

A G E N D A

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Recognition/Reports**
 - A. Adult and Alternative Education Program**
- VI. Call to the Public**
 - A. Comment Card**

Time extended to provide individuals an opportunity to address the Board of Education. Time allotment is up to 30 minutes, individuals may speak for three minutes each. Individuals must identify themselves by name and address. The Board may hear issues, but is not required to answer questions or make statements and will refer most issues on to the Superintendent.
- VII. Old Business**
- VIII. Consent Agenda**
 - A. Bills of April 3 through April 16, 2009**
 - B. Minutes of April 16, 2009**
 - C. K-5 Writing Curriculum**
 - D. K-5 Social Studies Curriculum**
- IX. New Business**
 - A. Curriculum**
 - B. Finance**
 - 1. Budget Update, 2009/10**
 - C. Human Resources**
 - 1. Staff Retention Plan**
 - 2. Resignations**
 - 3. Resignation, Retirement**
 - 4. Staff Reductions, Certified Staff**
 - 5. Staff Reduction, Administrative Staff**
 - D. Other**
 - 1. Elementary Handbook Revisions, First Reading**
 - 2. High School Handbook Revisions, First Reading**
- X. Communications and Reports**
 - A. From Superintendent**
 - B. From Board**
 - C. Announcements**

This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is time for public participation during the meeting as indicated in agenda item "Call to the Public."

Minutes

I. Call to Order

The meeting was called to order by President Anderson at 7:01 p.m.

II. Pledge of Allegiance

III. Roll Call

Members present: William Anderson, Joe Carney, Jay Krause, Cheryl Leach, Beth Minert, Joyce Powers and Greg Rassel.

Also present: Interim Superintendent Riutta, Interim Assistant Superintendent Human Resources Peggy Moyer, Executive Director of Instruction Baiba Jensen, Attorney Doug Cameron, staff, press and visitors.

IV. Approval of Agenda

Moved by Leach, supported by Krause to amend the agenda to include item IX.B.4.Unemployment/Retirement Costs. Voice vote: 7 ayes. Motion carried.

V. Recognition/Reports

- A. High School Student Assistance Program** -Barb Williams, High School Learning Coordinator, staff members and students gave an overview of programs and services available to students through the Student Assistance Program. The programs and services include the Study Center, various support groups, individual counseling, Peer Mediation and B-KOM.
- B. High School Research Team**-Principal Ken Hamman and team members Joann Durham-teacher, Pat Meyer-Assistant Principal, Cindy Stafford-Data Processing, and Elson Liu-Technology Director presented the committee's work on the Student Pride Campaign, Staffing Efficiencies, Scheduling/Staffing, and On-Line Learning

VI. Call to the Public

Laurie Schultz addressed the Board concerning the proposal to reduce campus security personnel at Brighton High School.

VII. Old Business

VIII. Consent Agenda

Moved by Leach, supported by Minert to approve the bills of March 30-April 2, 2009. Voice vote: 7 ayes. Motion carried.

Moved by Rassel, supported by Carney to approve the March 23, 2009 minutes as presented. Voice vote: 7 ayes. Motion carried.

IX. New Business

A. Curriculum

1. **K-5 Science Curriculum** - Moved by Krause, supported by Rassel to approve the K-5 Science Curriculum as presented. Voice vote: 7 ayes. Motion carried.
2. **K-5 Writing Curriculum** - Baiba Jensen and Kris Valade presented the K-5 Writing Curriculum. This item will be placed on the April 27, 2009 agenda for Board consideration.
3. **K-5 Social Studies Curriculum** - Baiba Jensen reported that the social studies curriculum was realigned with the GLCE's and the new alignment along with the frameworks was presented for Board discussion. This item will be placed on the April 27, 2009 agenda for Board consideration.

B. Finance

1. **Audit RFP Results** - The district received three proposals for audit services. It was recommended that the Board award the audit bid to Maner, Costerisan and Ellis in the amount of \$79,000 total for a three year period.

Moved by Rassel, supported by Carney to award the bid for audit services to Maner, Costerisan and Ellis as presented. Voice vote: 7 ayes. Motion carried.

2. **March 2009 Financial Statement** - Moved by Leach, supported by Krause to accept the March 2009 Financial Statement as presented. Voice vote: 7 ayes. Motion carried.
3. **Budget Assumptions, 2009/2010** - An overview of the proposed 2009/2010 budget assumptions were presented for Board discussion. The assumptions have been discussed by members of the Board Finance Committee. Ms. Bolen will be meeting with the administrative team to develop budgets for the 2009/2010 school year.
4. **Unemployment Benefits/Staff Reductions** - The concept of using the district's unemployment funds to develop a plan that would retain staff was discussed. The district will be issuing staff reduction notices to fifty plus staff members and therefore would have costs associated with unemployment benefits. In an effort to reduce the number of layoffs, the concept of using this money to develop a retention plan of paying a set amount of money to staff members who may wish to retire in an effort to retain less senior staff members.

Moved by Leach, supported by Minert to schedule a joint Finance and Human Resource Committee meeting on Monday, April 20, 2009 at 6:00 p.m. in the Board Room at BECC to discuss a retirement payment incentive. Voice vote: 7 ayes. Motion carried.

C. Human Resources

1. **Resignations** - Moved by Powers, supported by Minert to accept the resignations of Jillian Brown, Kristy Cleary, Heather Doyle, Robin Kratzer, Kimberly Mendez, Fran Michalek and Michele McGrath with appreciation. Voice vote: 7 ayes. Motion carried.

2. **Resignations, Retirement Purposes** - Moved by Krause, supported by Powers to accept the resignations of Pat Rogers and Nancy Lymangrover with appreciation for their service to Brighton Area Schools. Voice vote: 7 ayes. Motion carried.
3. **Leave Request** - Moved by Leach, supported by Carney to grant Meredith Ammons an unpaid child care leave for the 2009/2010 school year. Voice vote: 7 ayes. Motion carried.

D. Other

1. **LATEC Agreement** - Moved by Carney, supported by Rassel to approve the LATEC Agreement effective July 1, 2010 through June 30, 2015 as presented. Voice vote: 7 ayes. Motion carried.

X. Communications and Reports

A. From Superintendent

1. Mrs. Riutta met with members of the Alumni Association to discuss a possible relocation of the alumni room to a room at the Senior Center. The association will be meeting again on May 6 to discuss the proposal.

B. From Board

1. Mrs. Powers inquired about expenditures for flowers from athletic accounts.
2. Mr. Carney reported on the MASB article regarding Sinking Funds.

Meeting adjourned at 9:32 p.m.

Date Approved:

Approved by:

William R. Anderson, President

Elizabeth Minert, Secretary

(Sheri Lohmiller, Recorder)

V.



TO: Trustees, Board of Education

FROM: Bonnie P. Riutta, Interim Superintendent of Schools

RE: Recognition/Reports


DATE: April 22, 2009

Adult/Alternative Education Program

Anne Rennie and Anne Hubscher will be present to provide an overview of the BAS Adult and Alternative Education Program as well as plans for the 2009/2010 school year.

VIII.



TO: Trustees, Board of Education
FROM: Bonnie P. Riutta  Interim Superintendent of Schools
RE: Consent Agenda
DATE: April 22, 2009

The following items are presented for approval under the consent agenda:

- Bills of April 3-16, 2009
- Minutes of April 16, 2009
- K-5 Writing Curriculum
- K-5 Social Studies Curriculum

Motion

Moved by:
Supported by:

To approve the consent agenda as presented.

Voice vote:

_____ Ayes
_____ Nays

Check Register

Apr 3 through Apr 16, 2009

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
04/03/09 THROUGH 04/16/09

04/17/09

CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202751	BEVERAGE SERVICE LTD	2	70.90	2-1-297-4120-000-000-0000	REP/MAINT EQUIP FS	FS EQ REPR/PARTS
202792	NORTH STAR WHOLESALE	2	225.00			FS EQ REPR 2/10
202776	HOBART SERVICE	2	412.70			FS EQ REPR/WATER/HS
202811	YOUNG SUPPLY CO	2	37.60			FS EQ REPR/PARTS/HS
ACCT TOTAL			746.20			
202753	BRIGHTON AUTO SERVICE	2	1067.57	2-1-297-4130-000-000-0000	REPAIR/MAINT FS VAN	FS VAN/BRAKES&OIL
ACCT TOTAL			1067.57			
202752	BIG APPLE BAGELS	2	336.72	2-1-297-5610-000-000-0000	FOOD	FOOD
202752	BIG APPLE BAGELS	2	331.20			FOOD
202752	BIG APPLE BAGELS	2	511.80			FOOD
202752	BIG APPLE BAGELS	2	353.28			FOOD
202750	AUNT MILLIE'S BAKERIES	2	1757.28			FOOD-3ACCTS-3/28
202775	HAV-A-BAR INC	2	97.28			FOOD
202808	VAN EERDEN FOODSERVICE	2	33.80			FOOD
202808	VAN EERDEN FOODSERVICE	2	2744.24			FOOD
202808	VAN EERDEN FOODSERVICE	2	670.59			FOOD
202775	HAV-A-BAR INC	2	38.88			FOOD
202808	VAN EERDEN FOODSERVICE	2	4200.75			FOOD
202808	VAN EERDEN FOODSERVICE	2	907.26			FOOD
202808	VAN EERDEN FOODSERVICE	2	4223.36			FOOD
202808	VAN EERDEN FOODSERVICE	2	3097.18			FOOD
202808	VAN EERDEN FOODSERVICE	2	83.20			FOOD
202775	HAV-A-BAR INC	2	186.40			FOOD
202775	HAV-A-BAR INC	2	183.36			FOOD
202775	HAV-A-BAR INC	2	64.16			FOOD
202775	HAV-A-BAR INC	2	84.96			FOOD
202775	HAV-A-BAR INC	2	56.52			FOOD
202775	HAV-A-BAR INC	2	159.92			FOOD
202775	HAV-A-BAR INC	2	55.80			FOOD
202762	COCA-COLA BOTL CO OF	2	576.00			FOOD
202808	VAN EERDEN FOODSERVICE	2	4913.80			FOOD
202808	VAN EERDEN FOODSERVICE	2	4716.48			FOOD
202808	VAN EERDEN FOODSERVICE	2	1429.73			FOOD
202808	VAN EERDEN FOODSERVICE	2	387.36			FOOD
202808	VAN EERDEN FOODSERVICE	2	637.16			FOOD
202808	VAN EERDEN FOODSERVICE	2	1320.85			FOOD
202808	VAN EERDEN FOODSERVICE	2	1188.59			FOOD
202808	VAN EERDEN FOODSERVICE	2	1061.02			FOOD
202808	VAN EERDEN FOODSERVICE	2	140.40			FOOD
202808	VAN EERDEN FOODSERVICE	2	3089.47			FOOD
202808	VAN EERDEN FOODSERVICE	2	411.57			FOOD
202808	VAN EERDEN FOODSERVICE	2	1209.41			FOOD
202808	VAN EERDEN FOODSERVICE	2	656.11			FOOD
202808	VAN EERDEN FOODSERVICE	2	1249.27			FOOD
202808	VAN EERDEN FOODSERVICE	2	2046.39			FOOD
202808	VAN EERDEN FOODSERVICE	2	2983.14			FOOD
202775	HAV-A-BAR INC	2	427.84			FOOD

