



**PLYMOUTH-CANTON**  
COMMUNITY SCHOOLS

**GLOBALLY FOCUSED. LOCALLY CONNECTED.**

**454 S. Harvey**  
**Plymouth, Michigan**

This 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 item Citizens' Comment.

**Citizens' Comment Cards must be submitted before the start of the Board meeting per district policy #0167.3**

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## **Regular Meeting - Tuesday, November 14, 2023 - 7:00 p.m.**

### **2023-2024 Meeting Calendar**

[Calendar of Board Meetings 2023-2024 \(p. 4\)](#)

### **Call The Meeting to Order**

- o Roll Call
- o Pledge of Allegiance

### **A. Adoption of Agenda/Approval of Consent Agenda**

Action Item #24-11-26

#### **1. Human Resources**

##### **New Hires**

[New Hires \(p. 5\)](#)

##### **Leaves and Resignations**

[Leaves and Resignations \(p. 16\)](#)

#### **2. Approval of Minutes**

[Regular Meeting Minutes - October 24, 2023 \(p. 17\)](#)

[Special Meeting Minutes - November 2, 2023 \(p. 22\)](#)

#### **3. First Reading Policies**

[Policy #1540-New Administrative Staff Reductions-Recalls \(p. 23\)](#)

[Policy #5120-Assignment within District \(p. 25\)](#)

[Policy #5223-Absences for Religious Instruction \(p. 27\)](#)

[Policy #5310-Health Services \(p. 29\)](#)

[Policy #8531-Free and Reduced Priced Meals \(p. 31\)](#)

## B. Celebrating Success

Mark Salzer, Director of Integrated Technology Systems  
Presenter: Member Westra

## C. Board Committee Reports/Action

### 1. President's Report

### 2. Student Performance & Achievement Committee (SPA)-Anupam Sidhu

Next Meeting: Wednesday, December 6, 2023 - 5 p.m.

### 3. Policy Committee-Patti McCain

Next Meeting: Tuesday, November 28, 2023 - 5:30 p.m.

### 4. Finance and Operations Committee-Patrick Kehoe

Next Meeting: Thursday, November 16, 2023 - 5 p.m.

### 5. Student Voice in Action Committee-Josh Patterson & Sae Pawar

Next Meeting: Monday, November 20, 2023 - 6 p.m.

## D. Administrative Reports/Recommendations

### 1. Finance and Operations - Deborah Piesz

Action Item #24-11-27: Consider Approval of a Resolution to Purchase a Cargo Van for the Maintenance Department (Final Reading)

[Resolution-Purchase of GMC Savana 2500 Standard Cargo Van for Maintenance Dept. \(p. 34\)](#)

Action Item #24-11-28: Consider Approval of a Resolution for Sidewalk Replacement at Hoben Elementary School (Final Reading)

[Resolution-Sidewalk Replacement at Hoben Elementary \(p. 43\)](#)

### 2. Teaching and Learning - Bethany Rayl

Consider Approval of a Resolution for a Course Name Change Request - Honors Photography to AP 2-D Art & Design Portfolio (First Reading)

[Resolution-Honors Photography Course Name Change \(p. 47\)](#)

## E. Citizens' Comments

## F. Follow-up Board Questions

## G. Adjournment

**District Vision:** P-CCS will deliver an innovative educational experience which propels each student to excellence.

**District Mission:** P-CCS will develop capable, involved citizens who recognize that they are citizens of the world, use critical thinking skills, and are lifelong learners.

# PLYMOUTH-CANTON

COMMUNITY SCHOOLS

GLOBALLY FOCUSED. LOCALLY CONNECTED.

