (Monthly) will provide a monthly view of all budget categories which are variable in nature. The report will compare the budget allocation to that category against the actual year to date spend and further compare to the prorated budget for that item at that time of year.

B. Program Funding Analysis or Sources and uses Report (After budget adoption and after any Board approved GAAA) details revenue and expenses broken down by logical district operating units.

C. Financial Benchmarking Report (annually) details the financial comparison of the district against other state school districts similar in size, proximity, or other logical similarity.

The Superintendent will provide samples of these reports in the guidelines. Annually the Board treasurer shall review these report formats and request any additions or alteration.”

The board is asked to approve the above amendment to Board Policy 6231.

**Moved by:** Trustee Kennedy

**Supported by:** Trustee Kosinski

Trustee Steininger said that his comments are the same as they were for the budget preparation. He feels that these policies tie the hands of future Boards of Education and micromanage the process.

Trustee Ismail agreed with Mr. Steininger, especially regarding the last paragraph of the policy which states “that the board treasurer shall review these reports and request any additions and alterations”. This concerns him because it does not give any other board members the right to have input on the reports.

Trustee Walsh concluded that these policies are a means of establishing order and other board members can ask for ad hoc reports if needed.

**THAT the Board approve revisions to Policy 6231, Budget Implementation, as presented.**

**Ayes:** Trustees Kennedy, Kosinski, Minturn and Walsh

**Nays:** Trustees Dindoffer, Ismail and Steininger

**Motion carried by a 4 - 3 vote.**

### **3. Policy 2624 – Providing Meaningful Feedback on Student Work**

In March, 2008, the Board of Education reviewed a draft of a policy titled Student Work that attempted to codify the importance of returning course work to students so they could use past performance to learn more effectively. The policy proposal required teachers to return tests, quizzes and other work to students to allow them to take them home and use as a powerful learning tool. During this meeting Board members expressed support for the educational principle that was articulated in this policy and requested further study of the matter.

Trustee Dindoffer then explained the process for how this policy was drafted. She noted that teachers are now working on proposals of ways to give meaningful feedback to students which is the objective of the request for work being returned. The policy committee has suggested a modification of the previous draft of Policy 2624 which would require that any student work that is prepared outside of the classroom be returned in all cases. The policy directs the administration to develop administrative guidelines that will ensure that there is personalized, meaningful feedback to students regarding their work. The expectation is that a proposal would be made by the teachers no later than October 15, 2008; that it would be reviewed by the administration so that they can develop and finalize administrative guidelines; and that those would be presented to the policy committee and, ultimately to the Board, sometime in late fall or early winter; and that those guidelines would go into effect for the beginning of the second semester which is late January.

**Moved by:** Trustee Dindoffer

**Supported by:** Trustee Kosinski

Trustee Kennedy noted that she would be voting against this policy. In order to be able to vote otherwise she would like additional information and feedback on what other schools are doing, what the best educational practices are, and what NEOLA recommends.

Trustee Steininger questioned the issue of take home tests and whether or not they are returned. Trustee Dindoffer replied that a take home exam would be returned.

Trustee Minturn is anxious to hear from the administration after receiving feedback from the classroom teachers, on how the student need will be addressed.

Trustee Dindoffer said that the reason the policy committee brought this policy to the Board now as a work in progress pending the administrative guidelines, is that it would codify the issue that work produced outside the classroom would go home right now, starting with the first day of school. Instead of passing this, the Board could



propose a resolution that said, "All work produced outside the classroom will go home and the administration will develop guidelines during the fall of 2008" if anyone is uncomfortable passing the proposal as it is.

**THAT the Board approve revisions to Policy 2624, Providing Meaningful Feedback on Student Work, as presented.**

**Ayes:** Trustees Dindoffer, Ismail, Kosinski, Minturn, Steininger and Walsh

**Nays:** Trustee Kennedy

**Motion carried by a 6 – 1 vote.**

#### **4. Policy 5611 – Due Process Rights**

President Walsh noted that the Board determined it would return to discuss this item earlier in the meeting after completing the Regular Agenda Action Items needing Board approval.