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
04/03/09 THROUGH 04/16/09

04/17/09

CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202775	HAV-A-BAR INC	2	220.16	2-1-297-5610-000-000-0000	FOOD	FOOD
202775	HAV-A-BAR INC	2	72.96		FOOD	FOOD
202762	COCA-COLA BTLG CO OF	2	790.00		FOOD	FOOD
202762	COCA-COLA BTLG CO OF	2	753.60		FOOD	FOOD
202769	FONTANA BROTHERS INC	2	61.50		FOOD	FOOD
ACCT TOTAL			50520.75			
202795	SMITH DAIRY PRODUCTS	2	1933.37	2-1-297-5611-000-000-0000	MILK	MILK 3/7
202795	SMITH DAIRY PRODUCTS	2	2571.56			MILK 3/21
202795	SMITH DAIRY PRODUCTS	2	2532.48			MILK 3/28
202795	SMITH DAIRY PRODUCTS	2	2071.37			MILK 3/14
ACCT TOTAL			9108.78			
202761	CLARK PRODUCTS INC	2	964.89	2-1-297-5640-000-000-0000	DISPOSABLES FS	DISPOSABLES FS
202808	VAN EERDEN FOODSERVICE	2	122.93		DISPOSABLES FS	DISPOSABLES FS
202808	VAN EERDEN FOODSERVICE	2	45.94		DISPOSABLES FS	DISPOSABLES FS
202808	VAN EERDEN FOODSERVICE	2	54.03		DISPOSABLES FS	DISPOSABLES FS
202808	VAN EERDEN FOODSERVICE	2	99.97		DISPOSABLES FS	DISPOSABLES FS
202808	VAN EERDEN FOODSERVICE	2	108.06		DISPOSABLES FS	DISPOSABLES FS
202808	VAN EERDEN FOODSERVICE	2	154.00		DISPOSABLES FS	DISPOSABLES FS
202808	VAN EERDEN FOODSERVICE	2	299.91		DISPOSABLES FS	DISPOSABLES FS
202761	CLARK PRODUCTS INC	2	539.46		DISPOSABLES FS	DISPOSABLES FS
202761	CLARK PRODUCTS INC	2	979.23		DISPOSABLES FS	DISPOSABLES FS
202761	CLARK PRODUCTS INC	2	746.38		DISPOSABLES FS	DISPOSABLES FS
202761	CLARK PRODUCTS INC	2	586.89		DISPOSABLES FS	DISPOSABLES FS
ACCT TOTAL			4701.69			
202808	VAN EERDEN FOODSERVICE	2	44.14	2-1-297-5993-000-000-0000	SUPP SANITATION FS	SUPP SANITATION FS
202808	VAN EERDEN FOODSERVICE	2	44.14		SUPP SANITATION FS	SUPP SANITATION FS
202808	VAN EERDEN FOODSERVICE	2	22.07		SUPP SANITATION FS	SUPP SANITATION FS
202808	VAN EERDEN FOODSERVICE	2	22.07		SUPP SANITATION FS	SUPP SANITATION FS
202808	VAN EERDEN FOODSERVICE	2	44.14		SUPP SANITATION FS	SUPP SANITATION FS
202808	VAN EERDEN FOODSERVICE	2	22.07		SUPP SANITATION FS	SUPP SANITATION FS
ACCT TOTAL			198.63			
202793	OAKLAND SCHOOLS	2	456.26	2-1-297-7910-000-000-0000	MISC EXP FOOD SVC	FS MENU/JAN&FEB
202793	OAKLAND SCHOOLS	2	394.95			FS MENU/MAR&APR
ACCT TOTAL			861.21			
202760	CITY OF BRIGHTON	2	138.00	2-1-293-3191-000-015-0000	SECURITY B BASKETBALL	ATH BSKTBL GAME 1/30
ACCT TOTAL			138.00			
202783	LIVINGSTON EDUCATIONAL	2	325.50	2-1-293-8221-000-000-0000	FINGR PRINT FEE/ATHL	ATHL FINGERPRINT/MAR
202783	LIVINGSTON EDUCATIONAL	2	705.25			ATHL FINGERPRINT/FEB
202783	LIVINGSTON EDUCATIONAL	2	54.25			ATHL FINGERPRINT/JAN

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
04/03/09 THROUGH 04/16/09

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CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202783	LIVINGSTON EDUCATIONAL	2	108.50	2-1-293-8221-000-000-0000	FINGR PRINT FEE/ATHL	ATHL FINGERPRINT/NOV
202783	LIVINGSTON EDUCATIONAL	2	54.25			ATHL FINGERPRINT/DEC
ACCT TOTAL			1247.75			
202771	G E CAPITAL INFO TECH	1	1620.54	1-1-111-4220-004-000-0000	EQUIP RENTAL SPEN	SPN COPIER4/18-10/17
ACCT TOTAL			1620.54			
202783	LIVINGSTON EDUCATIONAL	1	5598.75	1-1-112-8210-021-000-0000	SCR TUITION/ALTER	REN ALTER MS/2ND QTR
202783	LIVINGSTON EDUCATIONAL	1	5598.75			REN ALTER MS/1ST QTR
ACCT TOTAL			11197.50			
202783	LIVINGSTON EDUCATIONAL	1	5598.75	1-1-112-8210-121-000-0000	MAL TUITION/ALTER	REN ALTER MS/2ND QTR
202783	LIVINGSTON EDUCATIONAL	1	5598.75			REN ALTER MS/1ST QTR
ACCT TOTAL			11197.50			
202766	DANKA OFFICE IMAGING	108071	19845.00	1-1-113-4120-031-000-0000	HS CONTR SV EQ REPR	HS USAGE OVERCHRG
202766	DANKA OFFICE IMAGING	108071	22836.22			HS 1/27-1/26 USAGE-3
ACCT TOTAL			2991.22			
202783	LIVINGSTON EDUCATIONAL	1	78382.50	1-1-113-8210-031-000-0000	BHS TUITION/ALTER	REN ALTER HS/2ND QTR
202783	LIVINGSTON EDUCATIONAL	1	78382.50			REN ALTER HS/1ST QTR
ACCT TOTAL			156765.00			
202783	LIVINGSTON EDUCATIONAL	1	4800.00	1-1-127-8210-031-000-0000	TUITION/VCC PROGRAMS	NTWRK/CLEARY/QTR 1&2
ACCT TOTAL			4800.00			
202799	TEEN INK	1	149.00	1-1-132-5110-031-000-3310	HSC TCH SUP	HSC 08-09 SCRIPT
ACCT TOTAL			149.00			
202783	LIVINGSTON EDUCATIONAL	1	12293.00	1-1-226-8220-000-000-0000	VOC ED ADM/PLACEMENT	VOC ED ADM 08-09/50%
ACCT TOTAL			12293.00			
202788	MI LEADERSHIP INSTITUT	1	2166.67	1-1-231-3151-000-000-0000	BD-SUPT SEARCH EXP	SUPT SEARCH/PMT #1
ACCT TOTAL			2166.67			
202801	TOBO EDUCATIONAL	1	8250.00	1-1-232-3150-000-000-0000	SUPR OFC- PROF SVC	SUPT INTERIM/MAR
ACCT TOTAL			8250.00			
202771	G E CAPITAL INFO TECH	108521	3065.64	1-1-241-4220-031-000-0000	HS-EQUIPT RENTAL	HS-2COPIER 4/10-10/9
ACCT TOTAL			3065.64			

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
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CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202789 ACCT TOTAL	MICHIGAN PUBLIC SCHOOL	1	.28 .28	1-1-252-2820-000-000-0000	ESO - RETIRE	MAR RETIRE ROUNDING
202783 ACCT TOTAL	LIVINGSTON EDUCATIONAL	1	27891.45 27891.45	1-1-252-3150-000-000-0000	LESA ACCT SUPERVISOR	FIN10/28-2/12 HUBERT
202749 202756 202749 ACCT TOTAL	AT&T BROADWING COMM., LLC AT&T	1 1 1	26.01 1929.22 2332.89 4188.12	1-1-261-3410-000-000-0000	TELEPHONE	BOILER ALARM 4/7 PHONE SERV/APR BRIGHTON SCHOOLS 4/7
202749 202749 ACCT TOTAL	AT&T AT&T	1 1	1195.00 224.00 1419.00	1-1-261-3410-000-000-1000	TELEPHONE-TECHNOLOGY	WCRESA/APR T1 LINE/APR
202759 202759 202759 202759 202759 202759 ACCT TOTAL	CITY OF BRIGHTON CITY OF BRIGHTON CITY OF BRIGHTON CITY OF BRIGHTON CITY OF BRIGHTON CITY OF BRIGHTON	1 1 1 1 1 1	411.35 13.41 755.48 606.44 57.06 2204.03 4047.77	1-1-261-3830-000-000-0000	WATER & SEWAGE	125 S CHURCH/BECC 125 S CHURCH/SLOAN 1010 STATE ST/LIND 850 SPENCER RD/MILLR HS CONCESSION STAND 620 S 7TH ST/HS/MAR
202759 ACCT TOTAL	CITY OF BRIGHTON	1	137.79 137.79	1-1-261-3831-000-000-0000	BUS UTILITIES	5800 BORDERLINE/BUS
202790 ACCT TOTAL	MI SCHOOLS ENERGY COOP	1	59635.75 59635.75	1-1-261-5510-000-000-0000	HEATING FUEL	MAR NATURAL GAS
202790 202765 ACCT TOTAL	MI SCHOOLS ENERGY COOP DTE ENERGY	1 1	79888.14 302.30 80190.44	1-1-261-5520-000-000-0000	ELECTRICITY	ELECT/11 METERS/FEB 7878 BRIGHTON RD/EST
202755 202777 ACCT TOTAL	BRIGHTON FORD-MERCURY HOME DEPOT	1 108041	71.96 459.45 531.41	1-1-261-5992-000-000-0000	MAINT SUP	MAINT SUP MAINT SUP
202777 ACCT TOTAL	HOME DEPOT	108041	28.40 28.40	1-1-261-5993-000-000-0000	MAINT ELECT SUP	MAINT ELECT SUP
202777	HOME DEPOT	108041	256.14	1-1-261-5994-000-000-0000	MAINT SUP PLUMB/HTG	MAINT SUP PLUMB/HTG

