



**BOARD OF EDUCATION
REGULAR MEETING**

April 24, 2017 — 7:00 p.m.

Whitmore Lake High School Media Center



WHITMORE LAKE PUBLIC SCHOOLS BOARD OF EDUCATION

Mission Statement

*Partnering with students, parents, and the community to
provide exceptional, personalized education.*

REGULAR MEETING

Monday, April 24, 2017 – 7:00 p.m.

Whitmore Lake High School Media Center
7430 Whitmore Lake Rd.
Whitmore Lake, MI 48189

CALL TO ORDER

PLEDGE OF ALLEGIANCE

BOARD OF EDUCATION ROLL CALL

APPROVAL OF AGENDA

SPECIAL PRESENTATION

April is the “Month of the Young Child”. Students from the Early Childhood Program will perform for the Board of Education in the High School Cafeteria.

CALL TO THE PUBLIC

“The meeting 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 a time for public participation during the meeting as indicated in the agenda.”

BOARD CLARIFICATION

STUDENT COUNCIL

Karolyn Wagner will present the student council report.

CONSENT ITEMS

Approval of minutes from the March 20, 2017 Board of Education Regular Meeting, and the March 20, 2017 closed session (to be handed out at the meeting). **(Attachment 1)**

Approve fund transfer of \$229,192 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$431,506 from Accounts Payable to cover the payrolls of March 15, 2017, and March 31, 2017. **(Attachment 2)**

COMMITTEE REPORTS

OLD BUSINESS

*WLES Programming
with BCC International*

Motion to approve the contract with American Institute of Bilingual Education, Inc. to provide instructional consultant services for the 2017-2018 school year. **(Attachment 3)**

Sinking Fund Update

Superintendent DeKeyser will update the Board with information regarding the Sinking Fund.

NEW BUSINESS

2019 Europe Trip Proposal

Motion to approve proposal for a WLHS overnight Trip submitted by Jill Henry, Director of Instruction, and Candy Huddleston, High School Teacher, for a spring break trip in 2019, for 11 days, to Europe. Approval is recommended. **(Attachment 4)**

TCC Constitution Amendment

Motion to approve the amending of the Tri-County Conference Constitution, Article IX, Conference Sports, Section b, to read: When a majority of member schools (5 of 8) engage in a team sport, it will be considered a conference sport. Approval is recommended.

Lawn Maintenance Contract

Motion to award the bid for Lawn Maintenance Services to K & M Landscaping and Lawn Care, low bidder, and to allow the superintendent to enter into an agreement for the 2017 season with option to renew per contract.

*WISD Board Election
And Resolution to Consider*

The Board will consider a resolution **(Attachment 5)** and designate a delegate to serve on the 2017 electoral body responsible for electing members of the Washtenaw Intermediate School district Board of Education.

SUPERINTENDENT'S REPORT

Building Level Report

Elementary School Principal, Sue Wanamaker, will present the 2nd Progress Monitoring Focus School Report for the 2016-2017 school year with the Board of Education.

ANNOUNCEMENTS

The next Workshop Meeting will be held in the High School Media Center, Monday May 08, 2017 at 5:30 p.m. The board will receive training on the Superintendent Evaluation program.

The next Regular Meeting of the Board of Education will be held on Monday, May 22, 2017 at 7:00 p.m. in the High School Media Center.

CALL TO THE PUBLIC

BOARD MEMBER REPORTS

Mr. Cole, Mr. Henry, Mrs. Kritzman, Mrs. McCully, Mr. Meadows, Mrs. Schwennesen, and Mr. Dignan

CLOSED SESSION

The Board will adjourn to go into closed session to discuss current litigation. **Roll call vote required**

ADJOURNMENT

Please fill out a "Public Participation Request" form if you wish to address the Board prior to the Public Comment section of the meeting. Please include your name, address and topic you wish to speak on. Those wishing to speak in Public Comment are limited to three (3) minutes.

0000 – BYLAWS

0160 - MEETINGS

0167.3 – Public Participation at Board Meetings

Tape or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

M.C.L. 15.253(4)(5)(6), 380.1808

Revised 9/27/2010

Use of Recording Devices

Anyone attending a school event who wishes to record the activity on a visual recording device shall be asked to abide by the following rules:

- A. The recorder must operate the device within the area designated by the principal or director of the activity.
- B. The camera must not block the view of any other attendees or interfere with others who seek to record the activity.
- C. Those who record or assist a recorder must not block any passageways nor interfere with any other attendee's participation or observation of the activity.
- D. If sound is also being recorded, the recorder must not ask other attendees to be quiet or to change their behavior in order to improve the quality of the sound.
- E. If the District is recording the activity, the principal may arrange for a person to obtain a copy providing s/he agrees to provide a tape and pay whatever the principal may need to charge to cover the costs of transfer.

Where the District does not possess the appropriate license or permission to allow the recording of a copyrighted work or performance, notice will be given, when possible prior to the exhibit or performance. Announcements shall be made at the beginning of any such exhibit or performance.

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Whitmore Lake Public Schools

BOARD OF EDUCATION

Regular Meeting Minutes

March 20, 2017 – High School Media Center – 7:00 p.m.