Trustee Dindoffer said that the Board previously adopted Policy 5611 which included a section regarding students appealing a suspension or expulsion. Mr. McInerney, legal counsel, in reviewing the policy, communicated that there should be greater definition to the appeal process for a suspension and his recommendations were presented to the Board. In section B, items 1-6 outline what the appeal process is. In addition, another change to note, in the previous version of Policy 5611, there was provision that, in the event of a suspension or expulsion, the student and their parent would be given a list of witnesses and information about what the witnesses intended to testify about. Mr. McInerney's proposal is that the student and their family be given a general description of the nature of the charges and evidence against them rather than specifics about witnesses and testimony. Trustee Dindoffer also noted that point 5 of the proposed procedure does give the Board the right to receive such testimony and evidence as it may deem necessary to review the decision of the disciplinary panel.

Trustee Steininger said that he has a problem with the Due Process under Section A, *Students subject to temporary separation*. He said that when a student is not in school for five days, it is a suspension regardless of what it may be called. He feels that the building principal's decision to separate a student should be appealable and not the final decision of the principal.

Trustee Ismail also has an issue with the principal having the final say in a disciplinary matter. All discipline issues should have a right to appeal to the Superintendent.

Trustee Steininger suggested that any separation over two days should have the right to appeal to the Superintendent.

President Walsh asked Board members to document their proposed changes to this policy and submit to the administration.

**C. Approval of Resolution to Establish 2008-09 Superintendent Evaluation Process and Criteria**

Bylaw 0132.1 directs the Board to exercise its Executive responsibility “in part by the appointment of the Superintendent.” Policy 1100 (District Organization) establishes the Superintendent as the Chief Executive Officer of the district. Policy 1210 (Board-Superintendent Relationship) establishes that it is “the primary duty of the board to establish policies and that of the Superintendent to administer such policies.” In summary, few decisions the Board makes are more significant than the appointment and retention of the Superintendent.

Policy 1240 (Evaluation of the Superintendent) mandates that the Board evaluate the performance of the Superintendent annually. At the outset of the evaluation the Board and Superintendent are directed to jointly “determine the method by which the evaluation shall be conducted. The evaluations are to be based on “defined quality expectations developed by the Board for each criteria being assessed” and shall include an assessment of the progress toward the educational goals of the district.” Policy 1210 also requires that the Board “in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than subjective opinions.” Therefore, the objective of this resolution is to fulfill the Board’s responsibility as directed by, and in accordance with, Board policies 1210 and 1240 by establishing the criteria and process for evaluating the performance of the Superintendent.

Trustee Ismail noted that MASB recommends a mid-year check which is something the Board may want to consider.

Board members commented that this policy is a “good step”, “phenomenal work”, and “exactly what is needed as a Board to further advance the work of the administration.” All were supportive of the process.

**Moved by:** Trustee Kosinski  
**Supported by:** Trustee Minturn

**THAT the Board approve the Resolution to Establish 2008-09 Superintendent Evaluation Process and Criteria.**

**Ayes:** Trustees Dindoffer, Ismail, Kennedy, Kosinski, Minturn, Steininger and Walsh

**Nays:** None

**Motion carried by a 7 – 0 vote.**



**ACTION ITEMS FOR  
SEPTEMBER 22, 2008**

**D. Approval of Staff Authorized to Use Credit Cards**

In accordance with Policy 6423, the administration has provided a list of those positions that will be using school system credit cards for the 2008-09 school year.

Mr. Fenton said that some users have a card with a store limit; all users have a monetary limit depending on the volume and need of the department. Purchases are monitored and verified every month with receipts.