## E.J. McClendon Educational Center

454 S. Harvey, Plymouth, MI 48170

### Meeting of the Board of Education

**2023-2024**

(subject to change)

DATE	TIME	MEETING TOPIC	LOCATION
November 14, 2023	7 p.m.	Regular Meeting	E.J. McClendon Center
November 28, 2023	7 p.m.	Regular Meeting	E.J. McClendon Center
November 29, 2023	5:30 p.m.	Special Meeting	E.J. McClendon Center
December 12, 2023	7 p.m.	Regular Meeting	E.J. McClendon Center
January 9, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
January 23, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
February 13, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
February 21, 2024	5:30 p.m.	Special Meeting	E.J. McClendon Center
February 27, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
March 12, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
April 9, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
April 23, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
May 14, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
May 28, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
June 11, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
June 25, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center

Regular meetings of the Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, shall be held on the second and fourth Tuesdays of each month (except 8-29-23 = 5<sup>th</sup> Tuesday) (there will be only one meeting in July (7-11-23), one meeting in December (12-12-23), and one meeting in March (3-12-24).

The Board shall comply with Subtitle A of Title II of the Americans with Disabilities Act of 1990, being Public Law 101-336, 42 USC 12101 et. Seq. or successor law. Requests for reasonable accommodation to participate in the meeting may be made by calling Diane Robertson, Executive Assistant to the Superintendent, at 734-416-3048 for voice & TDD calls or email to [diane.robertson@pccsk12.com](mailto:diane.robertson@pccsk12.com) five days in advance of the meeting. Video recording of any open meeting is permitted with prior approval of the Superintendent. *Updated 11-7-23*



**New Contracts**

**2023/2024 School Year**

<u>NAME/POSITION/SCHOOL CERTIFICATION</u>	<u>HIRE DATE</u>	<u>DEGREE/UNIVERSITY EXPERIENCE</u>
<b>BELCHER, TRACEY M</b> HOMEBOUND TEACHER PLYMOUTH (GOALS)	11/13/2023	BA-Univ of Mich - Dearborn MA-Univ of Mich - Dearborn MA+30 - Marygrove College 22 YRS WAYNE-WESTLAND, 3 YRS HAMTRAMCK
CERTIFICATE: PROFESSIONAL TEACHING CERTIFICATE: EXP: 06/30/2026 K-5 ZG K-8 BX K-12 SM		
<b>BROOKS, STACY</b> COUNSELOR WEST	11/13/2023	BA-Madonna College MA-Central Mich. Univ. 3 YRS WAYNE-WESTLAND, 4 YRS BIRMINGHAM, 8 YRS REDFORD UNION
CERTIFICATE: PROFESSIONAL TEACHING CERTIFICATE: EXP: 06/30/2028 6-12 BA 6-12 KH K-12 NT		
<b>PATEL, SONAL C</b> INSTRUCTIONAL COACH ISBISTER	11/13/2023	BA-Wayne State Univ. MA-Wayne State Univ. 3 YRS PRIVATE, 12 YRS P-CCS
CERTIFICATE: PROFESSIONAL TEACHING CERTIFICATE: EXP: 06/30/2027 K-5 ZG K-8 EX K-8 DX		
<b>SHIPLEY, SARAH N</b> MATH/INTEGRATED SCIENCE PIONEER	11/08/2023	BA-Univ of Mich - Dearborn MA-Univ of Mich - Dearborn 21 YRS WAYNE-WESTLAND
CERTIFICATE: PROFESSIONAL TEACHING CERTIFICATE: EXP: 06/30/2028 K-5 ZG K-8 EX K-8 DX		
<b>WHIRLEY, HEIDI L</b> SPANISH SALEM	11/27/2023	BA-Grand Valley State Univ. MA-Wayne State Univ. 23 YRS TAYLOR PUBLIC SCHOOLS
CERTIFICATE: PROFESSIONAL TEACHING CERTIFICATE: EXP: 06/30/2026 6-12 CE 6-12 FF		

**MOTION:**

**AUTOMATICALLY ACCEPT AS PART OF THE CONSENT AGENDA ACTION.**

**"Move that the Board of Education approve the new hires as listed above."**

**MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ VOTE \_\_\_\_\_**

**MEMORANDUM**

**TO: Monica Merritt, Superintendent  
Board of Education Members**

**FROM: Shonta Langford  
Chief Human Resource Officer**

**RE: Plymouth-Canton Community Schools Computer Technician**

**DATE: November 14, 2023**

Attached is the resume of Maximilian Hall who is being recommended for a Computer Technician position. It is the consensus of the committee that Maximilian Hall be appointed to the position.