MEMBERS PRESENT

Ken Dignan (*President*), Laura Schwennesen (*Vice President*), Bob Henry (*Treasurer*), Michelle Kritzman (*Secretary*), Lee Cole (*Trustee*), Lisa McCully (*Trustee*), and John Meadows (*Trustee*)

MEMBERS ABSENT

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Business & Operations, Denise Kerrigan, Director of Instruction, Jill Henry and Community Relations & Recreation Director, Maria Carter-Ewald

OTHERS PRESENT

Staff, parents and members of the community

CALL TO ORDER

At 7:00 p.m. by President Ken Dignan.

APPROVAL OF AGENDA

Motion to approve the agenda as presented made by Mr. Dignan; supported by Mrs. Schwennesen.
Ayes – 7; Nays – 0, motion carried

SPECIAL PRESENTATION

State Representative Donna Lasinski presented the board with information and discussions taking place in Lansing including the Governor's budget proposal, sinking fund expansion, and replacing the Michigan standards.

CALL TO THE PUBLIC

Stephen Olsen of Chelsea, MI introduced himself and shared he is running for election on the Washtenaw ISD Board on June 5, 2017.

STUDENT COUNCIL

Student Council Representative, Karolyn Wagner, shared highlights of her experience while attending a student leadership conference in Lansing.

CONSENT ITEMS

Mrs. Kritzman requested a correction to the March 13, 2017 Superintendent Evaluation Committee meeting minutes to remove Mrs. Schwennesen from the member's present portion and to add her as being present.

Motion to approve the minutes from the February 27, 2017 Board of Education Regular meeting, the February 27, 2017 Finance Committee meeting, and the March 13, 2017 Superintendent Evaluation Committee meeting as amended was made by Mr. Dignan; supported by Mr. Cole.
Ayes – 7; Nays – 0, motion carried 7 – 0

Motion to approve fund transfer of \$260,648 in payments from Accounts Payable; further, to approve the transfer of \$433,297 from Accounts Payable to cover the payrolls of February 15, 2017 and February 28, 2017 made by Mr. Dignan; supported by Mr. Cole.
Ayes – 7; Nays – 0, motion carried 7 – 0

OLD BUSINESS

Middle School Lease

Motion to approve the lease(s) with Livingston Christian Schools and/or Livingston Classical Cyber Academy for the 2017-18 school year made by Mr. Henry; supported by Mr. Cole.

Superintendent DeKeyser updated the board on the differences between the two leases. He also shared if the Governor's budget proposal to reduce Cyber School's funding by 20% is passed, Livingston Classical Cyber Academy's lease could be re-evaluated. Mrs. Schwennesen inquired on the language under the rent and enrollment for LCCA.

Ayes – 6; Nays – 1, motion carried 6 – 1

Mrs. Schwennesen offered her explanation for voting against the approval of the lease(s).

NEW BUSINESS

iPad purchase

Motion to approve the purchase of iPads not to exceed \$5,000 for use in the Whitmore Lake Elementary School made by Mr. Dignan; supported by Mrs. McCully.

Ayes – 7; Nays – 0, motion carried 7 - 0

SUPERINTENDENT'S REPORT

Mr. DeKeyser shared the following:

- 1) Sinking Fund: Barton Malow has estimated the cost to repair the drainage issues on the athletic field to be around \$400,000. A request for more information has been requested.
- 2) Thanked WLFEE for supporting our classroom teachers. He also thanked Kiwanis Club for their support of our students in both the leadership conference and Quiz Bowl Team.

WLES Programming

Special guest, Laurel Capobianco from BCC International, presented the Board with an elementary Mandarin Chinese language program to be considered for the 2017-2018 school year.

Mr. Cole inquired what language is most common in China. Laurel responded stating that the Mandarin Chinese is the most common language in both day-to-day and business use.

CLOSED SESSION

Closed session was moved to the end of the meeting.

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held on Monday, April 24, 2017 at 7:00 p.m. in the High School Media Center.

The Scheduled Regular Meeting for May 8, 2017 has been changed to a Workshop Meeting for Superintendent Evaluation Training to be held at 7:00 p.m. in the High School Media Center.

CALL TO THE PUBLIC

None

ADJOURNMENT

Motion to adjourn into closed session meeting at 8:42 p.m. (with a 5 minute break) to discuss contract negotiations was made by Mr. Cole; supported by Mrs. McCully. Roll call vote required. Mrs. Schwennesen

– yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mr. Dignan – yes, Mr. Cole – yes
Ayes – 7; nays – 0, motion carried 7 - 0

Call to Order

Open session called to order at 9:27 p.m. by Ken Dignan

BOARD MEMBER REPORTS

Mrs. Kritzman thanked NHS/NJHS for the Lasagna dinner. She also shared it looked like it was well attended and very delicious.

Mr. Meadows shared the 5-6 grade Band and Solo & Ensemble performances was very good. He also announced that the 7th and 8th grade trip to Washington DC was scheduled for March 28, 2017.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 9:30 p.m. made by Mr. Cole; supported by Mr. Meadows.

Ayes - 7; Nays - 0, motion carried 7 - 0.