**Moved by:** Trustee Minturn

**Supported by:** Trustee Dindoffer

**THAT the Board approve district staff authorized to use credit cards.**

**Ayes:** Trustees Dindoffer, Ismail, Kennedy, Kosinski, Minturn, Steininger and Walsh

**Nays:** None

**Motion carried by a 7 – 0 vote.**

**A. Approval of Human Resources Report of August 12, 2008**

The Human Resources Report contains the recall of two instructional staff members and the resignation, retirement or leave of one instructional staff member and three plant staff. All appointments are replacements or otherwise within the 2008-09 budget allocations unless otherwise noted. Dr. Klein noted the resignation of Mandy Scott due to relocation. She also noted the retirements of Rip Billiet after 28.5 years and Craig Standish after 30 years of service.

**B. Approval of Business Items for August, 2008**

The Business Items for August, 2008 will be available prior to the next board meeting.

**C. Approval of Minutes of August 25, 2008**

The regular meeting minutes of August 25, 2008 will be available prior to the next board meeting.

**D. Approval of Tax Levy for 2008-09**

Mr. Fenton noted that the tax levy is approved each year preceded by a public hearing on the tax levy. With the changes made in the State business tax, there are changes made to the tax levy process stating what properties are exempt from certain tax rates. There was a change in the commercial personal property and also in the non-homestead real property tax which have to be taken out of the

calculation process then added to the hold-harmless calculation. Since the district is working with six municipalities, one of which is split with Harper Woods, it has to get the data (which we did not previously have) to compile that calculation. Mr. Fenton said he will meet with Amanda VanDusen from Miller Canfield tomorrow to finalize these calculations.

Coupled with the normal Headlee rollback amendment (this year there was not any), and the calculations based on the number of students the district has, Mr. Fenton noted that there will be a reduction in taxes for residents this year and state aid will go up slightly to offset that and to come out even. The biggest factor right now in the calculation as we approach the first few days of school is the count date. The district enrollment is down about 50 students at the elementary level. The middle school level remains close to the same and the high school level is still receiving registrations. A summary should be ready by the end of this week or next.

#### **E. Approval of District Legal Counsel**

At the July Board meeting, materials were provided to the Board that included the list of law firms which the district sent a Request for Proposal (RFP). These proposals were returned at the end of last week and are now being reviewed with the goal of bringing a recommendation to the Board at their next meeting.

Trustee Dindoffer asked how many law firms responded. Mr. Fenton replied by reading the list of law firms that received and responded to proposals (7). He noted that he would be meeting next week with Dr. Klein and Mr. Harwood to review those RFP's. Board members will receive copies of the submissions.

#### **F. Approval of Bid for Grosse Pointe South Fitness Center**

On February 25, 2008 the Board approved the Grosse Pointe South High School Fitness and Weight Room Center as one of the final projects to be completed. The Fitness Center is located in the basement of the new pool/gym complex.

Barton Marlow is the Construction Manager and Ehresman Associates, Inc. was approved by the Board on April 14, 2008 as the architect of record.

The facility will be 5400 square feet. Equipping of the facility will be done through fundraisers or donations.

The project will be funded from the bond project.

The Board is asked to award the bids for the Grosse Pointe South Fitness Center to Magnum Architectural Building Group for \$45,735.50, Contrast Mechanical for 451,400.00 and Edgewood

Electric for \$64,332.00.

Trustee Ismail asked for a copy of the layout of the equipment for the fitness center.

### **G. Approval of Revision to Board Policies**

Trustees Dindoffer and Kosinski reviewed proposed policy revisions.

#### **1. Policy 7250 – Commemoration and Name of School Facilities**

##### **Commemoration for Significant Contributions to the Enhancement of Education**

From time-to-time, the Board of Education may wish to commemorate a school or District facility (gymnasium, swimming pool, athletic field, etc.) by means of a plaque, naming the facility after a person, or some other honor. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, state or nation.

Any employee of the District thus honored must be deceased or no longer employed by the District prior to the Board's selection of his/her name for this honor.