BRIGHTON AREA SCHOOLS
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CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202809	WILSON MARINE CORP	1	39.96	1-1-261-5994-000-000-0000	MAINT SUP PLUMB/HTG	MAINT SUP PLUMB/HTG
ACCT TOTAL			296.10			
202773	HAROLD'S FRAME SHOP	1	254.65	1-1-261-5995-000-000-0000	MAINT GROUNDS SUP	MNT GRNDS SUP/CLUTCH
ACCT TOTAL			254.65			
202811	YOUNG SUPPLY CO	108371	16.30	1-1-261-5996-000-000-0000	HVAC SUP	HVAC SUP
202811	YOUNG SUPPLY CO	108371	106.30			HVAC SUP
202777	HOME DEPOT	108041	169.37			HVAC SUP
ACCT TOTAL			291.97			
202764	CORRIGAN OIL COMPANY	1	125.00	1-1-271-4130-000-000-0000	BUS REPAIR	BUS TOW/#10/FEB
202764	CORRIGAN OIL COMPANY	1	125.00			BUS TOW/#84/FEB
202764	CORRIGAN OIL COMPANY	1	125.00			BUS TOW/#99-07/MAR
ACCT TOTAL			375.00			
202763	CONTINENTAL LINEN	106571	35.00	1-1-271-4910-000-000-0000	GARAGE RENTALS	UNIFORM RENTAL 3/11
202763	CONTINENTAL LINEN	106571	35.00			UNIFORM RENTAL 3/18
202763	CONTINENTAL LINEN	106571	35.00			UNIFORM RENTAL 3/25
202763	CONTINENTAL LINEN	106571	35.00			UNIFORM RENTAL 4/1
ACCT TOTAL			140.00			
202798	STATE ELECTRONICS CO	106751	87.50	1-1-271-4911-000-000-0000	TRANS CONTR SERV	BUS RADIO REPR
202798	STATE ELECTRONICS CO	106751	45.00			BUS RADIO ESTIMATE
202798	STATE ELECTRONICS CO	106751	95.00			BUS RADIO REPR
ACCT TOTAL			227.50			
202770	GCR TIRE CENTERS	106721	2766.00	1-1-271-5720-000-000-0000	TIRES/TUBES/BATTERIE	BUS TIRES
202770	GCR TIRE CENTERS	106721	250.00			BUS TIRES
202770	GCR TIRE CENTERS	106721	424.00			BUS TIRES
ACCT TOTAL			2940.00			
202797	SOUTHWEST BRAKE & PART	106671	190.30	1-1-271-5730-000-000-0000	BUS REPR PARTS	BUS REPR PARTS
202802	TRANSPORTATION ACCESS-	106681	277.72			BUS REPR PARTS
202803	UNITY SCHOOL BUS PARTS	106691	114.18			BUS REPR PARTS
202779	KIMBALL MIDWEST	106641	27.30			BUS REPR PARTS
202810	WINZER CORP	1	129.05			BUS REPR PARTS
202779	KIMBALL MIDWEST	106641	32.41			BUS REPR PARTS
202784	MTR TUBING LLC	106661	258.00			BUS REPR PARTS
202786	MELLEMA'S SERVICE	1	19.41			GARAGE OPER/PAPER
202779	KIMBALL MIDWEST	106641	476.38			BUS REPR PARTS
202779	KIMBALL MIDWEST	106641	15.64			LESS DISC
202780	LAWSON PRODUCTS INC	106651	349.17			BUS REPR PARTS
202780	LAWSON PRODUCTS INC	106651	3.34			LESS DISC

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
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04/17/09

CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202755	BRIGHTON FORD-MERCURY	1	48.00	1-1-271-5730-000-000-0000	BUS REPR PARTS	BUS REPR PARTS/GLASS
202757	CAPITAL CITY INTERNATL	106611	2104.40		BUS REPR PARTS	BUS REPR PARTS
202757	CAPITAL CITY INTERNATL	106611	439.63		BUS REPR PARTS	BUS REPR PARTS
202757	CAPITAL CITY INTERNATL	106611	73.89		BUS REPR PARTS	BUS REPR PARTS
202757	CAPITAL CITY INTERNATL	106611	149.53		BUS REPR PARTS	BUS REPR PARTS
202757	CAPITAL CITY INTERNATL	106611	242.34		BUS REPR PARTS	BUS REPR PARTS
202757	CAPITAL CITY INTERNATL	106611	1033.94		BUS REPR PARTS	BUS REPR PARTS
202757	CAPITAL CITY INTERNATL	106611	154.24		BUS REPR PARTS	BUS REPR PARTS
202747	A & L PARTS PLUS	106601	105.18		BUS REPR PARTS	BUS REPR PARTS
202747	A & L PARTS PLUS	106601	98.31		BUS REPR PARTS	BUS REPR PARTS
202747	A & L PARTS PLUS	106601	105.18		BUS REPR PARTS	BUS REPR PARTS
202747	A & L PARTS PLUS	106601	154.44		BUS REPR PARTS	BUS REPR PARTS
202747	A & L PARTS PLUS	106601	48.04		BUS REPR PARTS	BUS REPR PARTS
202747	A & L PARTS PLUS	106601	90.50		BUS REPR PARTS	BUS REPR PARTS
202748	A PARTS WAREHOUSE	105131	8.30		BUS REPR PARTS	BUS REPR PARTS
202748	A PARTS WAREHOUSE	105131	457.40		BUS REPR PARTS	BUS REPR PARTS
202748	A PARTS WAREHOUSE	105131	194.25		BUS REPR PARTS	BUS REPR PARTS
202748	A PARTS WAREHOUSE	105131	43.12		BUS REPR PARTS	BUS REPR PARTS
ACCT TOTAL			7405.63			
202783	LIVINGSTON EDUCATIONAL	1	54.25	1-1-283-8221-000-000-0000	FINGER PRINT FEE	FINGERPRINT FEE/NOV
202783	LIVINGSTON EDUCATIONAL	1	54.25		FINGER PRINT FEE	FINGERPRINT FEE/DEC
202783	LIVINGSTON EDUCATIONAL	1	434.00		FINGER PRINT FEE	FINGERPRINT FEE/NOV
ACCT TOTAL			542.50			
202783	LIVINGSTON EDUCATIONAL	1	34303.47	1-1-284-8220-000-000-0000	DATA PROCESS CTR SVC	DATA PRO FEE/1ST QTR
202783	LIVINGSTON EDUCATIONAL	1	34303.47		DATA PROCESS CTR SVC	DATA PRO FEE/2ND QTR
ACCT TOTAL			68606.94			
202783	LIVINGSTON EDUCATIONAL	1	31855.14	1-2-192-0000-000-000-0000	PREPAID EXPENSES	PESG SUB TCHRS-3/21
202783	LIVINGSTON EDUCATIONAL	1	33501.64		PREPAID EXPENSES	PESG SUB TCHRS-4/4
ACCT TOTAL			65356.78			
202791	MONROE FINANCIAL	1	44.92	1-2-451-0500-000-000-0000	GARNISHMENT	GARNISHMENT 04/10
202758	KRISPEN S CARROLL	1	439.48		GARNISHMENT	CHAPTER 13 W/H 04/10
202768	DISCOVER BANK	1	483.86		GARNISHMENT	GARNISHMENT 04/10
ACCT TOTAL			968.26			
202789	MICHIGAN PUBLIC SCHOOL	1	88474.46	1-2-451-0550-000-000-0000	MIP RETIREMENT	MAR MIP RETIREMENT
ACCT TOTAL			88474.46			
202789	MICHIGAN PUBLIC SCHOOL	1	100.00	1-2-451-0556-000-000-0000	TDP	TDP BUY/NONED/MAR
202789	MICHIGAN PUBLIC SCHOOL	1	300.00		TDP	TDP BUY/OUTSY/MAR
202789	MICHIGAN PUBLIC SCHOOL	1	100.00		TDP	TDP BUY/SERV/MAR
202789	MICHIGAN PUBLIC SCHOOL	1	15051.28		TDP	TDP BUY/UNIV/MAR

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
04/03/09 THROUGH 04/16/09

CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202789 ACCT TOTAL	MICHIGAN PUBLIC SCHOOL	1	300.00 15851.28	1-2-451-0556-000-000-0000	TDP	TDP/MIP/BUYBACK/MAR
202767 ACCT TOTAL	DELTA DENTAL	1	2070.64 2070.64	1-2-451-0800-000-000-0000	MESSA INS-PR	DELTA DENTAL/MAR
202789 ACCT TOTAL	MICHIGAN PUBLIC SCHOOL	1	462906.15 462906.15	1-2-451-0852-000-000-0000	RETIREMENT DISTRICT	MAR RETIREMENT
202783 202783 202783 202783 202783 ACCT TOTAL	LIVINGSTON EDUCATIONAL LIVINGSTON EDUCATIONAL LIVINGSTON EDUCATIONAL LIVINGSTON EDUCATIONAL LIVINGSTON EDUCATIONAL	2 2 2 2 2	162.75 162.75 108.50 217.00 217.00 108.50 976.50	2-1-311-8221-000-000-0000	FINGR PRINT FEE/CE	CE FINGERPRINT/DEC CE FINGERPRINT/FEB CE FINGERPRINT/MAR CE FINGERPRINT/NOV CE FINGERPRINT/NOV CE FINGERPRINT/JAN
202800 ACCT TOTAL	TIP TOP ENTERTAINMENT	2	9000.00 9000.00	2-1-331-3190-000-000-0000	PROFSVC-PERFORM	CE 4/25 AARON TIPPIN
202772 ACCT TOTAL	HUGH GULLEDGE	2	115.00 115.00	2-1-331-4122-000-000-0000	REPAIR/MAINT - PIANO	BCPA/PIANO TUNE 3/11
202778 ACCT TOTAL	HOME DEPOT	2	31.94 31.94	2-1-331-7910-000-000-0000	MISC EXP PAC	BCPA MISC 2/27
202796 ACCT TOTAL	FRANK C SMITH	6	2000.00 2000.00	6-2-431-2009-031-000-0000	BHS CLASS OF 2009	HS SENIOR DVD/DEP
202760 ACCT TOTAL	CITY OF BRIGHTON	6	138.00 138.00	6-2-431-2011-031-000-0000	BHS CLASS OF 2011	HS WINTERFEST 2/20
202804 ACCT TOTAL	CAL VAN BUREN	6	150.00 150.00	6-2-431-3440-021-000-0000	SCR GENERAL ACCOUNT	SCR 3/26 DANCE DJ
202785 ACCT TOTAL	MALTBY MIDDLE SCHL PTO	6	2354.80 2354.80	6-2-431-5900-121-000-0000	MAL MISCELLANEOUS	CLOSES MALT PTO ACCT
202787 ACCT TOTAL	MICH COFFEE CONNECTION	6	95.00 95.00	6-2-431-6710-000-000-0000	BECC OFFICE	PURCHASE BUNN BREWER