*Michelle L. Kritzman, Secretary, Board of Education
Whitmore Lake Public Schools*

Date

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**Whitmore Lake Public Schools
Business Office Transactions**

For the Month Ending:
March 31, 2017

<u>Payroll Transactions</u>	March 15, 2017	\$	212,118
	March 31, 2017	\$	219,388
		\$	<u>431,506</u>

<u>Accounts Payable Transactions</u>		\$	<u>229,192</u>
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American Institute of Bilingual Education, INC

INSTRUCTIONAL CONSULTANT SERVICES AGREEMENT

THIS INSTRUCTIONAL CONSULTANT SERVICES AGREEMENT (the "Agreement") is made on this _____ day of _____, by and between _____, a school district in _____, Michigan whose address is _____, and American Institute of Bilingual Education, Inc. ("AIBE"), a corporation registered in the State of Michigan, whose address is Suite 120, 50 West Big Beaver Road, Troy, Michigan, 48084.

RECITALS

WHEREAS, pursuant to MCL 380.601a(2), the School District may enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the School District; and

WHEREAS, the School District and AIBE desire to enter into an independent contracting relationship whereby AIBE will be engaged to provide the instructional consultant services as set forth in this Agreement; and

WHEREAS, the School District and AIBE desire to enter into this Agreement to set forth their understanding of the terms and conditions of their relationship and duties of the parties.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties, the parties agree as follows:

1. **Engagement.** The School District hereby engages AIBE and AIBE accepts such engagement to serve as an independent contractor to provide the instructional consultant services as set forth in this Agreement for the consideration, and upon the terms and conditions set forth in this Agreement.

2. **Relationship.** The relationship between the School District and AIBE shall be that of independent contracting parties. Nothing in this Agreement shall be construed as creating an employer/employee relationship. AIBE and its instructional consultants specifically reject and renounce any School District employment benefits, and expressly acknowledge that AIBE and its instructional consultants are not entitled to or qualified to receive any other School District benefits as AIBE is an independent

contractor. AIBE shall be self-directed in its activities, provided that AIBE shall abide by the terms and conditions of this Agreement and the policies and procedures of School District.

AIBE shall determine its own methods and manner for performing the AIBE Services within the overall budgets and policies of the School District, as the same may be amended from time to time. AIBE shall remain solely responsible for determining the means and methods of performing AIBE Services. AIBE shall at no time represent itself to be an employee, servant or agent of the School District and shall not be considered as having employee status.

3. Taxes, Worker's Compensation Insurance and Other Expenses.

(a) AIBE shall be wholly responsible for paying all taxes, including Federal and State Income Taxes, FICA, FUTA, and Unemployment taxes to the extent that any or all of the foregoing are applicable in connection with the services provided under this Agreement. If applicable, AIBE shall be responsible for compliance with all immigration laws and paying for and managing any immigration-related issues. AIBE shall maintain a worker's compensation insurance program for the benefit of its employees that meets statutory requirements.

(b) AIBE shall not be entitled to participate in any plans, arrangements or distributions of the School District pertaining to or in connection with any fringe, pension, bonus, or similar benefits for the School District employees unless otherwise agreed to by the School District in writing.

4. Term. The term of this Agreement shall commence on _____ (the "Effective Date") and shall continue until _____ (termination Date) consistent with Section 9 of this Agreement unless sooner terminated as provided for in this Agreement. All workdays are defined as those days worked by the School District teachers during the term of the Agreement.

5. Duties of AIBE. During the Term, AIBE shall be responsible to provide the instructional consultant services necessary to facilitate or embellish the establishment and/or development of Chinese language and cultural awareness programs in said district. AIBE will assist said district in addressing district concerns however it is understood that said district will be responsible for assuring every means available to the district will be utilized to assure all parties have a positive learning experience.

6. Working Facilities. In consideration of the payment of the fees described in Section 9, AIBE may utilize the premises and facilities of the School District in rendering services pursuant to this Agreement. AIBE understands and agrees that the School District reserves the right, in the School District's sole discretion, to revoke the privilege of any AIBE agent and/or employee to be on school premises or to participate in the School District's activities, including but not limited to the program(s) covered by this Agreement.

7. **Records.** All records and related documents prepared by AIBE and otherwise created in connection with the rendering of services pursuant to this Agreement at the School District's premises and facilities shall be prepared in accordance with practices and procedures determined by the School District and shall be the property of the School District. All records and related documents prepared by AIBE consultants as requested by AIBE and prepared outside of scheduled hours of responsibility and off district premises shall be the sole property of American Institute of Bilingual Education, Inc.

8. **Confidential Information and Records.**

(a) Except as required in its duties to the School District, as provided in Section 8(c) below, and as required by law, AIBE agrees that it will not, during the Term of this Agreement or at any time subsequent to the expiration or termination of this Agreement, directly or indirectly use or disclose any Confidential Information of the School District, including, but not limited to, any student identifiable information, without the written consent of the School District. Confidential information means any information that the School Districts deems confidential and that (i) is in a written or other tangible form and marked confidential, proprietary or words to that effect or (ii) if disclosed orally or in another intangible form, is identified as being confidential in a written notice to AIBE within five (5) days of its disclosure.