##### **Selling Naming Rights to Commercial Enterprises**

The District may sell the right to name particular facilities owned by the District.

All such naming rights shall be done pursuant to a contract, which must be approved by the Board. Such contract may not be assigned without the approval of the Board by Board action.

Any naming contract shall not extend for more than five (5) years.

No naming contract shall be approved for companies or individuals that market items which are inappropriate or illegal for minors to use (e.g., alcohol, tobacco, etc.)

All such contracts shall contain a provision that the naming rights revert immediately to the District upon expiration of the contract or upon any material breach of the naming contract by the purchaser.

All such contracts shall contain a provision that the contract is immediately terminated upon the declaration of bankruptcy by the purchaser, and shall not become an asset of the debtor.

### **Granting Naming Rights in Recognition of Significant Philanthropic Contributions**

The District may grant the right to name particular facilities owned by the District to individuals or non-commercial entities in recognition of significant philanthropic contributions made to the District. The Superintendent or designee shall review all proposals to name District facilities in recognition of such philanthropic contributions, and shall recommend that the Board approve those that are appropriate. The Superintendent shall develop Administrative Guidelines to ensure that such recommendations to name District facilities are consistent with sound philanthropic practice, community standards, and standards within the educational community. The naming of any District facility in recognition of significant philanthropic contributions shall be approved by the Board.

Trustee Dindoffer said that the Policy Committee is recommending changes to Policy 7250 because it appears that there are three scenarios in which the Board might consider naming a facility or a portion of a facility. One could be in commemoration of a service of a community member or an employee and another might be selling the naming rights in connection with a commercial enterprise, which are both covered under Policy 7250. The third situation for naming rights might be in recognition of a significant philanthropic contribution. A separate paragraph was added to the policy to call for the administration to develop guidelines for accepting such gifts and for naming of a facility in recognition of that type of a gift. All of these naming rights would be approved by the Board.

Trustee Dindoffer noted that Policy 7230 was also added for Board review.

### **7230 - GIFTS, GRANTS, AND BEQUESTS**

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

<p><b>INFORMATION AND DISCUSSION</b></p>	<p><b>If the gift:</b></p> <ul style="list-style-type: none"> <li>A. is for a single school or program; the school principal may accept it with gratitude or may reject it;</li> <li>B. involves commercial or political sponsorship, it must be discussed first with the Superintendent before it is accepted or rejected;*</li> <li>C. is for more than a single school or program, or if the gift involves sponsorship, the Superintendent may accept it with gratitude or may reject it or the Board may require that the item be brought to it for acceptance or rejection;*</li> <li>D. is for capital expense beyond what has been budgeted by the District, or if acceptance of the gift affects a District action or involves naming a District facility, only the Board may accept it with gratitude or may reject it.</li> </ul> <p>*A principal or the Superintendent may, at his/her discretion, bring any gift to the board for their acceptance or rejection.</p> <p>Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.</p> <p><b>A. Enrollment Update and Class Size/Staff Allocation</b></p> <p>Mr. Fenton supplied the Board with information regarding enrollment. As indicated earlier, middle school enrollment is on target with previous projections. The high school enrollment numbers continue to fluctuate as students enroll and registration is finalized. In terms of elementary enrollment numbers, which has been a concern, the district was down 105 students from projections, and, as of today, is down 70 students. Mr. Fenton said that he anticipates being down about 50 students when enrollment is completed.</p> <p>Mr. Harwood said that a report on full time equivalencies for staffing was constructed per building and per level. One change that has occurred since the August 12<sup>th</sup> staffing report is that Kerby is down one position to 14.0 FTEs. The middle school has been consistent with a total of 105.4 FTE; and North and South FTEs, including counselors and librarians, total 194.8. Total instructional staff FTE as of August 12<sup>th</sup> is 604.9 FTE.</p> <p>Mr. Harwood noted that the State Department of Education is looking at possible changes in how they will fund kindergarten classroom programs which may cause a different funding formula in the future.</p>
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President Walsh complimented the new report generated for class size by department in the high school level.