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
04/03/09 THROUGH 04/16/09

CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202762	COCA-COLA BOTLG CO OF	6	1140.00	6-2-431-7850-031-000-0000	BHS SCHOOL STORE	HS STORE 1/15
ACCT TOTAL			1140.00			
202754	BRIGHTON BOWL INC	6	1849.80	6-2-431-8708-000-000-0000	ATH BOWLING	ATH BOWL/MEETS & PRA
ACCT TOTAL			1849.80			
202794	PESG / PROFESSIONAL ED	6	478.80	6-2-431-8710-000-000-0000	ATH CHEERLEADING	CHEER STIPEND/KLAUS
ACCT TOTAL			478.80			
GRAND TOTALS			1196194.76			

IX.B.1.



TO: Trustees, Board of Education
FROM: Bonnie P. Riutta, Interim Superintendent of Schools
RE: Budget Update
DATE: April 22, 2009

As indicated in our previous discussions, the development of the 2009/2010 budget will be included on all future agendas for board discussion. It is important that budget discussions occur at each meeting as the Board will be required to adopt the 2009/2010 budget prior to June 30, 2009.

Attached is a memo from Ms. Bolen regarding progress to date in the budget development process.



TO: Bonnie Riutta, Interim Superintendent
FROM: Maria Bolen, Assistant Superintendent of Finance
RE: 2009-2010 Budget Development
DATE: April 23, 2009

This memo is to update you on the progress of the 2009-10 budget. The board approved the revenue and expenditure assumptions for the 2009-10 budget at the April 16th, 2009 board meeting. With those assumptions an estimate of the revenues has been created. We have estimated a decline in enrollment of 150 students from last year and no increase in the per-pupil foundation allowance. However, new information regarding the stimulus package has been announced. The State will not be able to use stimulus money to offset any anticipated reductions in the foundation allowance, so we may want to consider budgeting for a reduction in the foundation allowance for next year.


As far as expenditures go, after many conversations with staff and other stakeholders in the district, it became apparent that this would be a good time to implement a zero-based budget concept for the 2009-10 budget. To that end, I have scheduled meetings with all the budget managers around the district to meet with me and create their budget from scratch. It has been a very enlightening process for myself as well as everyone involved. I am approximately halfway through those meetings and expect to conclude them by the end of next week.

The Board Finance committee has asked for a draft of the 2009-10 budget for the May 4th, 2009 committee meeting. We will know where we stand from a budgetary perspective then. However, there will still be some unknowns due to the reconfiguration of the school district, like transportation for instance, but fairly accurate estimates will be projected in the absence of known costs.

I will continue to update you as we progress through the process. Should you require any additional information, please feel free to contact me.

IX.C.1.



TO: Trustees, Board of Education
FROM: Bonnie P. Riutta,  Interim Superintendent of Schools
RE: Staff Retention Plan
DATE: April 22, 2009

Attached for your consideration is the proposed Staff Retention Plan that was developed after the Board's joint Human Resource and Finance Committee meeting held on April 20, 2009. As reported earlier, Mr. Carney brought this concept forward to address the retention of Brighton staff members during the deficit reduction process and the district's efforts to maximize cost efficiencies. We are pleased that this plan is a win-win for the school district and staff.

It is my recommendation that the plan be approved as presented.

Motion

Moved by:

Supported by:

To approve the Staff Retention Plan as presented.

Voice vote:

_____ Ayes

_____ Nays



TO: Bonnie Riutta
Superintendent

FROM: Maria Bolen *MAB*
Assistant Superintendent of Finance

RE: Staff Retention Plan

DATE: April 22, 2009

Please find attached the staff retention plan that was developed with input from the Human Resource Committee and the Finance Committee. Also included is the timelines for implementation of the plan. If you should require any additional information, please feel free to contact me.

STAFF RETENTION PLAN

Brighton Area Schools is offering a one-time opportunity to any full-time employee in the Brighton Education Association that is working (not on leave unless the leave occurred during the 2008-09 school year) and has reached the top of the salary schedule of the BA, MA or MA+30 ranges, a lump sum payout of \$15,000 to be received on the last payday in August 2009 and deposited directly into an existing 403B account on behalf of the employee. This agreement will require a minimum of 8 employees before the offer would be exercised, with a maximum of 30 employees allowed to participate.

The 30 positions will be accepted on a "first come, first serve" basis. Requests to accept the offer will only be accepted by a written and signed resignation that is faxed or hand delivered to the Human Resources department starting at 8 am on 4/28/2009 and ending at 3 pm on 5/8/2009. The district will extend the 3/1 deadline until 5/8 for the payout of \$20 for unused sick leave in accordance with contract language on page 13L. Employees will be notified of their acceptance into the plan after the 5/8 deadline.

TIMELINE

4/27 – Ask for board approval of the offer

4/28 – Notify employees of offer

5/8 – Employees would be required to notify Human Resource by 3pm of acceptance

5/11 – Final board action approving participants and payout

5/12 – Actual staffing takes place

5/26 – Board action approving retained staff members

IX.C.2.



TO: Trustees, Board of Education
FROM: Bonnie P. Riutta, ^{BR}Interim Superintendent of Schools
RE: Resignations
DATE: April 22, 2009

The district has received resignations from teachers Nika Schulte and Lori Reinke who were on leave from 2007 and 2003 respectively. It is recommended that the Board accept the resignations appreciation.

Motion

Moved by:

Supported by:

To accept the resignations of Nika Schulte and Lori Reinke as presented.

Voice vote:

___ Ayes

___ Nays



Memo

Peggy Moyer
Interim Assistant Superintendent
Human Resources

To: Bonnie Riutta, Interim Superintendent
From: Peggy Moyer, Interim Asst. Supt. Human Resources
Date: April 20, 2009
Re: Personnel Items – Resignations

Resignation:

A letter of resignation has been received from Nika Schulte. Ms. Schulte has been on unpaid leaves for the 2007-08 and 2008-09 school years.

A letter of resignation has been received from Lori Reinke. Ms. Reinke has been on unpaid leave since February of 2003.

I would like to have these items placed on the April 27, 2009 Board Agenda.

Attachments

Nika Schulte
448 Boardwalk Drive
Walled Lake, MI 48390
(248) 926-5874

April 17, 2009

Peggy Moyer, Asst. Supt. Human Resources
125 South Church Street
Brighton, MI 48116

Ms. Moyer,

Thank you for following up with me and answering my questions this morning. Since I have not been granted a leave of absence for the 2009-2010 school year, I resign my position.

I enjoyed my time at Brighton High School and hope to return to Brighton Area Schools in the near future.

Sincerely,

Nika Schulte

To Whom it May Concern,

I resign my position as a Special Education Teacher for Brighton Area Schools for the 2009-2010 school year.

Sincerely,
Lori Reinke
Lori Reinke

IX.C.3.



TO: Trustees, Board of Education
FROM: Bonnie P. Riutta, Interim Superintendent of Schools
RE: Resignation, Retirement Purposes
DATE: April 22, 2009

I have received the resignation of Baiba Jensen who is intending to retire from Brighton Area Schools. Ms. Jensen has been employed in the district for thirty-seven years and has served as a teacher, principal and Executive Director of Curriculum.

It is my recommendation that Baiba's resignation be accepted with regret and appreciation for a job well done!

Motion

Moved by:

Supported by:

To accept the resignation of Baiba Jensen as presented with appreciation for thirty-seven years of service to the district.

Voice vote:

_____ Ayes

_____ Nays



Memo

Peggy Moyer
Interim Assistant Superintendent
Human Resources

To: Bonnie Riutta, Interim Superintendent
From: Peggy Moyer, Interim Asst. Supt. Human Resources
Date: April 20, 2009
Re: Personnel Items – Retirements

The following administrator has submitted a notice of intent to retire at the end of the current school year:

Baiba Jensen – Executive Director of Curriculum Services

I would like to have this item placed on the April 27, 2009 Board Agenda.

Attachments

April 20, 2009

Peggy Moyer
Interim Assistant Superintendent of Human Resources
125 S. Church Street
Brighton, MI 48116

Dear Peggy,

After 37 years of service with the Brighton School District I am informing you that I will retire at the end of the 2008-2009 school year. This decision is never an easy one but I am ready to think about cultivating other interests in the next phase of my life.

The Brighton school district has given me many opportunities: the chance to teach at the elementary and middle school level, the chance to provide building leadership at those levels and the chance to work at the district level in curriculum. I can't think of a better place to have worked. I have no doubt that with our talented staff members, this district will overcome its current obstacles and become even stronger as a result.

I will miss all of the people I have worked with all of these years and will always remain a big fan and supporter.

Respectfully,


A handwritten signature in black ink, appearing to read 'Baiba Jensen', followed by a long horizontal flourish line.

Baiba Jensen
Executive Director of Curriculum Services



IX.C.4.



TO: Trustees, Board of Education
FROM: Bonnie P. Riutta  Interim Superintendent of Schools
RE: Staff Reductions, Certified Staff
DATE: April 22, 2009

It is with regret that we submit the names of fifty-four (54) Brighton teachers to be given layoff notice for the 2009/2010 school year in order to comply with the April 30, 2009 notice deadline for staff reductions contained in the Master Agreement with the BEA. Due to declining enrollment and in an effort to maximize district efficiencies, staff reductions are being recommended.

The staff members received preliminary notification today and are presented for your acceptance at the April 27 board meeting. Attached please find the names of the teachers, the FTE and building assignments.

Motion

Moved by:

Supported by:

To adopt the Layoff of Certified Staff Resolution as presented.