(b) Confidential information does not include information that is (i) at the time of its disclosure, or thereafter becomes, part of the public domain through no act or fault of AIBE; (ii) known to AIBE at the time of its disclosure by the School District; (iii) independently developed by AIBE without reference to the information disclosed; or (iv) rightfully disclosed to AIBE by a third-party not subject to an obligation of confidentiality with respect to the information disclosed.

(c) All records, forms and supplies or any reproduced copies provided and furnished by the School District to AIBE or its agents or obtained by the AIBE or its agents during the course of rendering services to the School District shall remain the property of the School District and shall be returned to the School District on demand, or upon termination of this Agreement

(d) Notwithstanding anything to the contrary of this Agreement, AIBE will be given access to and rights to reproduce De-identified Student Data. For purposes of this Agreement, De-identified Student Data is information that may assist AIBE in evaluating the services provided under this Agreement, including student reading and comprehension test scores, provided such information does not reveal the identity of any student.

9. **Compensation to AIBE.** During the Term of this Agreement, the School District shall pay AIBE \$45,000 for each AIBE instructional consultant rendering services under this Agreement as follows: 50% of said fee for each AIBE instructional consultant is due by September 1 and each subsequent year during the Term of this

Agreement. The remaining fee is due January 1 of each year during the Term of this Agreement.

10. **No Authority to Contract.** AIBE shall have no authority to commit the School District to any contract or obligation, without the express written prior approval of the School District. No contract may be executed on behalf of the School District by AIBE without the express written prior approval of the School District, by personnel authorized to execute such contracts or grant written approval on behalf of the School District.

11. **Additional Warranties of AIBE.** AIBE represents and warrants to the School District that AIBE's agreement to perform its duties under this Agreement does not violate any agreement or obligation to which AIBE is bound; and the services provided by AIBE shall be performed in a professional manner, shall be of a high quality and shall be performed in a manner consistent with the terms and conditions of this Agreement.

12. **Other Activities.** AIBE shall remain free to engage in other independent contracting activities; provided that it shall at all times remain available to perform its services under this Agreement and shall refrain from engaging in any activities which are in conflict with any of the terms of this Agreement.

13. **Liability and Indemnification.**

(a) AIBE shall be solely liable for all aspects of the AIBE Services, including, but not limited to, the failure of the AIBE Services to comply with the terms and conditions of this Agreement and/or applicable federal, state or local laws and the terms and conditions of the Request for Proposals.

(b) School District shall only be liable for performing the requirements of School District as set forth in this Agreement. AIBE shall only be liable for performing the requirements of AIBE as set forth in this Agreement.

(c) To the extent permitted by law, each party (the "Indemnifying Party") shall indemnify, defend and hold harmless the other party (the "Indemnified Party") which shall include the School District's Board of Education, in their official and individual capacities, employees, agents, successors, assignees from and against all taxes, penalties, fines, damages, sanctions, losses, assessments, liabilities, claims, costs, obligations and other expenses (including and without limitation all interest and penalties accruing thereon and actual attorneys' fees), whether or not resulting from third party claims (collectively "Losses"), arising out of any act or omission of Indemnifying Party, any breach or other default of this Agreement by the Indemnifying Party or the provision of any of the Services contemplated by this Agreement

(d) To the extent permitted by law, each party (the "Indemnifying Party") shall indemnify, defend and hold harmless the other party (the "Indemnified Party") which shall include the School District's Board of Education, in their

official and individual capacities, employees, agents, successors and assignees, from and against any and all liabilities, damages, costs and expenses, including actual attorney fees, incurred in connection with any claim or suit brought against either arising from any claims of violation of any copyright, patent or trade secret by any third party resulting from either party's use of any equipment, software, technology, documentation and/or any other materials, documents, writing, publications, software, recording or procedure, whether in written, video, audio or other media format provided by or used by either Party under this Agreement.

14. Insurance. AIBE will be responsible for obtaining commercial general liability insurance for its agents and employees covering the services provided under this Agreement. Policy limits will be in amounts acceptable to the School District, and AIBE will provide the School District with written evidence of such insurance upon request.

15. Right to Termination. Notwithstanding anything herein contained, this Agreement may be terminated by either party upon ninety (90) days prior written notice to each other as follows:

- (i) the failure to comply with any of the material terms of this Agreement, or to competently perform the duties imposed by either party pursuant to this Agreement, after being given written notice of such failure and following a reasonable period of time to correct such failure;
- (ii) the failure to implement, or adhere to, reasonable policies or directives of either party or its designee after being given written notice of such failure and following a reasonable period of time to correct such failure;
- (iii) upon the occurrence of circumstances beyond the control of either party, including, but not limited to, AIBE's inability to replace an instructional consultant who is unable to teach due to a long-term illness and government actions such as revocation of an instructional consultant's visa.

In the event of termination of this Agreement, any and all compensation which has accrued as of the effective date of such termination shall be paid to AIBE in accordance with the terms of this Agreement.

16. Notices. Any and all notices, designations, consents, offers, acceptances or other communications provided for herein shall be given to either party in writing, either by personal delivery or by registered or certified mail, return receipt requested, addressed to the addresses below, unless notice of a change of address is furnished to all parties in the manner provided in this Section:

To School District:

Attn: _____
Superintendent
ADDRESS

To AIBE:

Attn: Laurel Capobianco

Vice President
50 W. Big Beaver Rd, Suite 120
Troy, MI 48084

17. **Governing Law.** The laws of the state of Michigan as to interpretation, construction and performance shall govern this Agreement. The parties consent to the venue and exclusive jurisdiction of Oakland County, Michigan.