Trustee Dindoffer asked that the Board receive the same report for the middle school level.

### **B. Financial Reports**

Mr. Fenton reviewed the four financial reports distributed to the Board. The first, Potential Cost Reductions and Revenue Enhancements, contains some good news in terms of the 2008-09 budget. The district has received confirmation that revenue in a couple of categories will be higher than anticipated: Title I Grant will be \$326,000 higher than budgeted; the science, math, technology categorical grant is higher by \$700,000; reimbursement on an asbestos settlement received; and also a suggestion that Mr. Minturn made about outsourcing the district's legal financial reporting for the PTO will net the district savings. All totaled, the district will have an additional \$1,046,000 in revenue.

The monthly report of the variable and semi-variable costs by salaries, fringes, purchase services, and capital outlay was reviewed.

The third report shows the revenue and expenditures for the various funds as of July 31, 2008 and is done on an encumbrance basis.

The last report, done periodically, is the program funding analysis based on the 2008-2009 budget. This will change as the budget changes and will be given to the Board quarterly for review.

### **C. Board Planning Calendar Update**

President Walsh reviewed the Board Planning Calendar as well as the new Board Governance Model which drives the processes of the Board. Both documents will be posted to the district webpage.

### **D. Policy Committee Update**

Trustee Dindoffer noted that a number of policies had already been discussed earlier in the meeting. She deferred to Mr. Walsh on various questions he had posed regarding the need for Board approval of certain agenda items.

One question was whether the Board needed to approve district legal counsel annually per Board policy. Mrs. Dindoffer said that nothing in the policy or state law dictates that a Board of Education must approve legal counsel each year. Policy 0172 (a bylaw) says that the Board may employ legal counsel. She noted that if the Board wanted to approve legal counsel it could be added to Bylaw 0154. There is



<p><b>FUTURE MEETINGS</b></p> <p><b>PUBLIC COMMENTS ON NON-ACTION ITEMS</b></p> <p><b>OTHER COMMENTS FROM BOARD AND SUPERINTENDENT</b></p>	<p>nothing is writing about appointing an auditor, but again, could be specified if the Board desires.</p> <p>President Walsh stated again, that at this time, it does not state in Board policy, that the Board must approve district legal counsel annually.</p> <p>Also in question is whether or not the Board must approve the accounts payable report. Trustee Dindoffer noted that there is not a policy that states that the Board should approve accounts payable reports. The Board, according to state law, must approve expenditures in excess of the set statutory amount where there is a bid process.</p> <p>The return of student work has already been addressed with more to come following teacher input and administrative guidelines.</p> <p>The policy manual is available on line as of today and will be readily accessible to parents and shared at Back to School Nights as well as in school newsletters.</p> <p>Trustee Dindoffer said that the administration will be working on administrative guidelines to accompany the policies with an anticipated completion date of October 15, 2008. Specific task forces are working on the attendance policy at the high school and, as Dr. Klein has indicated, the athletic and extra-curricular code of conduct which will be looked at over the course of the school year.</p> <p>In answer to Board questions, Dr. Klein noted that the district will receive regular updates from NEOLA.</p> <p>Trustee Dindoffer thanked fellow policy committee members, Mrs. Kosinski, Dr. Klein and Mr. Warras for their efforts and hard work on the process to revise and amend the district policies and bylaws.</p> <p>Closed Session of the Board, Monday, September 22, 2008, 7:00 p.m. Regular Meeting of the Board, Monday, September 22, 2008, 8 p.m. Public Hearing on Tax Levy for 2008-09, September 22, 2008, 8 p.m. South High School Wicking Library.</p> <p>No one came forward to comment at this time.</p> <p>Trustee Ismail recommended the back up material for agenda items be linked along with the enclosure page on the district website.</p> <p>Mr. Ismail also commented that he and 16 students from North and South had a wonderful trip to China in August. On October 30<sup>th</sup> the Michigan Association of School Boards holds their Annual</p>
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<p><b>ADJOURNMENT</b></p>	<p>Convention. He noted that this is a great opportunity for Board members to learn more about Board governance and best practices, as well as network with Board members from other districts.</p> <p>Trustee Kennedy had no comment.</p> <p>Trustee Steininger said that he was disappointed that he was not contacted for input on the Superintendent's Evaluation report, which was included in materials to the Board this week.</p> <p>Trustee Kosinski had no comment.</p> <p>Trustee Dindoffer welcomed students and families back to school. She said she was excited to see the new facility at South as well as improvements in other district schools. She looks forward to a new school year.</p> <p>Trustee Minturn had no comment.</p> <p>Dr. Klein noted that teachers will be returning on Tuesday, September 3<sup>rd</sup>, and students on Wednesday, September 4<sup>th</sup>. There will be an Open House for the new pool at South on Sunday, September 7<sup>th</sup>. The North/South football game is Friday, the 5<sup>th</sup>. Festivities in the North parking lot will welcome people as they arrive before the game. The new natatorium facilities will also be open Homecoming weekend, the first weekend in October, for those wishing to take a tour then.</p> <p>President Walsh responded to Trustee Steininger's comments about Board input for the Superintendent's evaluation. He added that comments from Board members may be submitted for the Superintendent's evaluation for inclusion in her personnel file.</p> <p>There being no further business, President Walsh adjourned the meeting at 10:00 p.m.</p>
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**Board Secretary**