**BOARD RESOLUTION**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Board of Education approves the appointment of Maximilian Hall to the position of Plymouth-Canton Community Schools Computer Technician

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

# Maximilian Hall

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## Education

<b>Washtenaw Community College</b> <i>May 2021-Dec. 2022</i>	<b>Associate's in Computer Systems Networking and Telecommunications</b> <i>Graduate</i>
<b>Wayne County Community College</b> <i>May 2020-May 2021</i>	<b>High School Diploma</b> <i>Graduate</i>
<b>Carlson High School</b> <i>Sept. 2016-May 2020</i>	

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## Skills

- IT Hardware Support
  - Computer Repair
  - Hardware Installation
  - Computer Networking
  - Customer service
  - Teamwork
  - Reliability
- 

## Experience

<b>Computer Technician</b> <i>Gibraltar School District</i> <i>Jun. 2023-Present</i>	<ul style="list-style-type: none"><li>• Worked on many different makes and models of Chromebooks</li><li>• Worked on multiple physical servers for different schools</li><li>• Troubleshoot various technology issues on a daily basis</li></ul>
<b>Custodial Engineer</b> <i>ABM Industries</i> <i>Nov. 2021-Aug. 2022</i>	<ul style="list-style-type: none"><li>• Worked independently on projects</li><li>• Utilized cleaning equipment</li><li>• Performed various cleaning procedures</li></ul>
<b>Personal Trainer</b> <i>9Round Fitness</i> <i>Dec. 2019-Mar. 2020</i>	<ul style="list-style-type: none"><li>• Developed training plans for customers</li><li>• Maintained a safe, welcoming, and clean workout environment</li><li>• Greeted customers and answered their questions</li></ul>

**MEMORANDUM**

**TO: Monica Merritt, Superintendent  
Board of Education Members**

**FROM: Shonta Langford  
Chief Human Resource Officer**

**RE: Plymouth-Canton Community Schools P-CEP Registrar**

**DATE: November 14, 2023**

Attached is the resume of Jessica Cuyler who is being recommended for the P-CEP Registrar position. It is the consensus of the committee that Jessica Cuyler be appointed to the position.

**BOARD RESOLUTION**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Board of Education approves the appointment of Jessica Cuyler to the position of Plymouth-Canton Community Schools P-CEP Registrar.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

**Objective:** To obtain a career where my ambition, skills, and abilities may be utilized.

**Experience:**

Accounting Specialist- Payroll

03/2022-Present Plymouth-Canton Community Schools, Plymouth, MI

- Process Payroll
- Process new hires
- Audit and research errors
- Calculate, manage, and process adjustments and pay rate changes
- Calculate and process longevity
- Calculate, manage and process attendance banks
- Calculate, manage and process terminating or retiring employees
- Prepares routine and non-routine correspondence, documents, and/or reports
- Performs a variety of general secretarial and administrative duties

Office Manager

06/2018-03/2022 Home Sweet Home Care Services, Ypsilanti, MI

- Customer Service
- Purchasing
- Interviewing Applicants and New Hire Orientations
- Manage House Managers and Direct care workers
- Scheduling
- Work with the Payroll Coordinator to verify payroll accuracy
- Prepares routine and non-routine correspondence, documents, and/or reports
- Performs a variety of general secretarial and administrative duties

Credentials Coordinator

05/2017-09/2018 EPMG, Ann Arbor, MI

- Process EPMG, Ergency, & Hospital Staff Applications
- Obtain Hospital Privileges for providers
- Updates expirables (DEA, State, Controlled Sub, Malpractice Insurance)
- Provider Enrollment
- Maintain credentials files and data base system
- Application assignment

Credentialing Assistant

08/2016-5/2017 Trinity Health, Livonia, MI

- Answering multiple phone lines
- Customer service
- Updates expirables (DEA, State, Controlled Sub, Malpractice Insurance)
- Data entry
- Creates reports and organized processes in MSOW
- Launch initial applications to practitioners
- Application assignment