18. **Assignment.** The Parties agree not to assign this Agreement without the prior written consent of the other party. Any attempted assignment or subcontract without consent shall be void ab initio.

19. **Invalid Provision.** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.

20. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. This Agreement supersedes any and all other agreements, either in writing or oral between the parties hereto with respect to the subject matter hereof. Any modifications to this Agreement must be in writing and signed by all parties.

21. **Amendment.** This Agreement may be amended, revoked, changed or modified at any time, but only by written agreement executed by an authorized representative of AIBE and School District. No waiver of any provision of this Agreement shall be valid unless in writing and signed by the person or party against whom charged.

22. **No Third Party Beneficiaries.** This Agreement is intended solely for the mutual benefit of the parties hereto and is not intended to benefit any other person or entity.

23. **Binding Effect; Successors.** This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

24. **School District Policies.** AIBE shall require each instructional consultant to comply with all of the School District's Board of Education Policies, regulations and administrative guidelines while performing services on School District's property.

25. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Facsimile signatures shall be treated as originals.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

_____ Schools

AIBE International Education Group, Inc.

By: _____

By: _____

Its: _____

Its: Vice President

Date: _____

Date: _____

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PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip: *(Spring Break) Trip to Europe*

Proposed Departure Date: *Spring Break 2019; 11 days*

Proposer: *Candy Huddleston and Jill Henry*

Position: *High School Teacher
Director of Instruction*

Date by which response is needed: *ASAP*

Proposal Date: *April 2017*

A. Purpose

1. What is the major place to be visited or event to be attended?

Switzerland, Italy, France

2. How is the trip related to the educational program of the District?

*The trip connects to the State of Michigan High School
Content Expectations in the following courses:*

- *World History*
- *Art*
- *British Literature & World Literature*

*More detailed information is included at the end of this
proposal*

3. In what ways will the students benefit?

*According to the Michigan Department of Education,
successful post-secondary engagement requires that students
must be able to apply knowledge in new situations; to solve
problems by generating new ideas; to make connections
between what they read and hear in class, the world around
them, and the future; and through their work, develop
leadership qualities while still in high school.*

Ultimately, students will:

- *Acquire/refine skills & knowledge necessary for college &
careers*
- *Engage multiple intelligences*
- *Make real world connections to the Michigan HSCEs*
- *Appreciate cultural diversity*
- *Develop global citizenship*

4. In what ways will the District benefit?

The trip will support the district mission statement of offering a personalized, exceptional education.

Student travel is also in keeping with some of key principles of the district vision – helping to develop well-rounded students and improving positive perception of the district to others.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

- *Student and parent survey will be conducted.*

B. Student and Staff

1. Which students, (grade, class, or organization), will be going?

Students (with no academic or disciplinary concerns in grades 11-12 during the 2018-2019 school year)

2. How many students in total?

+/- 20 students (estimate)

3. How many students are currently experiencing academic problems?

None - most students are members of NHS, where a minimum cumulative GPA of 3.5 is required

4. Which staff member will be in charge?

*Candy Huddleston
Jill Henry*

5. What previous experience has the staff member had in conducting overnight or extended field trips?

Candy Huddleston: three 5-day trips to Washington D.C. & colonial Williamsburg; one 3-day trip to Chicago; one 2-day trip to Toronto; one 9-day trip to London, Paris, & Rome; one 10-day trip to London, Paris, and Barcelona

Jill Henry: one 3-day trip to Washington DC; one 9-day trip to London, Paris, & Rome; one 10-day trip to London, Paris, and Barcelona

6. What other staff members will be going?

None

7. How many chaperones, in addition to staff members, will be going?

None

8. What are their names and affiliations with the students?

Not applicable

9. How many school days will be missed?

Minimal days of school will be missed. Travel dates have been selected to coincide with spring break. Once travel dates are confirmed students may have to miss 1 day adjacent to the start or end of the break.

10. How will teachers be advised in advance that the students will be out of school?

Teachers will be notified of the dates and the students attending before the 2018-2019 school year begins.

C. **School Work**

1. How will missed work be made up?

Students will be expected to do work in advance.

2. What special assistance will be provided students with academic problems?

Huddleston & Henry will provide extra homework club times specifically for participants.

D. **Itinerary**

1. What is the destination?

Lucerne, Switzerland; Venice, Rome, and Florence, Italy; Monaco; and Nice, France

2. What will be the mode of transportation? What liability insurance does the carrier have?

The students will be transported by plane, train, and tour bus. EF carries \$15 million in general liability insurance that covers school districts and teachers on the tour.

3. Where will the group be housed and fed?

The tour company chooses quality hotels and restaurants that will allow students to truly experience the culture. Specific locations will be known closer to the dates of travel.

4. What enroute or supplementary activities are planned?

A detailed itinerary is included at the end of this proposal.

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

Emergencies will be handled according to EF protocol:

With hundreds of offices in more than 50 countries, EF provides unparalleled local support wherever you are. In the event of an emergency, our local staff is there to offer you immediate assistance in person. Plus, our team in the United States is available 24 hours a day.