Voice vote:

_____ Ayes

_____ Nays

Memo



Peggy Moyer
Interim Assistant Superintendent
Human Resources

TO: Bonnie Riutta, Interim Superintendent

FROM: Peggy Moyer, Interim Asst. Supt. Human Resources

DATE: April 22, 2009

RE: Teacher Layoffs

It is recommended that layoff notices for the 2009-10 school year be provided to the following teachers by April 30, 2009:

Last Name	First Name	FTE	BUILDING
Kahn	Eric	0.4	BHS
Goodhue	Margaret	0.2	BHS
Kelly	Bonnie	0.4	Maltby
Cowher	Julee	0.4	Miller
Benedict	Craig	1	Lindbom
Walter	Aaron	1	BHS
Schmidt	Annelie	1	Lindbom
Witte	Jody	1	Hornung
Hillebrand	Debbie	1	Lindbom
Stanis	Renee	1	Hilton
Tuckey	Deborah	1	Miller
Emmorey	Barbara	1	Spencer
Clark	Tanya	0.6	BHS
Stolberg	Mary Ann	1	Hornung
Maxey	Brittany	1	Scranton
Campbell	Diane	1	Spencer
Moon	Janel	1	Hawkins
Holowicki	Michelle	1	BHS
MacMullen	Kristina	1	Maltby/BHS
Deren	Jeanne	1	BHS

Last Name	First Name	FTE	BUILDING
Grifhorst	Benjamin	1	BHS
Wilke	Kimberly	1	Spencer
Giannandrea	Arin	1	Hawkins
Shah	Cory	1	Hilton
Held	Laurie	1	Hawkins
Steckler	Hallie	1	Hornung
Christner	Charles	1	Maltby
Fahlgren	Peter	1	Scranton/BHS
Sadonis	Kiley	1	Hilton
Lapshan	Michelle	1	Spencer
Parsell	Danyelle	1	Maltby
Houtteman	Jeffrey	1	BHS
Grifhorst	Jillian	1	Hawkins
Teall	Margaret	1	Hawkins
White	Ashley	1	BHS
Rioux	John	1	BHS
Muszynski	Bonnie	1	Hilton/Hawkins
Kernohan	Kelsey	1	Maltby
Kraft	Rebecca	1	BHS
Buchanan	Colleen	1	BHS
Frailey	Tracie	1	Hornung
Caldwell	Melissa	1	Maltby
Johnson	Lisa	1	BHS
Clinton	Maureen	0.6	BHS
O'Connor	Melissa	1	Lindbom
Nicholl	Nicole	1	Spencer
Kenger	Jennifer	1	BHS
Verstrate	Sarah	1	Hornung
Zervos	Cynthia	1	Hornung/Lindbom
Mallia	Julie	0.8	Maltby
Pearson	Ryan	0.8	BHS
Eldred	Dawn	0.65	Maltby
Gibson	Rebecca	0.2	BHS
Crawford	Tracie	0.2	BHS
	TOTAL FTE	48.25	

Board Motion – Layoff of Certified Staff

A regular meeting of the Board of Education (the “Board”) of the Brighton Area School District was held at Brighton Education Community Center on Monday, April 27, 2009 at 7:00 p.m.

The meeting was called to order by William Anderson, President.

Present: Members:

Absent: Members:

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

WHEREAS, the Board of Education of the Brighton Area School District has reviewed its projected revenues and expenditures for the 2009-2010 school year, school enrollments, and curricular needs, and on the basis of the above factors has determined that a reduction in teaching personnel is necessary; and

WHEREAS, the administration of this school district has notified the Brighton Education Association and affected teachers of the contemplated reductions; and

WHEREAS, the administration of this school district after reviewing applicable standards pertaining to certification, seniority and qualifications of the faculty has recommended separation of particular faculty members pursuant to the necessary reduction in personnel:

NOW, THEREFORE, BE IT RESOLVED:

1. The following teachers are hereby placed on layoff status effective with the conclusion of the 2008-2009 school year and their services are hereby discontinued as of that date and will not be required until further notice:

2. The Superintendent of the school district is hereby authorized and directed to notify each teacher affected by this resolution in writing that he or she has been placed on layoff status for the 2009-2010 school year and that his or her services have been discontinued and will not be required until further notice.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Motion declared adopted.


Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Brighton Area Schools, Livingston County, Michigan, hereby certifies that the foregoing is a true and complete copy of the resolution adopted by the Board at a regular meeting held on Monday, April 27, 2009, the original of which resolution is a part of the board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 276, as amended.

Secretary, Board of Education

IX.C.5.



TO: Trustees, Board of Education
FROM: Bonnie P. Riutta  Interim Superintendent of Schools
RE: Staff Reduction, Administrative Staff
DATE: April 22, 2009

It is also with regret that I recommend Debra Higgins, Assistant Principal at Scranton Middle School, be placed on layoff for the 2009/2010 school year. The notice of layoff is necessary due to the closing of a building and is required by provisions contained in the BASAA Agreement.

Motion

Moved by:

Supported by:

To give notice of layoff to Debra Higgins, Assistant Principal at Scranton Middle School, as presented.

Voice vote:

_____ Ayes

_____ Nays



Memo

Peggy Moyer
Interim Assistant Superintendent
Human Resources


TO: Bonnie Riutta, Interim Superintendent
FROM: Peggy Moyer, Interim Asst. Supt. Human Resources
DATE: April 22, 2009
RE: Administrator Layoff

It is recommended that layoff notices for the 2009-10 school year be provided to the following administrator:

Last Name	First Name	FTE	BUILDING
Higgins	Debra	1	Scranton – Asst. Principal

IX.D.1.



TO: Trustees, Board of Education
FROM: Bonnie P. Riutta,  Interim Superintendent of Schools
RE: Elementary Handbook, First Reading
DATE: April 22, 2009

Attached for your review and discussion are the proposed changes to the Elementary Handbook for the 2009/2010 school year. Many of the revisions are due to the closing of Miller and there are some minor edits that should have been included in the 2008/09 handbook.

Jack Yates will be present to address any questions you may have regarding the Elementary Handbook revisions. This item will be placed on the May 11 meeting for Board consideration.

“Parent & Student Elementary Handbook”
Updated Version for 2009-10

Opening page:

- Delete “Miller Early Childhood Center”
- Delete “May 2007” - Replace with “May 2009”

Page 5:

- Delete names (Jim Craig, Ron Ward, Baiba Jensen)
- Delete “Miller Early Childhood Center”

Page 8:

- Under “Attendance Policy” - (add after last sentence)

“For morning (AM) kindergarten students arriving after the designated AM start time, but before 10:30 AM, will be counted as tardy. Morning kindergarten students arriving after 10:30 AM, will be counted as absent. For afternoon (PM) kindergarten students arriving after the designated PM start time, but before 2:00 PM, will be counted as tardy. Afternoon kindergarten students arriving after 2:00 PM, will be counted as absent.”

- Under “Student Arrival and Departure...”

Delete “8:40 AM” - add “designated start time”

Page 10:

- Under “Daily Activities”, delete “5th Grade Camp”

Page 11:

- Under “Lunchroom Program” delete sentences that read,

“Students each receive a computerized lunch card. Students will use their cards to make any type of food, milk, or snack purchase.”

Page 30:

- Under “Parent Teacher Groups”, delete “Miller Early Childhood Center – PTO (Parent Teacher Organization)”

Page 32

- Under “Testing Programs”, change first sentence to read,

“Testing for the Michigan Education Assessment Program (MEAP) generally occurs during the month of October for students in grades 3 & 4.”

“Parent & Student Elementary Handbook”
Revision for 2008-2009
(was not changed last year on website)

The following will replace the Academic Reference Codes that’s currently on page 31 (on-line) in the handbook:

Academic Reference Code

K – 2

* **Concept Introduced**

K – 5

1. **Secure**
2. **Developing**
3. **Area of Concern**

Grades 3 – 5 Academic Codes:

(Grade 3 for math, science and social studies only)

93 – 100%.....A	73 – 76%.....C
90 – 92%.....A-	70 – 72%.....C-
87 – 89%.....B+	67 – 69%.....D+
83 – 86%.....B	63 – 66%.....D
80 – 82%.....B-	60 – 62%.....D-
77 – 79%.....C+	Below 60%...E



BRIGHTON AREA SCHOOLS Elementary Schools Handbook

Hawkins Elementary School

8900 Lee Road, Brighton, Michigan 48116-2000
810/299-3900

Hilton Elementary School

9600 Hilton Road, Brighton, Michigan 48114-7510
810/299-3950

Hornung Elementary School

4680 Bauer Road, Brighton, Michigan 48116-9472
810/299-4450

Lindbom Elementary School

1010 State Street, Brighton, Michigan 48116-1300
810/299-4400

Spencer Elementary School

10639 Spencer Road, Brighton, Michigan 48114-8669
810/299-4350

Miller Early Childhood Center

850 Spencer Road, Brighton, Michigan 48116-1642
810/299-3800 (De Lte)

May 2007

(Change)

<i>Attendance</i>	
Attendance	8
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Parents Moving	13
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Brighton Area Schools

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Superintendent, James A. Craig.....	299-4040
Assistant Superintendent Human Resources, Ronald Ward	299-4090
Finance Office.....	299-4030
Curriculum Office.....	299-4010
Executive Director Instructional Services, Baiba Jensen	299-4010
Brighton High School.....	299-4100
Scranton Middle School	299-3700
Maltby Middle School	299-3600
Hawkins Elementary School	299-3900
Hilton Elementary School	299-3950
Hornung Elementary School	299-4450
Lindbom Elementary School.....	299-4400
Spencer Elementary School.....	299-4350
Miller Early Childhood Center.....	299-3800
Transportation Department	299-3890
Community Education	299-4130
LESA Special Education Department	1-517-540-6861

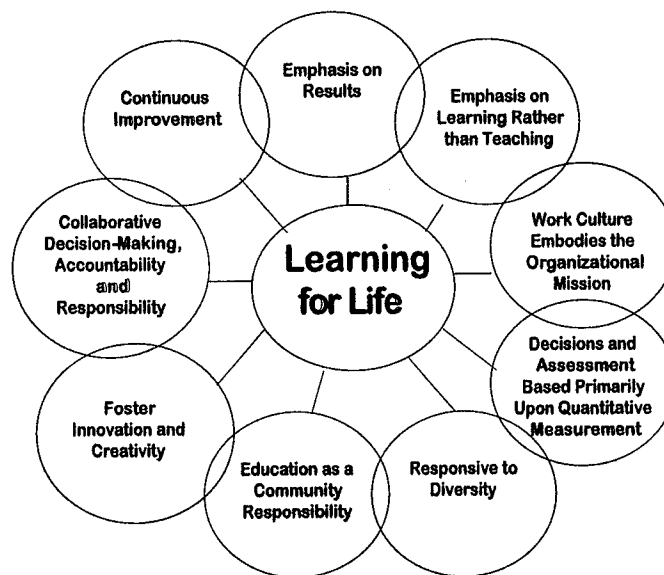
(Delete highlighted areas)

Brighton Board of Education Statement of Philosophy and Guiding Principles

The home and parent play a major role in the implementation of a school philosophy. Without question, the home is the dominant influence on every child and, therefore, it is necessary for the home and school to work together.