Administrative Assistant I

07/2011-8/2016 St. Joseph Mercy Hospital-Trinity Health, Ypsilanti, MI

- Checking in/out patients for various clinics
- Customer service
- Obtaining documentation from various offices
- Scheduling appointments and/or tests
- Verifying insurance and demographics
- Answering multiple phone lines
- Prepares routine and non-routine correspondence, documents, and/or reports
- Performs a variety of general secretarial and administrative duties
- Purchasing
- Manage Physician's schedules.
- Coordinate meetings

**Education:**

Washtenaw Community College, Ypsilanti, MI

9/2021-Current

- Business Administration

Washtenaw Community College, Ypsilanti, MI

8/2012- 5/2014

- Nursing

Dorsey Business School, Wayne, MI

11/2003-11/2004

- Diploma
- Medical Billing and Coding

**Skills and Abilities:**

IDX, Sweet, and Vista Billing Systems, Microsoft Excel, Microsoft Word, Medical Office Procedures, Medical Insurance Records, Coding (ICD-9/CPT-4), Microsoft Outlook, Internet Explorer, Nextgen Computer System, MSOW, Clearcare, Encore

**References:**

References are available on request.

**MEMORANDUM**

**TO: Monica Merritt, Superintendent  
Board of Education Members**

**FROM: Shonta Langford  
Chief Human Resource Officer**

**RE: Plymouth-Canton Community Schools Chief Finance  
and Operations Officer**

**DATE: November 14, 2023**

Attached is the resume of Jill Minnick who is being recommended for the Chief Finance and Operations position. It is the consensus of the committee that Jill Minnick be appointed to the position.

**BOARD RESOLUTION**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Board of Education approves the appointment of Jill Minnick to the position of Chief Finance and Operations Officer.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

## **Professional Experience**

### **Ann Arbor Public Schools**

**Ann Arbor, MI**

*Assistant Superintendent, Finance and Operations*

*May 2020 – Present*

- Serve on Superintendent's Executive Cabinet to support student outcomes and experiences by developing equitable systems aligned with Board of Education and District's mission
- Advise the Superintendent, the Board of Education, and District leadership teams on all fiscal matters including financial monitoring and reporting, development of \$300M annual operating budget, \$27M Sinking Fund budget, and fiscal management of \$1.4B capital improvement plan
- Oversee transportation and food service vendor contracts and performance; maintain effective contractual partnerships for efficient operations and exceptional service delivery
- At direction of Superintendent, support student and school safety planning, training and response
- Co-lead District negotiations team for six collectively-bargained and three non-represented employee groups with a focus on sustainability, shared interests, collaborative problem solving, and transparency for all 2,500 employees

### **Novi Community School District**

**Novi, MI**

*Assistant Superintendent of Business and Operations*

*August 2017 – May 2020*

- Effectively plan and oversee District finances, budgets, bond program, sinking fund projects, transportation, food service, facilities maintenance and custodial services
- Develop and monitor District budgets, long-term financial projections and tax levies
- Lead District's \$185,000,000 Bond Program; coordinate the sale of bonds, procure professional services, manage program budget and inform Board of Education and community of project status
- Managed food service and custodial services contracts; collaborated with providers to improve service levels, retain staff and contain costs
- Served on Superintendent's Cabinet, District Security Committee, District Negotiations Team, and City of Novi's Safe Routes to School grant coordination team
- Co-managed Japanese School of Detroit's lease of Novi Meadows Elementary and Novi High School to provide Japanese Saturday School for southeast Michigan Japanese students
- Collaborated with Novi Public Library and Chartwells Food Services to create worksite for adult transition students in Library Café, enhance library services, and support district food service revenues

### **Ann Arbor Public Schools**

**Ann Arbor, MI**

*Chief Financial Officer*

*August 2016 – August 2017*

- Responsible for the leadership and oversight of the financial operations of the District, including annual budgets, long-range financial projections, management of Bond and Sinking Funds, and analysis of programs, support systems, and service contracts
- Participated on District negotiations team for six collective bargained agreements with a focus on sustainability, transparency and shared values
- Co-managed food service, transportation and custodial contracts
- Enhanced procurement functions to ensure compliance with State purchasing statutes and Board Policy and realize significant cost savings
- Reorganized Finance Division to improve customer service, strengthen accountability, and ensure continued professional growth and development of the Finance staff