**5500.01 ADMINISTRATIVE GUIDELINES FOR MIDDLE  
SCHOOL CODE OF CONDUCT FOR  
ATHLETICS and EXTRA-CURRICULAR ACTIVITIES**

**5500.01**

The Grosse Pointe Public School System's Middle School Code of Conduct for Athletics and Extra-curricular Activities defines eligibility, explains attendance procedures, and identifies behavior expectations and disciplinary consequences for all middle school students who participate in athletics and extra-curricular activities.

As a valuable part of the middle school educational process, participation in athletics and extra-curricular activities provides students with opportunities to develop both individual talents and team skills. In practice and in competition, middle school students learn the essentials of fair play, honesty, and obedience to rules.

Because students represent their school, they are expected to be exemplars of strong character, excellent behavior, and good sportsmanship. Because education is the primary goal and helping students make good decisions is the main objective, middle school activity sponsors and coaches will reinforce the expectation of good behavior and academic performance of participants and will maintain regular communications with school personnel.

Because activities function best when all members are present, students are expected to have consistent attendance in athletics and extra-curricular activities in order to remain eligible for continued participation.

**Approved:** August 25, 2008

## **5500.02 ADMINISTRATIVE GUIDELINES FOR HIGH SCHOOL ATHLETIC CODE OF CONDUCT**

**5500.02**

The Grosse Pointe Public School System's High School Athletic Code of Conduct defines eligibility, explains attendance procedures, and identifies behavior expectations and disciplinary consequences for all high school student athletes.

### **IMPORTANT**

The High School Athletic Code of Conduct is in effect from the first day a student joins a GPPS high school athletic team. The Code remains in effect 24 hours a day, 365 days a year (regardless of time of day, week, month, or year, location of events / place of events, and/or particular sport season) until completion of a student's participation in high school athletics.

## **I. Academic Eligibility**

To be deemed eligible for athletic participation during the season of a sport, the Michigan High School Athletic Association (MHSAA) requires that student athletes earned at least 20 credit hours the previous semester and are passing at least 20 credit hours the present semester. The Grosse Pointe Public School System, as a member of the MHSAA, abides by this eligibility standard.