The school staff is working within the framework of our Board of Education's philosophy and goals. The District's vision statement is Learning for Life. Mission Statement: Each Brighton graduate is prepared as a life-long learner to use academic and life skills to be self-sufficient, resourceful, an effective communicator and a productive citizen who contributes to our democratic society within a global community.

Guiding Principles



The Brighton Area School District supports the State of Michigan in requiring the teaching of core democratic values and constitutional principles. These include, but are not limited to: truth, justice, equality, liberty, diversity, the common good, the rule of law, and individual rights.

We intend that students will learn respect, responsibility and caring for self, others and the environment. Further, we expect all students and adults to practice honesty, fairness and responsible citizenship, which is essential to being good community members.

We recognize that each school has needs unique to the pupils it serves. Our basic goal is to provide students with the foundation that will allow students to acquire skills and attitudes to reach our mission.

and/or guardian unless written verification is given to the person picking up the student and we have proof of their identity.

School Health Regulations

The school district is charged with keeping current health records for all students. In accordance with state health regulations all students must be immunized from communicable diseases. Proof of immunization must be provided at the time of registration. Additionally, Board of Education Policy requires that all kindergartners have a physical examination prior to beginning school.

Parents are required to complete, each school year, an updated emergency card that contains important health information, in addition to other data. Parents are urged to notify the school of any significant change in health that occurs in a child. If your child has special health needs contact your school principal.

Parents should keep children home when they show symptoms of illness. If symptoms occur while in school, parents (or emergency contacts) will be called to arrange for the child to be taken home. In the event of an accident at school, every effort will be made to reach and notify the parent of the injured child. If medical attention is required and parents or other family cannot be reached, 911 may be called. Information on the emergency cards will be used for these procedures.

At the beginning of each school year, low cost group health insurance is available to parents for their school age children. A flyer from the carrier company stating cost and coverage will be sent home to all parents.

Medication at School

When possible, medications should be scheduled outside of the school day. However, we recognize the need for medication to be administered to students while they attend school. Medications need to be administered in compliance with existing state and federal regulations.

All prescriptions, non-prescription, and homeopathic medications shall be given only with a written order from the physician that shall include:

- Name of student
- Name of medication
- Specific dosage
- Route of administration
- Time(s) medication is to be given
- Special instructions pertinent to the child or medication
- Possible side effects of medication
- Emergency phone number of prescribing physician and parent

Written permission of the parent or guardian must accompany the physician's order.

Elementary buildings qualified by federal guidelines provide reading support services to students in Grades K–5 through Title I, a federally funded program.

Field Trips

The Board of Education recognizes that the first hand learning experiences provided by field trips are an effective means of learning. Your child may attend a grade level or classroom field trip sometime during the school year. If for any reason you decide you would prefer your child not attend the trip, please inform the office at least two days in advance and other arrangements will be made.

Bicycles

Students who normally walk to school may ride their bicycles. Parents should discuss with their children the need for safety when riding bicycles: (1) Walkers who ride their bicycles to and from school are encouraged to use sidewalks, if available and need to walk them through any crosswalks; (2) Students are required by law to wear a helmet; (3) Bicycles should be parked in the proper area during school hours; (4) For security reasons, we recommend that bicycles be locked. We cannot assume responsibility for loss or damage. For safety reasons, kindergartners are discouraged from riding bikes.

Holidays and Celebrations

Principals will periodically review with their staffs present Board Policy concerning ceremonies, observances and religion in the schools. (Board Policies 8800 and 2270)

Principals will work with their respective PTO groups and parents to remain sensitive to family and cultural values within their school communities.

At the beginning of the school year, parents will have the opportunity to inform the school community of individual family and cultural needs that might have an impact on their child's participation and involvement in school related programs and activities.

Holiday celebrations and activities will be age appropriate and at the discretion of the teachers and building principals. This includes children's costumes and dress as part of the celebration. Specific costumes that include a theme of violence or weapons shall be prohibited.

Birthday parties are at the discretion of the teacher. Contact the teacher first before sending any treats to school.

Lunchroom Program

Each school provides a hot lunch program for students. Milk can be purchased separately for students who bring their lunch. Students each receive a computerized lunch card. Students will use their cards to make any type of food, milk or snack purchase. Student accounts are kept current on a computer system and parents may request an informational account balance (food purchased, etc.) printout at any time by contacting their school's food service manager. Additional money (cash or checks made payable to the Brighton Area Schools) may be placed in the account at any time. Free and/or reduced lunch program application forms may be

(24th)

Parents Moving

Please contact the school by phone or by note prior to moving from the area. The teacher and school secretary need to be notified of your new address, the school to be attending and date of departure so our records will be more accurate.

School Closings

Information on school closings will be provided to the following sources however, the district does not guarantee that announcements will be made.

WHMI Radio	93.5 FM
WJR Radio	760 AM
WDIV TV	Channel 4
WXYZ TV	Channel 7
FOX TV	Channel 2
www.Cancellations.com	
Brighton Area Schools – 810-299-4000, option 2	

Please remember to discuss with your child the procedures they should follow should school be dismissed early.

Emergency Cards

We need to be prepared for emergencies. Therefore, emergency cards need to be updated yearly. The school secretary must be informed of any change in information on emergency cards. **Updated** phone numbers and contacts are imperative. Families are required to have on record at their child's school TWO current number at which the parent and/or guardian can always be reached during the day.

Lost and Found

Lost and found boxes are located at designated areas throughout the building. Your child may check for the lost articles. All coats, hats, boots and gloves should be labeled with your child's name. Parents may also come and check for missing items.

Textbooks

Book rental fees are not charged. However, children are held responsible for the condition of all textbooks issued to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear.

Media Center

Classes are scheduled for weekly media center checkout with their teacher. While school is in session, the media center is open for continual access by students for materials circulation and assistance by the media staff. All students are responsible for returning media center materials on time. The circulation period is two weeks and materials will be overdue if not returned within that time. Notices will be sent home with students who have materials that are overdue. Three overdue notices will be sent home with the student. If the three notices go unanswered, parents will be notified, by mail, of missing materials and the replacement cost. Parents will likewise be notified of any materials that are returned damaged. Parents will be responsible for paying the

below. Levels of disciplinary consequences may be skipped in situations where behavior has been severe. Transportation and school rules, along with their consequences, apply to co-curricular trips taken by students as well. Students must remember that transportation is a privilege for all to enjoy if they observe proper behavior.

School Bus Rules

The following rules have been adopted by the bus drivers and the administration as being necessary for the safety of the students and the maintenance of the buses.

1. The Board of Education discipline codes as stated in the Student-Parent Handbooks are in effect on the bus.
2. The driver is in full charge of the bus and students. Students must obey the driver. On field trips, the teacher, sponsor, or coach is in charge of student discipline.
3. Students must be on time to the bus stop; the bus will not wait for those who are tardy. It is suggested that students arrive at their bus stop at least five minutes ahead of the scheduled pickup time. It is not the school's responsibility to monitor behavior at the bus stops before or after school.
4. Students must stand six (6) feet off the road in front of the bus and are to wait for the driver's signal before crossing.
5. Students are to always cross the road in front of the bus and to wait for the driver's signal before crossing.
6. Students are to board the bus in an orderly manner.
7. Students are to remain seated at all times.
8. Students are to keep their arms and head inside of the bus windows. Bus windows will be no lower than 1/2 way down on school property.
9. Outside of ordinary conversation, classroom conduct is to be observed.
10. The driver has the right to assign students to certain seats to promote order on the bus.
11. No eating, drinking, spitting, using or possessing tobacco or illegal substances, or weapons (or dangerous objects) are permitted.
12. Complete silence must prevail at railroad crossings. This is mandated by Public Act 187.
13. Students must have written permission from their parent and the principal's office to get off the bus at any place other than their designated bus stop, or to ride a different bus.
14. Parents of students who vandalize buses in any way will be required to pay for the damage.
15. Recreational items are not allowed on the bus. For example (but not limited to): skateboards, hockey sticks, golf clubs, etc.
16. No live animals are permitted on busses.
17. All items carried on the bus must fit on the student's lap.

Consequences for Misconduct on the Bus

The driver has the authority to impose discipline at a higher level if the behavior warrants. The driver may also, at their discretion, repeat a level.

Intervention The bus driver will warn the student that his/her misconduct will not be tolerated. The driver may also have a conference with the student on the bus or give the student a different assigned seat. A phone call may be made to the parent.

Detentions. Up to one hour on a day when school is in session under the supervision of school personnel. Parent notification and acknowledgment must be obtained prior to detention.

In-School Suspension. Isolated from peers (one hour or all day). Daily class work made available. Credit will be given for completed work. Removal from co-curricular activities could occur. Matters pertaining to in-school suspension will be at the discretion of school staff.

Suspension/expulsion. Short-term suspension is defined as removal from school attendance for a period not to exceed ten (10) school days. Long-term suspension is defined as removal from school for a period greater than ten (10) days but not to exceed one hundred and eighty (180) school days. Expulsion is defined as removal of the student from school attendance in the district. Long-term expulsion may be for a period in excess of ten (10) days, up to permanent removal from school attendance. In most cases where expulsion is being considered, a suspension may be invoked pending the decision. It should be noted that dates of suspension are days that school is in session. This excludes snow days, holidays, and vacation days.

Incorrigibility. The Livingston County Probate Court (Juvenile Division) will be advised of any situation that the Administration feels comes within the jurisdiction of that court.

**Elementary School Anti-Bullying/
Violence Prevention Disciplinary Action**

As defined by Brighton Area Schools, violence is any mean look, gesture, word or action that hurts a person's body, feelings, friendships, reputation or property.

Elementary administrators will take appropriate action using the Elementary Code of Conduct and Student Discipline as outlined in the Elementary Handbook to address incidents involving violence.