EF's Peace of Mind Program

At EF, we understand that plans can change due to unforeseen circumstances. That's why we provide EF's exclusive Peace of Mind Program. You can feel secure planning your trip knowing that your group has this added flexibility. Group Leaders may choose from the following options:

- o Change the travel dates of your group's current tour
- o Work with EF to modify your group's current tour or find a new tour
- o Cancel your tour and all travelers will receive a transferable travel voucher

24-hour emergency service

When your students are traveling, our emergency service team is available 24-hours a day, ready to answer your call should any situation arise.

Travel policies

EF's policies are in accordance with the recommendations of the U.S. Department of State, Federal Aviation Administration and the National Transportation Safety Board.

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

EF carries \$15 million in general liability insurance that covers school districts and teachers on our tours.

E. Finances

1. What is the estimated total cost and cost per student?

\$3800 / student (includes all travel expenses, entrance fees, breakfasts, and dinners)

2. What is the source of funds?

Students (and their family) will be responsible for raising the necessary funds out-of-pocket; however, fundraising opportunities will be provided to help off-set some of the expenses.

3. How will the funds be collected and safeguarded?

EF provides an electronic payment system for registered participants. Students will have the option select a weekly, bi-monthly, or monthly payment plan.

4. How will any shortfall be made up or excess funds used?

No excess funds will exist, as students will be making exact payments to EF.

5. What provision has been made for students who are financially unable to pay any necessary costs?

Fundraising options will be provided for any student that is interested; however students will have to be prepared to pay for the bulk of the cost of the trip at their own expense.

F. **Communications**

1. How will you communicate to parents prior to, during, and after the trip?

Parent contact will primarily be through email and meetings. There will be a parent meeting prior to registration, as well as fundraising meetings, and a meeting prior to departure.

Additionally, we will communicate via email and through a trip website created by EF.

During the trip, we will communicate with parents via a private Facebook group.

Parents will also have contact information for Huddleston & Henry during the trip.

2. List telephone numbers at destination and where group will be housed.

To be determined

3. What information will be provided to the media and the community?

Participants will share information with the media and community in many ways, including:

- *District News & Notes*
- *District social media pages*
- *Courant article / photographs*
- *School Board presentation*
- *Classroom presentations*



Signature of Requestor

Date

Approved:

Principal

Date

Superintendent

Date

Board of Education

Date

How is the trip related to the educational program of the District?

Social Studies – World History	English Language Arts – World Literature & British Literature	Visual Arts, Music, Dance & Theater – Artists & Techniques
<p><i>American students must understand more than just the history and geography of the United States. A global approach to studying the world is necessary to develop greater understanding of the development of worldwide events, processes, and interactions among the world's people, cultures, societies, and environments.</i></p> <p>WHG 4.3.5 Explain the workings of feudalism, manorialism, and the growth of centralized monarchies and city-states in Europe to 1500.</p> <p>WHG 5.3.5 Analyze the major political, religious, cultural and economic transformations in Europe through the 18th Century.</p> <p>WHG 6.2.1 Analyze the Age of Revolutions by comparing and contrasting the political, economic, and social causes and consequences of the French revolution.</p> <p>WHG 6.3.1 Analyze the economic, political, and social transformations in Europe.</p> <p>WHG CGI Evaluate the events, trends and forces that are increasing global interdependence and expanding global networks.</p>	<p><i>To become college and career ready, students must grapple with works of exceptional craft and thought whose range extends across genres, cultures, and centuries. Such works offer profound insights into the human condition and serve as models for students' own thinking and writing.</i></p> <p>L.11-12.3. Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening.</p> <p>L.11-12.6. Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.</p> <p>RH.11-12.8. Evaluate an author's premises, claims, and evidence by corroborating or challenging them with other information.</p> <p>RH.11-12.9. Integrate information from diverse sources, both primary and secondary, into a coherent understanding of an idea or event, noting discrepancies among sources.</p>	<p><i>It is through sight, sound, movement, and creative play that we first learn about the world. Throughout life, the arts remain critical to our balanced development as creative, problem-solving members of our communities.</i></p> <p>ART.VA.II.HS.8 Explore social and global issues through the application of the creative process.</p> <p>ART.VA.IV.HS.1 Observe and describe artwork with respect to history and culture.</p> <p>ART.VA.IV.HS.3 Analyze the correlation between art, history, and culture throughout time.</p>

What you'll experience on your tour

Day 1: Fly overnight to Switzerland

Day 2: Zurich | Lucerne

- Meet your Tour Director at the airport
- Travel to Lucerne, where the majestic Swiss Alps rise behind the shores of Lake Lucerne and provide the stunning backdrop to one of Switzerland's most picturesque cities. During your stay you'll see the moving Lion Monument, or Löwendenkmal, a sandstone statue commemorating the Swiss Guards slain in the 1792 Paris storming of the Tuilleries. Follow Lucerne's winding cobbled streets past fairy-tale houses to the Chapel Bridge, or Kapellbrücke. Stroll along this covered bridge, which dates back to medieval days, and admire the colorful murals overhead.