*Executive Director, Finance*

*October 2014 – August 2016*

- Administered all facets of the Finance Department, including staff hiring, technical accounting, financial oversight, and supervision of 10 employees
- Responsible for District budgets, payroll, accounts payable, purchasing, grants, accounting, sinking funds, investments, debt service, tax levies, bond funds, audits and cash flows
- Prepared monthly financial reports for Board of Education; created internal reports for financial analysis and communication of financial data
- Calculated tax levies and prepared millage certifications and resolutions
- Coordinated management of Sinking Funds and compliance with state statutes
- Continuously evaluated internal controls and departmental processes; identified and implemented changes to strengthen controls, preclude errors, create efficiencies, reduce waste, and maintain compliance with local, state and federal guidelines and statutes
- Coordinated annual financial audit, including year-end closing, reconciliation of the general ledger, preparation of audit schedules, and oversight of Schedule of Expenditures of Federal Awards
- Provided excellent and courteous service to stakeholders, including staff, vendors, administration, community, and Board of Education, with timely communication and appropriate problem resolution

**Whitmore Lake Public Schools**

**Whitmore Lake, MI**

*Executive Director of Business Services*

*October 2008 – September 2014*

- Assisted the Superintendent in the achievement of Board of Education goals through effective resource management
- Developed, monitored, and communicated District budgets and financial projections to Board of Education, administrators, staff and public
- Supervised business office, food service, community recreation, transportation and early childhood
- Secured cash flow borrowing through State of Michigan School Bond Loan Fund
- Prepared district tax levies; improved relationships with local townships
- Administered all aspects of federal, state and local grant revenues, expenditures and reporting
- Responsible for annual audit, year-end closing, and preparation of audit schedules and reports
- Prepared and submitted annual Financial Information Database (FID)
- Mentored neighboring district's new business manager; developed plan with joint Boards of Education and provided feedback to Superintendent
- Led district implementation of countywide financial software conversion
- Led district implementation of multi-countywide 403b Plan management conversion

**Oak Park School District**

**Oak Park, MI**

*Controller*

*March 2006 – October 2008*

- Identified recording, reporting and process deficiencies; implemented necessary corrections and addressed root causes
- Restructured internal processes to strengthen internal controls, meet reporting deadlines, maximize resource utility, reduce errors and improve audit trail documentation
- Identified prior unreported SE-4096 costs; recovered more than \$600,000 in related PA-18 and special education foundation revenues
- Corrected prior deficient grant reimbursement requests and delinquent final expenditure reports
- Improved district relations and communications with Oakland Schools and MDE
- Supervised accounts payable, payroll, grants and purchasing

**Glenbard Township High School District 87**

**Glen Ellyn, IL**

*Assistant Business Manager*

*July 1999 – May 2001*

- Developed and monitored \$93,000,000 decentralized budget
- Maintained investment portfolios of nearly \$100,000,000

- Managed cash flows, accounts payable, purchasing, and transportation and food service contracts  
*Comptroller* *July 1998 – June 1999*
- Coordinated AS400 financial software conversion
- Managed investment portfolios: \$86,000,000 operating funds and \$34,000,000 bond issue proceeds
- Implemented Carryover Budget Program to enhance purchasing decisions and reduce waste  
*Financial Coordinator* *May 1997 - June 1998*
- Overhauled budget allocation methods, streamlined reporting, and improved communications
- Exceeded investment interest revenue target by 22%, or \$419,000

**Office of the Auditor General, State of Michigan**

**Lansing, MI**

*Assistant Auditor General*

*August 1994 - April 1997*

- Audited operational and financial performance of state agencies, including MDE
- Presented audit findings and discussed recommendations with state agency management
- Selected for audit team for comprehensive review of Proposal A implementation and first writing of the resulting Michigan Pupil Accounting Manual