The Grosse Pointe Public School System, however, encourages much higher academic achievement. As an incentive for academic excellence, those athletes achieving a grade point of at least 3.0 during their season of competition are honored at their season-ending Athletic Awards program. Varsity athletes receive a league Academic Team Certificate. Junior Varsity and Freshman level athletes receive a Grosse Pointe Public School System Academic Certificate.

## **II. Attendance**

### **A. Regular Practices**

Practices are essential for proper conditioning, improvement of techniques, and acquisition of teamwork skills. Therefore, athletes are required to attend scheduled practices. Athletes who are absent from school are excused from practice on the same day as the absence. Athletes who are suspended from school may not participate in practices or competition during the suspension. Athletes assigned a partial day of in-school separation may not participate on the same day unless granted the privilege by administration. Athletes suspended from school twice during the same season are suspended from the team

for the remainder of that season. Athletes must attend a minimum of 3 classes the day of a competition unless the absence is approved administratively.

## **B. Vacation Practices**

Practice schedules and attendance rules are set by coaches in a consistent and fair manner and are approved by the Athletic Director before implementation

Attendance procedures are developed for the protection of both the athlete and the coach and for the orderly progression and development of the total team. Athletes who do not train during an extended vacation could be seriously injured if allowed to participate under highly competitive game conditions. Teams cannot be developed to their fullest potential when all members are not present.

## **III. Acceptable and Unacceptable Behavior**

Any student who makes the decision to act in an unacceptable manner is disciplined by the School System as set forth in this Code of Conduct and is offered rehabilitation as indicated. Corrective/rehabilitative action is uniformly applied to each Grosse Pointe Public School System athlete.

**Students who are not cooperative or who impede an investigation face additional penalties up to and including permanent suspension from athletics.**

<b><i>UNACCEPTABLE BEHAVIOR - Attendance</i></b>	<b><i>GUIDELINES FOR DISCIPLINARY ACTION</i></b>
Unexcused absence from practice.	Discretion of coach.
Subsequent unexcused absences from practice.	Coach will contact the athlete's parent(s). Corrective action will be at the discretion of coach.
Unexcused absence from a contest as determined by coach.	Suspended from participation for remainder of season.

<b><i>UNACCEPTABLE BEHAVIOR- Substance Abuse</i></b>	<b><i>GUIDELINES FOR DISCIPLINARY ACTION</i></b>
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<p><b>FIRST OFFENSE</b> for <u>possession and/or use</u> of: tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.</p>	<p>Immediate suspension from participation in <b>20% *</b> of the MHSAA/school allowed competitions, served consecutively, for the athlete's current or next sport. -----</p> <p>-----</p> <p><i>* For baseball and softball, 20 days will be used as the MHSAA allowable competitions. Therefore, 20% equals four competition days and 40% equals eight competition days of game suspension.</i></p> <p>-----</p> <p>The student and parents are responsible for making an appointment with the Student Assistance Program Coordinator/ Facilitator. Following the suspension, the student may continue to take part in athletic competition if he/she is actively complying with the Coordinator's / Facilitator's recommendations. Failure to successfully complete the rehabilitation program may entail a delay in re-entering, or suspension from, all athletic activities. Participation in the Grosse Pointe Schools Substance Abuse Education Program "Choices," or a referral to an outside substance abuse program may be required. All costs of an outside referral will be the responsibility of the participant.</p>
<p><b>Continued on next page</b></p>	



**UNACCEPTABLE BEHAVIOR-  
Substance Abuse**

**SECOND OFFENSE** for possession and/or use of:  
tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.

**THIRD OFFENSE** for possession and/or use of:  
tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.

**UNACCEPTABLE BEHAVIOR-Other  
Misconduct**

All other offenses will be referred to the Athletic Director or the Athletic Council.

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**GUIDELINES FOR DISCIPLINARY  
ACTION**

Immediate removal from the team with a minimum suspension from **40%** \*of the MHSAA/school allowed competitions, served consecutively, for athlete's current/next sport.