**Matters Pertaining to Citizenship,
continue**

- C. Profanity or obscenity

First Offense—Parent contact and/or conference and/or suspension.

Second Offense—Up to a three-day suspension.

Subsequent Offense—Up to a five (5) day suspension.

- C. Intimidation or harassment based on differences—A person is guilty of intimidation based on differences if that person with malice, or with specific intent, or harasses another person because of that person's gender, race, color, religion, creed, disability, sexual orientation, national origin, height, weight or ancestry.

Any Offense—Warning to suspension, (one-ten days), parent contact, and written or verbal apology.

- D. Harassment/Sexual Harassment: Sexual harassment of students by other students or persons is prohibited. Sexual harassment is defined as: sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's personal liberties or education or creates an intimidating hostile, or offensive learning environment. Sexual harassment shall also be defined to include unwelcome comments, gestures and touching. If a student feels s/he is being harassed, s/he must immediately report the incident to the teacher, principal, school administrator or other school personnel as promptly as possible. All complaints of harassment will be investigated promptly maintaining the highest confidentiality possible. Any member of the school's personnel who receives a report of harassment has an obligation to report the incident to the building Principal

Any Offense—Warning, parent contact, and/or possible suspension/expulsion.

Matters Pertaining to Property, continued

D. Misuse of books, lost or stolen books

Subsequent Offense—Ten days suspension and possible recommendation for long-term suspension or expulsion. Reparation and/or restitution. Possible notification of police, if appropriate.

Any Offense—Textbooks, school-owned musical instruments, and other similar class-related materials become the responsibility of the student to whom they are issued. While reasonable wear is expected, books and other materials must be returned in good condition. Damaged, lost or stolen books and other materials must be paid for by the student to whom they are issued.

Matters pertaining to Safety of Others

A. Verbal, assault/bullying, "put downs" (threats of any kind)

Any Offense—Warning, parent contact, conference with principal, and/or up to three-day suspension.

B. Hostile behavior (including punching, hitting, fighting, kicking, biting, etc., with the intent to do harm)

First Offense—Conference with the parent and/or principal and up to a three-day out-of-school suspension with possible recommendation for long-term suspension or expulsion.

Subsequent Offense—Parent conference and up to a five-day out-of-school suspension with possible recommendation for long-term suspension or expulsion.

C. Inappropriate Physical Behavior (including pushing, tripping, wrestling, etc.)

First Offense—Conference with the principal and/or up to a one-day out-of-school suspension.

Subsequent Offense—Conference with the principal and/or a one-day out-of-school suspension

Matters Pertaining to the Safety of Others, continued

- G. Leaving school property and/or classroom without authorization from the teacher, principal or his/her designee from the time a student arrives on school grounds until school is dismissed.

First Offense—Conference with student and parent, possible suspension (in school or out) and possible notification to police.

Second Offense—Conference with student and parent with up to three-day suspension.

Subsequent Offense—Conference with student and parent with up to five-day suspension.

Matters Pertaining to Disruption of the Educational Process

- A. Cheating/Plagiarism—Copying the work of another and representing it as one's own.

First Offense—Parent call plus loss of credit on paper.

Subsequent Offense—One-day suspension plus loss of credit on paper.

- B. Dishonesty/Lying

Any Offense—Warning, parent contact, conference with principal, and/or long term suspension or expulsion.

- C. Forgery—Fraudulently writing the name of another person; falsifying time, dates, grades, addresses or other data on school forms.

First Offense—Call/letter home to parents.

Second Offense—One-day suspension.

Subsequent Offense—Up to three-days suspension.

- D. Disruptive behavior

Any Offense—Warning, detentions, suspension up to five days.

- E. Indecency—Offending commonly recognized standards of health, safety, good taste, in behavior and dress, including sexual harassment, spitting or inappropriate touching of another

Any Offense—Warning to suspension (one-ten days), and possible recommendation for expulsion, at the discretion of the administrator, and depending on the severity of the

Matters Pertaining to Controlled Substances

***Law enforcement agencies will be notified if appropriate.**

A. Tobacco—all types

1. Possession

First Offense—Confiscation, parent contact and one-day suspension.

Second Offense—Confiscation and three days suspension and a meeting with the designated substance abuse counselor and his/her parents.

Subsequent Offense—Confiscation and five days suspension and a meeting with parents.

2. Use, sale and/or distribution on school property and/or at school activities.

First Offense—Confiscation and three days suspension and a meeting with parents.

Second Offense—Confiscation and five days suspension and a meeting with parents.

Subsequent Offense—Confiscation, ten days suspension, and recommendation for long-term suspension or expulsion and a meeting with parents.

B. Paraphernalia

1. Possession, use, sale and/or distribution on school property and/or at school activities.

First Offense—Confiscation, parent contact and one-day suspension.

Second Offense—Confiscation, three days suspension and a meeting with the parents.

Subsequent Offense—Confiscation, five days suspension and a meeting with the parents.

Second Offense—Suspension (ten days) pending a Board of Education hearing with a recommendation for long-term suspension or expulsion and/or a meeting with parents prior to re-admission.

7. On any appeal or in any short-term/long-term hearing, where the offending conduct has been admitted by the student, the hearing will concern only the appropriateness of the discipline to be imposed.
8. Records shall be kept of the hearing, but this need not be a verbatim record. Any party, at their own expense, shall be entitled to make verbatim record of the hearing.
9. The panel shall, within three days after the hearing, announce its decision as to whether or not the student violated the rules of the school district and its decision as to expulsion.
10. The decision of the panel shall be by a majority vote of the members appointed by the Board.
11. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.

Student Appeal Process

Both student and parents have the right to appeal teaching and administrative decisions and disciplinary actions. The proper sequence to be followed in appealing a decision within the school system is:

1. Teacher
2. Building administrator
3. Appropriate Assistant Superintendent
4. Superintendent

Discipline appeals beyond the building level should be made to the Assistant Superintendent for Human Resources and Pupil Services and must be made by the end of the following school day.

Every effort will be made to insure that students and parents are guaranteed rights of "due process" whenever decisions affecting their education are made. The proper channels of communication and authority should be followed when appealing a decision. For more information regarding procedures to be followed in making a formal appeal, please contact your building principal.

Homework

The Brighton Board of Education supports and encourages homework as a necessary and valuable function of school.

Homework Philosophy

In the most basic sense, homework is an extension of the classroom. As such, it should support and contribute toward fulfilling educational objectives for the student.

Meaningful and carefully planned homework serves many purposes, but basic to its use would be: strengthening of skills, extension of experiences, and providing opportunity to develop skills of self-discipline and time management. It is believed that the homework policy outlined below succeeds in maintaining a cooperative relationship between school and home.

Additional conferences are welcomed by the school staff. Arrangements can readily be made by calling or stopping in at the school office. Please make appointments with teachers for any special conference in advance by calling the school office or writing a note to the teacher. The principal may be called upon at any time to assist parents with problems.

Report cards are also used to communicate student progress. These are sent home the week after the end of the marking period.

The following codes are used on elementary report cards:

Academic Reference Code

Grades K-3 Report Card Key:



M – Meets the objective

S – Sometimes meets the objective

R – Rarely meets the objective

I – Objective introduced but not formally assessed at this time

Blank – Objective not yet introduced or assessed

(Should have
been changed
on-line
for 2008-09)

Grades 3-5 Academic Codes:

(Grade 3 for math, science and social studies only)

93-100%..... A

73-77%.....C

90-92%..... A-

70-72%.....C-

88-89%..... B+

68-69%.....D+

83-87%..... B

63-67%.....D

80-82%..... B-

60-62%.....D-

78-79%..... C+

Below 60%E

Behavior Code

Usually

Sometimes

Rarely



Volunteers

Brighton Area Schools encourages volunteerism in the schools. A very positive benefit, when working with students, is the relationship developed between the volunteer and student. We take seriously the relationships that are formed. For this reason, and to safeguard our students, we randomly check references of our volunteers with the legal system in accordance with school policy #3120.99. Your signature on the Volunteer Pledge form authorizes the district to make such checks, and releases the district of any obligation should the volunteer become ill or receives an injury as a result of his/her volunteer services. Parents who volunteer are asked to sign in and out at the school office each time they spend volunteer time in any building. Volunteer tutors may be available in specific content areas for selected students.

users may procure material that is not consistent with the mission and education goals of the district.

B. Rights and Responsibilities

1. Certain Access Prohibited

Users are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening racially offensive, or illegal material. Users, the district and system administrators do not condone the use of such materials and do not permit usage of such materials in district and school environments. **Users and parents of students accessing the system should be aware of the existence of such materials and are responsible for monitoring usage of the system.** Users will not knowingly bring such materials into the district and school environment. Such activities will result in termination of their access to the system

In order to assist parents, the Board directs the superintendent or his/her designee to develop and enforce a system or method in Brighton Area Schools libraries open to the public that is designed to prevent minors from viewing obscene matter or sexually explicit matter that is harmful to minors. In addition, the school district implemented filtering software intended to block minor's access to visual depictions that are obscene, child pornography, harmful to minors, or that the school district determines to be inappropriate for minors. Minors may use e-mail and other forms of direct electronic communications only for education purpose and only when supervised by an adult.

Despite the precautions that the school district may take to prevent access to potentially objectionable content, the district does not guarantee that school officials will control user access to such materials, or that users will not have access to such materials while using the school district's technological resources.

2. Warranties Not Provided

Brighton Area Schools will not be responsible for any damages suffered by the user. Use of any information obtained via the Internet is at the user's own risk. Brighton Area Schools specifically denies any responsibilities for the accuracy or quality of information obtained through its services.

The system administrators and the Board do not warrant that the functions or services performed by, or that the information or software contained on the system will meet the users' requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected. The district's system is provided on an "as is, as available" basis. The district does not make any warranties; express or implied, including without limitation, those of merchantability and fitness for a particular purpose, with respect to any services provided it and any information or software contained therein.

The Brighton Area Schools is not liable for any information or data that may be lost, damaged, or unavailable due to technical or other difficulties, delays, non-

Appropriate use and care of technology and attending appropriate training sessions.

Adhering to the rules established for the use of hardware, software, labs, networks in the district or through remote access outside of the district.

Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.

Having all disks or videos scanned for virus, dirt, or other contamination, which might endanger the integrity of district hardware, software, and networks before they are used in the systems.

All materials received via the Internet under their account. They accept responsibility for keeping all pornographic* material, inappropriate files, or fields dangerous to the integrity of the school's network, equipment or software from entering the district via the Internet or from being reproduced in visual, digital, or written format.