**South Lake Schools**

**St. Clair Shores, MI**

*Business Assistant*

*December 1989 - August 1994*

- Performed general accounting duties, accounts payable, payroll and special projects
- Implemented district electronic submission of FID
- Managed telephone conversion from Centrex to PBX system

**Education**

**Master of Business Administration**, Accounting; Wayne State University, August 1996

**Bachelor of Arts**, Advertising; Michigan State University, June 1989

**Certificate**, Leading for Equity & Justice; Eastern Michigan University, May 2021

**Professional Certifications, Service and Affiliations**

<b>Certified Public Accountant</b> (Michigan)	Registered 2002 – Present; Licensed 1996 – 2001
<b>Certified Internal Auditor</b> (National)	1996 – Present
<b>Chief Financial Officer Certification</b> (Michigan School Business Officials)	2006 – Present
<b>Chief School Business Official Endorsement</b> (Illinois Association of School Business Officials)	1997 – 2001
<b>Board of Trustees, Michigan Liquid Asset Fund (MiLAF)</b>	2020 -
Present	
Vice Chairperson	2023-2024
Treasurer	2022-2023
<b>Michigan Association of Certified Public Accountants</b>	1994 – Present
<b>Institute of Internal Auditors</b>	1994 – Present
<b>Michigan School Business Officials (MSBO)</b>	2006 – Present
<b>Washtenaw/Livingston Regional School Business Officials</b>	2020 – Present, 2008 – 2017
President	2013-2014; 2022-2023
Vice President	2012-2013; 2021-2022
Secretary/Treasurer	2011-2012; 2020-2021
<b>Oakland County Regional School Business Officials</b>	2017-2022
<b>Oakland County School Purchasing Officials</b>	2009 – 2014
Vice President	2012-2013
Secretary	2011-2012

**Illinois Association of School Business Officials (IASBO)**  
**Association of School Business Officials International (ASBO)**

1997 – 2001  
2017-Present

**2023/24 SCHOOL YEAR**

**NAME, ASSIGNMENT, DATE OF HIRE**

**REASON, EFFECTIVE DATE**

**LEAVES**

CHRISTOFFERSEN, JAMIE  
(0.5) ELEMENTARY CLASSROOM  
MILLER  
08/28/2017

Childcare leave of absence effective October 8,  
2023 through March 4, 2024.

KAMMO, MEGAN  
ELEMENTARY CLASSROOM  
DODSON  
08/29/2022

Childcare leave of absence effective September 17,  
2023 through December 1, 2023.

SPARKS, BRITTANY  
ELEMENTARY CLASSROOM  
HOBEN  
08/28/2017

Childcare leave of absence effective October 23,  
2023 through December 1, 2023.

**RESIGNATIONS**

VOS, JENNIFER  
EXECUTIVE ASSISTANT- HUMAN RESOURCES  
ADMIN. BLDG.  
09/20/2018

Resignation effective October 25, 2023.

EMIL, LISA  
ELEM. CLSRM.  
FIELD  
08/28/2023

Resignation effective December 4, 2023.

**MOTION:**

**AUTOMATICALLY ACCEPT AS PART OF THE CONSENT AGENDA ACTION.**

**"Move that the Board of Education approve the above Leaves, Resignations and Retirements as listed above."**

# PLYMOUTH-CANTON

## COMMUNITY SCHOOLS

GLOBALLY FOCUSED. LOCALLY CONNECTED.

### **BOARD OF EDUCATION REGULAR MEETING MINUTES**

**October 24, 2023**

The Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, met in a Regular Meeting on Tuesday, October 24, 2023, at 7:00 p.m. at the E. J. McClendon Educational Center, 454 S. Harvey Street, Plymouth, Michigan, 48170.

Vice President Christenson called the Regular Meeting to order at 7 p.m. in the Boardroom.