*\* For baseball and softball, 20 days will be used as the MHSAA allowable competitions. Therefore, 20% equals four competition days and 40% equals eight competition days of game suspension.*

The student and parents are responsible for making an appointment with the Student Assistance Program Coordinator/ Facilitator. Following the suspension, the student may continue to take part in athletic competition if he/she is complying with the Coordinator's / Facilitator's recommendations. Failure to successfully complete the rehabilitation program may entail a delay in re-entering, or mean suspension from all athletic activities. Recommendations at this level may include a referral to an outside substance abuse program. All costs of an outside referral will be the responsibility of a participant.

Suspension from all athletic participation for the remainder of the athlete's high school career. A career suspension appeal will be heard after one calendar year pending re-enrollment and completion of a substance abuse program approved by the Student Assistance Program Coordinator/Facilitator. All costs of the rehabilitation program will be the responsibility of the participant.

**GUIDELINES FOR DISCIPLINARY ACTION**

Decision of the Athletic Director or the Athletic Council.

The Athletic Director may request an Athletic Council session whenever the Director deems it necessary

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#### **IV. DISCIPLINARY GUIDELINES-SUBSTANCE ABUSE OFFENSES**

1. The Athletic Director will contact the parents of any athlete who is suspended, and will describe the incident and the subsequent action taken.
2. During periods of suspension from competition, attendance at team practice is required. Attendance at athletic contests will be at the discretion of the coach. However, suspended athletes are not to be dismissed from school to attend contests and are not allowed to be in team uniform.

#### **IV. DISCIPLINARY GUIDELINES-SUBSTANCE ABUSE OFFENSES (continued)**

3. If a substance abuse infraction occurs before the competitive season or during the "off" season, the competitive suspension will begin during the next competitive season. The summer vacation period is part of the "off" season.
4. Failure to complete the rehabilitative program or to attend practices regularly during a suspension period will result in removal from the team for the remainder of the season. The rehabilitation program must be fulfilled before joining another sport team.
5. Substance abuse offenses will be cumulative over the student athlete's entire high school career.

#### **VI. Athletic Council**

The Athletic Council shall consist of:

1. The Athletic Directors
2. Another Assistant Principal
3. The Coach of the sport involved
4. Two coaches of other sports as selected by the Athletic Director

#### **VI. Additional Notes**

1. An athlete who leaves or is removed from one team before the end of the season cannot join another team without the consent of both coaches. The Athletic Director may intercede when the coaches do not agree.
2. An athlete suspended for substance abuse cannot join another team during that same season.
3. Awards programs are considered the same as a contest and the athlete's attendance is required.  
A suspended athlete may not attend any awards program.
4. If an athlete's competitive suspension will terminate during a new sports season, the athlete may try out for the sport, but may not begin competing until the suspension is completed.
5. For baseball and softball, 20 days will be used as the MHSAA allowable competitions. Therefore, 20% equals four competition days and 40% equals eight competition days of game suspension.

## **VII. Appeal Process**

Athletes disciplined for attendance infractions may appeal their penalty to the Athletic Director within 2 school days. Parents of a suspended athlete who is disciplined for substance abuse or other unacceptable behavior or a suspended athlete who is disciplined for substance abuse or other unacceptable behavior may appeal the penalty to the school principal within 2 school days.

NOTE: In compliance with MCL 380.1308 and the Michigan School Safety Response Guide, the Grosse Pointe Public School System works cooperatively with police agencies in sharing certain information. Under appropriate circumstances, High School Athletic Directors may seek out and gather information about possible code violations from appropriate sources, including the police.

Approved: August 25, 2008

### **TELEPHONE NUMBER FOR INCIDENTS REQUIRING REPORTS TO AUTHORITIES:**

**Wayne Country Family Independence Agency – Protective Services (incidents of child abuse)  
(313) 396-0300**