Day 3: Lucerne

- Take a tour of Lucerne: Löwendenkmal; Kapellbrücke
- Time to see more of Lucerne or
 - Visit Mount Titlis
 - Attend a Swiss Folklore Event

Day 4: Venice

- Travel through Verona to Venice, the Floating City crisscrossed with romantic bridges, laced with history and boasting some of the world's finest art and architecture. During your stay you will see gondolas glide down the Grand Canal before stopping in St. Mark's Square. Look for the golden weathervane, which resembles archangel Gabriel, atop the 323-foot Campanile (Bell Tower). At the pink-and-white Doge's Palace, see where mighty Venetian dukes once ruled. Stroll over the Bridge of Sighs, which links the palace to a prison. As they crossed the bridge, prisoners supposedly sighed with perfect sadness as they regarded their beautiful city for the last time.

Day 5: Venice

- Take an expertly guided tour of Venice: St. Mark's Square; Grand Canal
- Visit the Doge's Palace
- See a glass-blowing demonstration

Day 6: Rome

- Travel to Rome, a city that integrates its past into the present better than any other. During your stay, explore the world's most famous arena, the Colosseum, where you can almost hear the stamping feet of the crowds gathered for gladiatorial combat. Nearby, the Roman Forum marks the former heart of the Roman Empire. Julius Caesar gave many of his great political speeches there. On your visit to the Vatican City, marvel at Michelangelo's breathtaking ceiling in the Sistine Chapel and look out for the colorful uniforms of the Swiss Guard, protectors of the Vatican City. Before you say "arrivederci," toss a coin into the Trevi Fountain to ensure a return trip to the Eternal City.

Day 7: Rome

- Take an expertly guided tour of Vatican City
- Visit the Sistine Chapel
- Visit St. Peter's Basilica
- Take an expertly guided tour of Rome
- Visit the Roman Forum
- Visit the Colosseum
- Take a self-guided walking tour of Rome: Trevi Fountain; Pantheon

Day 8: Florence

- Travel to Florence, the birthplace of the Italian language, opera and the Renaissance, and where works of art like Michelangelo's statue of David and Botticelli's *The Birth of Venus* still reside today. As you stroll through the city, pass by classical statues at the Piazza della Signoria. See the domed cap of the Santa Maria del Fiore Cathedral, better known as the Duomo, which dominates the skyline. Opposite the Duomo, look for the bronzed doors of Ghiberti's Gates of Paradise at the Baptistry. Walk across the Ponte Vecchio, a Medieval bridge where many of Florence's famed leather and gold artisans keep shop.
- Take an expertly guided tour of Florence: Piazza della Signoria; Ponte Vecchio; Chiesa di Santa Croce; Gates of Paradise
- Visit the Duomo

Day 9: Pisa | French Riviera

- Travel via Pisa
- See the Leaning Tower of Pisa
- Visit the Pisa Baptistery
- Visit the Pisa Cathedral
- Continue on to the French Riviera

Day 10: French Riviera

- Visit the principality of Monaco
- Tour a French perfume factory in Eze
- Take a walking tour of Nice

Day 11: Depart for home



I can now cross "Ride a Gondola in Venice" off my bucket list! #eftours

- JOSEPH, TRAVELER



Via Instagram



My favorite European city; Lucerne Switzerland. #switzerland #lucerne #eftours

- ALEXSAA, TRAVELER



Via Instagram

TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. _____
2. _____
3. _____

5



To: Secretary, Board of Education

From: Scott Menzel, Superintendent, Washtenaw ISD

Date: May 9, 2017

Re: **Biennial Election - Monday, June 5, 2017**

The biennial election for the Washtenaw Intermediate School District (WISD), to elect two board members for two six-year terms, will be held on **June 5, 2017 at 6:00 p.m.** By law, the body electing intermediate school district board members will be composed of one representative of the board from each constituent district who shall be designated by the constituent board. The board shall **consider** the resolution at not less than one public meeting before adopting the resolution. This can be done prior to May 15, 2017. To be in compliance with the law, between **Monday, May 15, 2017, and Monday, June 5, 2017**, a local constituent board of education must **adopt** a resolution to select its voting representative and identify the candidates it supports. There are two resolutions enclosed for your use – one to consider the resolution to designate the school district's election representative to be used at the first meeting and one to adopt the appointment of the representative and designating the candidates for which the representative's vote is to be initially cast to be used at the second meeting.

The members elected to the Washtenaw Intermediate School District Board of Education will begin his/her six-year term on July 1, 2017. Not more than two members of the Intermediate School District board shall be from the same local school district. The terms that are expiring this year are that of Mary Jo Callan (Ypsilanti) who was appointed to finish Dayle Wright's term in December 2016 and Gregory Peoples (Lincoln) who is not seeking re-election. Members continuing on the Washtenaw Intermediate School District board include a member from Ypsilanti and two members from Ann Arbor.

Please remember that you, as Board Secretary, will need to remind your local board representative to come to the Board Room of WISD's Teaching and Learning Center, 1819 S. Wagner Road, Ann Arbor, MI on **Monday, June 5, 2017, at 6:00 p.m.** to physically cast his/her ballot for your district's vote in the intermediate school district biennial election.