*Pornography is defined as any representation of sexually explicit behavior.

Maintaining the integrity of the electronic mail (e-mail) system.

Adhering to U.S. or state laws and regulations, trade secrets, fair use, software reproduction, and copyright guidelines in the use of hardware, software, and in transmission or copying of text or files on the Internet from other sources.

Limiting use of disk space and deleting files and e-mails in a timely manner.

d. On-line Conduct

Users are prohibited from using technology for commercial activity product advertisement or political lobbying, or for making any financial commitments on the Internet.

Users are prohibited from the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.

e. Network Etiquette


Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

Be polite. Do not get abusive in your messages to others.

Use appropriate language. Do not swear; use vulgarities, or any other inappropriate language.

IX.D.2.



TO: Trustees, Board of Education
FROM: Bonnie P. Riutta,  Interim Superintendent of Schools
RE: High School Handbook, First Reading
DATE: April 22, 2009

Attached for your review and discussion are the proposed changes to the High School Handbook for the 2009/2010 school year. Revisions to the handbook include changes to the attendance policy due to MME proficiency requirements versus seat time. Serving on the Handbook/Attendance Committee are: Karen Goss, Krysia Alexander, Ann Marie Dobry, Barb Gienapp, Barb Williams, Glenna Fritz, Maureen Ray, Emily Brown, Ruth Harvey, Kirk Hobson, Pat Meyer, Laura Surrey and Ken Hamman. Parent and student input was given through surveys administered using Zoomerang software.

Mr. Hamman will be present to address any questions you may have regarding the revisions to the High School Handbook. This item will be placed on the May 11 meeting for Board consideration.



To: Bonnie Riutta and Brighton Board of Education
From: Ken Hamman *[Signature]*
Re: BHS Attendance Policy Recommendations for '09-'10
Date: April 22, 2009

The Attendance Revision Committee has been hard at work preparing a recommendation for changes in the Brighton High School Attendance Policy. Please find attached our recommendations that reflect a separation of attendance record from academic grading. Once we had examined existing policies from surrounding districts that have made similar changes, we set about writing ours.

Once a draft was completed, we sent a ten question poll out to all of our parents on the Parent Email Notification system seeking feedback on the most significant departures from the existing policy. We also sought feedback from our staff as a whole, and a sampling of juniors and seniors to get their perspective.

We will come to you Monday night with a presentation that highlights the primary changes in policy. We will also present each of you with a hard copy of the parent and student feedback that we received. We look forward to answering any questions that you may have about our recommendations at this first reading. Thanks.

DRAFT

Brighton High School

Attendance Policy

Philosophy

We believe that active participation in the classroom experience is critical to ensuring that our students are exposed to the best educational experience that we have to offer them. We believe that discussions and classroom activities are not replicable and that they are essential to the intellectual and emotional development of our students; in fact, these interactions are necessary for developing the knowledge, skills and attitudes necessary for participation in a diverse, competitive and ever-changing world.

We believe that successful student attendance is a shared responsibility between the school and the home: for the student to be present in their classes, for the teacher to keep accurate records of attendance and for the parent(s) to assist both by communicating any legitimate absence to the school in a timely fashion. Moreover, we expect all parties involved to help promote consistent and responsible attendance in school. **Employers identify regular attendance as a major factor in not only hiring, but also keeping a person employed.**

We believe that all students are creative and intelligent, that they have much to offer the educational environment of our school and that their input and insight are essential, not only to their growth, but to that of everyone else as well.

Student/Parent:

- a. In the event of an excused absence, the parent should call as soon as possible, but must notify the attendance office by 3:00 PM the following school day.
- b. Parents may call (810) 299-4100 to report an absence.
- c. If a notification of the absence does not occur within the requisite 24 hour period (by 3:00 p.m. the following school day), it will be considered an unexcused absence.
- d. Students will be able to make up the work that is missed for an excused absence within the same number of days that they have been excused from school.
- e. Acquiring and completing the make-up work is the sole responsibility of the student.
- f. Work that is missed during an excused absence totaling more than three (3) days may also become the responsibility of the parents in the event that they wish to pick up the work at the high school attendance office (Twenty-four hour notice is required).
- g. Be aware of the attendance policy guidelines and understand the implications therein.

Definitions/Terms:

1. Attendance Grade

To better communicate with parents/guardians, postsecondary institutions, and high school personnel, report cards and transcripts will not only indicate a letter grade for academic standing but, will also indicate overall attendance.

a. The attendance evaluation will be based on the following scale:

- * 0-3 absences = Excellent
- * 4-10 absences = Satisfactory
- * +10 total absences or +5 unexcused absences = Poor

b. NOTE: Absence and tardy information below indicates what constitutes an absence.

2. Documented Absences

A documented absence will not count against the total number of student absences. To ensure accurate attendance records, it is necessary for all related documentation to be turned in upon the student's return to school. The following are considered documented absences:

- a. Suspension
- b. Hospitalization
- c. Religious obligations
- d. Mandatory court appearance
- e. Doctor appointment
- f. Funeral
- g. School business
- h. Documented medical absences (homebound)
- i. Documented college/military visit (2)

3. Excused Absences

An excused absence needs to be verified by the parent or guardian. Excused absences may not exceed ten (10) total absences (excused and unexcused combined) per class, or the student will receive a poor attendance evaluation on the report card. The cumulative attendance per semester will be reflected on the official high school transcript. An excused absence is defined as being one of the following:

- a. Illness verified by a parent/guardian
- b. Pre-arranged family vacations

Pre-arranged family vacation request forms can be obtained in the attendance office and must be filled out and signed by a parent/guardian, teachers and the grade level administrator prior to the absence. The pre-arranged absences will count toward the ten (10) total absences as defined by the policy.

4. Unexcused Absences

An automated phone call is made to the parent/guardian after every unexcused absence. After five (5) unexcused absences, students will receive a poor attendance evaluation on their report card. Yearly cumulative attendance will be reflected on the official high school transcript. Refer to Section 5 below to note how tardies impact the number of unexcused absences. Examples of unexcused absences include, but are not limited to:

- a. Oversleeping
- b. Personal business (other than that described above)
- c. Missing a ride/the bus
- d. Work
- e. Car trouble
- f. Skipping
- g. Students will receive an unexcused absence for a class if they arrive 15 minutes late or depart without permission.

5. Tardies

A student will be considered tardy if they are not present in their assigned class when the bell signifying the start of that class period rings.

- a. Students arriving to class after the bell without a pass from a faculty/staff member are considered tardy unexcused and may not later be excused by their parent.
- b. Two (2) tardies in a class will equal one (1) unexcused absence and will count as part of the unexcused absence total. Therefore, one (1) unexcused tardy will equal one half (.5) unexcused absence. If a student exceeds the five (5) unexcused absences by one tardy (.5 unexcused absence), they will receive a poor attendance evaluation on their report card.
- c. A tardy will become an unexcused absence after 15 minutes of the class period has passed.

6. Truancy

According to the Compulsory Education law, "Every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday, shall send that child to the public schools during that entire school year. The child's attendance shall be continuous and consecutive...." The Brighton Area School District will consider a child truant if:

- a. He/She is unexcused absent from school for more than five days in succession.
- b. He/She is excused absent from school for more than 10 days in a thirty day period.
- c. He/She is absent 30 days or more in a school year.

7. Assemblies

Assemblies are an important part of the high school experience; moreover, they are not optional. We recognize this and feel that it is important that all students are actively involved in these assemblies just as they are involved in their classes and hope that parents encourage their children to be active participants in the life of our school. Students are expected to be in attendance for all assemblies unless they are legitimately absent or not required to be present because the assembly is for a specific group/class. Attendance for assemblies will be part of class attendance for the class preceding the assembly. An absence for the assembly will count as an absence for the class.

Inquiries regarding The Brighton High School Attendance Policy can be directed to the appropriate assistant principal.

Joint Meeting with the
Finance Committee and HR Committee
BECC Board Room
6pm
Monday, April 20, 2009

DRAFT

I. Call to Order: 6:04 pm by Beth Minert

Present:

Board Committee Members: Bill Anderson, Beth Minert, Joyce Powers, Joe Carney, Greg Rassel and Cheryl Leach (arrived at 6:17 pm)

District Employees: Bonnie Riutta, Peggy Moyer, Maria Bolen, Kirk Hobson and Arnella Park

II. Call to the public:

No attendees responded to the call to the public.

III. Agenda Items

- a. Bonnie Riutta presented the Staff Reduction Plan to the committee members present. The idea came about as a suggestion from Joe Carney. Joyce Powers presented the concept of using the economic stimulus money for an early retirement incentive. Joe Carney suggested that we compare what someone is earning to how much someone could earn collecting retirement and social security to demonstrate how much an employee is actually working for.
- b. Maria Bolen presented the financial details of the Staff Reduction Plan. Joe Carney asked why the plan only included employees who had reached the top of the scale. Conversation regarding whether we should include any employees that were willing to retire on any step or just the top steps of their ranges. It was decided that the offer would only be extended to those on the top step.
- c. Peggy Moyer presented the contract language that says if an employee notifies the district of retirement prior to March 1st, they will received \$20 a day for unused leave days for a maximum of 120 days. Peggy would like to extend this option to everyone who notifies the district by the 5/8 deadline of the Staff Reduction Plan. It was agreed that the deadline would be extended until 5/8.
- d. Maria Bolen mentioned that cash flow would not be a problem if we paid the employees at the end of August because we could incorporate the

expenditure in the next cash flow schedule which would be prepared as a requirement of the August 2009 State Aid Note Borrowing.

- e. Bonnie Riutta asked if we should offer this as a "one to one" arrangement or if we should have a maximum limit that we will allow to accept the offer. Discussion ensued whether we should limit the number. Peggy Moyer mentioned that the plan is holding up staffing, layoffs, scheduling and the move. It was determined that the maximum would be 30 employees.
- f. Cheryl Leach mentioned that we should take the opportunity to garner some good publicity about the plan. Bonnie Riutta said she would be contacting Jim Totten at the Argus to generate some good publicity for the district.
- g. Bonnie Riutta moved on to the discussion of including other groups in the plan. It was agreed that the offer would be extended to the BASAA group and BESPAA group.
- h. It was decided through discussion that as long as the district doesn't incur costs it should be a one to one offer for all the other groups. Bonnie Riutta will bring back a recommendation to the board to include the other groups.
- i. Meeting adjourned 7:51 pm.