Present: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Absent: Member Wilson

Administrators Present: Dr. Monica L. Merritt, Superintendent of Schools  
Dr. Liz Vartanian-Gibbs, Assistant Superintendent of Student & Family Engagement  
Ms. Deborah Piesz, Chief Finance & Operations Officer  
Ms. Bethany Rayl, Chief Academic & Innovation Officer  
Mr. Kurt Tyszkiewicz, Assistant Superintendent of Student Services  
Mr. Nick Brandon, Executive Director of Communications & Marketing  
Ms. Shonta Langford, Chief Human Resource Officer  
Mr. Rich Welch, Director of Operations  
Mr. Tim Gruszczynski, Director of Facilities & Capital Projects

Others Present: Mr. Jeff Higgins, Plante Moran Partner  
Ms. Lindsay Mink, Plante Moran In-charge Auditor  
Ms. Diane Robertson, Executive Assistant to the Superintendent and Board  
Mr. Josh Patterson, SVA Student Co-Chair  
Ms. Sae Pawar, SVA Student Co-Chair

Vice President Christenson led the Pledge of Allegiance.

#### **A. Adoption of the Agenda/Approval of the Consent Agenda**

**Action Item #24-10-20:** It was moved by Member Sidhu and seconded by Member Westra to adopt the Agenda and the Consent Agenda as presented. The Consent Agenda consisted of New Hires, Resignations, Regular Meeting Minutes of October 11, 2023, and Final Reading Policies.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

#### **New Hires**

Dunson, Sara	ASD Coordinator/Teacher Consultant Intake Coordinator Dodson Elementary School	Effective 11-14-23
Sparling, Megan	Resource Room/Co-Teacher Discovery Middle School	Effective 10-23-23

#### **Resignations**

Mazur, Christine	Pupil Accounting Coordinator Administrative Office	Resignation Effective 10-23-23
Zaker, Antoniette	Chemistry Canton High School	Resignation Effective 10-13-23

#### **Approval of Minutes**

The Regular Meeting Minutes of October 10, 2023, were approved as presented.

Final Reading Policies

- Policy #5230 – Late Arrival and Early Dismissal

**B. Celebrating Success**

Member Kehoe presented the Mary Beth Carroll Extra Miler Award to Mr. Brandon Lee, Miller Elementary School 5<sup>th</sup> grade teacher. Brandon goes above and beyond to support his students and creates meaningful connections every day. He also mentors new staff and works collaboratively with his colleagues to make Miller Elementary School a fantastic place for students to learn.

**C. Board Committee Reports/Action**President's Report - Shawn Wilson

No report at this time.

Student Performance and Achievement Committee (SPA) - Anupam Chugh Sidhu

The SPA committee has not met since the last Board meeting. The next SPA meeting will be held on November 1, 2023, at 5:00 p.m. in the Boardroom at the E.J. McClendon Educational Center, and everyone is welcome to attend.

Policy Advisory Committee - Patti McCoin

Member McCoin shared that the Policy Committee met this evening. SVA student liaisons attended, and multiple policies were reviewed as the committee works toward its goal to examine all current policies. The next policy meeting is scheduled for November 28, 2023, at 5:30 p.m. in the Collaboration Room at the E.J. McClendon Educational Center, and everyone is welcome to attend.

Finance and Operations Committee - Patrick Kehoe

Member Kehoe shared that the F&O Committee met on October 19, 2023, and reviewed audited financial statements, a cargo van purchase, and a resolution for sidewalk replacement work. The committee also examined preliminary draft documents for additions to East and West Middle School. Multiple stakeholders previously reviewed design plans and provided valuable feedback during the design process. The next F&O meeting will be held on November 9, 2023, at 5:00 p.m. in the Boardroom at the E.J. McClendon Center, and everyone is welcome to attend.

Student Voice in Action Committee - Shawn Wilson

Josh Patterson and Sae Pawar, Student Voice in Action co-chairs, shared that the SVA Committee met on October 16, 2023, and provided an open house for students interested in joining the SPA committee. SVA student liaison positions were also established for attending future Board committee meetings. The next SVA committee meeting will be held on November 20, 2023, in the Canton High School Media Center, and everyone is welcome to attend.