For your information, candidates that have filed with the Washtenaw County Clerk's as of April 10, 2017, for the **two** six-year seats are:

Mary Jo Callan (Ypsilanti)
Steve Olsen (Chelsea)

If you have any questions, please contact my office at (734) 994-8100, ext. 1300.

380.614 Board; election of members; resolution; notice of meeting; acting chairperson and secretary; open meeting; term; vacancy; nominating petition; signatures; filing petition and affidavit; ballots; filing fee.

Sec. 614. (1) Except as provided in section 615 and subject to section 642c of the Michigan election law, MCL 168.642c, the members of the intermediate school board shall be elected biennially on the first Monday in June by an electoral body composed of 1 person designated by the board of each constituent school district.

(2) The board of a constituent district shall designate its representative to this electoral body by resolution adopted not earlier than 21 days before the date of this biennial election. The board shall consider the resolution at not less than 1 public meeting before adopting the resolution. The resolution shall be adopted by majority vote of the members serving on the board. In its resolution designating its representative, the board of a constituent district shall identify the candidate the board supports for each position to be filled on the intermediate school board and shall direct its representative to vote for that individual or individuals at least on the first ballot taken by the electoral body. The secretary of the intermediate school board shall send a notice by certified mail of the hour and place of the meeting of the electoral body described in subsection (1) to the secretary of the board of each constituent school district at least 10 days before the meeting. The president and secretary of the intermediate school board shall act as chairperson and secretary at the meeting. The meeting of the electoral body shall be an open meeting conducted in the manner prescribed under the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

(3) Except as provided in section 703, the term of office of each member elected to the intermediate school board is 6 years and begins on July 1 following election. Not more than 2 members of the intermediate school board shall be from the same school district unless there are fewer districts than there are positions to be filled.

(4) A vacancy shall be filled by the remaining members of the intermediate school board until the next biennial election at which time the vacancy shall be filled for the balance of the unexpired term. Notice of the vacancy shall be filed with the state board within 5 days after the vacancy occurs. If the vacancy is not filled within 30 days after it occurs, the vacancy shall be filled by the state board.

(5) Subject to subsection (7), a candidate for election to the intermediate school board shall be nominated by petitions that are signed by a number of school electors of the combined constituent school districts of the intermediate school district, as follows:

(a) If the population of the intermediate school district is less than 10,000 according to the most recent federal census, a minimum of 6 and a maximum of 20.

(b) If the population of the intermediate school district is 10,000 or more according to the most recent federal census, a minimum of 40 and a maximum of 100.

(6) A school elector may sign as many petitions as there are vacancies to fill. Nominating petitions and an affidavit as provided in section 558 of the Michigan election law, MCL 168.558, shall be filed with the school district filing official not later than 30 days before the date of the biennial election under subsection (1). The school district filing official shall determine the sufficiency of the petitions and the eligibility of the candidates nominated. The school district filing official shall provide ballots for the biennial election, listing on the ballots the names of all candidates properly nominated. The chairperson of the biennial election meeting may accept nominations for a vacancy from the floor only if no nominating petitions have been filed for the vacancy.

(7) Instead of filing nominating petitions, a candidate for election to the intermediate school board may pay a nonrefundable filing fee of \$100.00 to the school district filing official. If this fee is paid by the due date for nominating petitions, the payment has the same effect under this section as the filing of nominating petitions.

History: 1976, Act 451, Imd. Eff. Jan. 13, 1977;—Am. 1977, Act 43, Imd. Eff. June 29, 1977;—Am. 1981, Act 87, Imd. Eff. July 2, 1981;—Am. 1984, Act 322, Eff. Dec. 28, 1984;—Am. 1992, Act 263, Eff. Jan. 1, 1993;—Am. 2002, Act 157, Eff. Jan. 1, 2003;—Am. 2003, Act 299, Eff. Jan. 1, 2005;—Am. 2004, Act 233, Imd. Eff. July 21, 2004;—Am. 2004, Act 419, Imd. Eff. Nov. 29, 2004;—Am. 2011, Act 232, Eff. Jan. 1, 2012.

**RESOLUTION TO CONSIDER DESIGNATION OF ELECTORAL REPRESENTATIVE
FOR THE JUNE 5, 2017 BIENNIAL ELECTION**

_____ (the "District")

A _____ meeting of the board of education of the District (the "Board") was held in the _____, within the boundaries of the District, on the _____ day of _____, 2017, at _____ o'clock in the ____m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

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

WHEREAS:

1. The Revised School Code provides that board members of Washtenaw Intermediate School District, Michigan (the "ISD"), be elected biennially on the first Monday in June by an electoral body composed of one (1) person designated by the board of each constituent school district; and

2. The Revised School Code further provides that this Board shall consider the resolution of designating its representative on the electoral body at not less than one (1) public meeting before adopting the designating resolution; and

3. This Board now determines it necessary and desirable to establish the first public meeting at which this Board will consider the proposed resolution designating the District's representative on the electoral body.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. At the public meeting of this Board to be held on the _____ day of _____, 2017, at _____ o'clock in the ____m., to be held at the _____, this Board will consider a resolution to appoint _____ as the designated representative of this District for the electoral body of the ISD biennial election to be held June 5, 2017 and _____ as an alternate in the event the designated representative is unable to attend.

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

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a _____ meeting held on _____, 2017, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education