**D. Administrative Reports/Recommendations****Superintendent's Report – Dr. Monica Merritt**

Superintendent Merritt offered sincere condolences to the family, friends, staff members, and students who are mourning the loss of long-time Canton High School teacher and gymnastics coach John Cunningham, who recently passed away.

She congratulated a P-CEP student who received national recognition after scoring a perfect score on the College Board 2023 AP Microeconomics exam.

She also spoke about student learning experiences happening outside the classroom and provided highlights from West Middle School's annual field trip to Washington D.C. Pioneer Middle School students also recently returned from their traditional trip to the YMCA's Camp Copneconic in Fenton, MI, which included team building exercises and opportunities for students to connect with nature.

Superintendent Merritt also invited everyone to attend the annual P-CEP Community Open House scheduled for November 2, 2023, from 6-8 p.m. in the Salem H.S. Cafeteria. This event will allow families and students to hear about P-CEP's vast academic and extracurricular offerings and provide an opportunity to speak to program and club representatives. Tours of the high school campus will also be provided.

Finally, she encouraged district families to share their opinions and feedback through the P-CCS Fall Family-School Relationship Survey. The response deadline for this survey has been extended until Sunday, October 29, 2023, and can be completed by visiting the P-CCS website.

### **Finance and Operations – Deborah Piesz**

#### *2022-2023 Annual Audit-Plante Moran (Presentation)*

Mr. Jeff Higgins, Plante Moran Partner, and Ms. Lindsay Mink, Plante Moran In-charge Auditor, gave a presentation to provide an overview of the district's 2022-2023 Annual Audit results, which is required each year per state legislation. Audit reports indicated an unmodified "clean" opinion, with no difficulties or findings. No adjustments were necessary. A review of federal programs, capital bond expenditures, and internal controls showed no questions or deficiencies. An overview of non-reoccurring COVID-19 relief fund awards was discussed. Balance sheet statements of revenue and expenditures were reviewed. An overview of the district's fund balance history was also provided. Mr. Higgins thanked Ms. Deborah Piesz, Chief Finance and Operations Officer, for her leadership and dedication to public education and shared that her contributions will be missed when she retires.

Board members were given an opportunity to comment and ask questions.

#### *First Reading Resolutions*

- Consider Approval of a Resolution for the Purchase of a 2023 GMC Savana 2500 Standard Cargo Van to replace a maintenance truck that was stolen and totaled. Mr. Rich Welch, Director of Operations, provided an overview of the recommendation to purchase this vehicle from Todd Wenzel Buick GMC in Westland, MI, for \$34,237. Insurance reimbursement of \$14,000 and the remaining \$20,237 will be paid from the Operations Department vehicle replacement account. (First Reading)
- Consider Approval of a Resolution for Sidewalk Replacement at Hoben Elementary School. Canton Township adopted a Sidewalk Ordinance Program that identifies concrete sidewalks and driveway approaches that need to be replaced. Mr. Tim Gruszczynski, Director of Facilities and Capital Projects, explained that the district is responsible for the condition of any sidewalk that falls within the public right-of-way. The Canton Township sidewalk repair contract was competitively bid and awarded to Rotondo Construction, Inc. for the 2023-2024 repair programs. It is recommended that P-CCS award this required cement work to Canton Township for \$52,442.26. (First Reading)

Board members were given an opportunity to comment and ask questions.

#### *Final Reading Resolutions*

- **Action Item #24-10-21:** It was moved by Member Kehoe and seconded by Member Sidhu to Approve a Resolution for Annual Financial Audit Reports for Fiscal Year 2022-2023 (First and Final Reading)  
 Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra  
 Nays: None  
 The motion was carried 6-0
- **Action Item #24-10-22:** It was moved by Member Kehoe and seconded by Member Westra to Approve a Resolution for a Summer Property Tax Levy. This resolution informs the community and local taxing authority that the collection of school taxes will appear on the July 1 tax statement vs. being split between the summer and winter tax bills, which is an option afforded to the district pursuant to Section 1613 of the Revised School Code of 1976, Act 451, Public Acts of Michigan, 1976, as amended. This resolution will be effective for the calendar year 2024 and each year thereafter until this resolution is revoked, in the amount of the total school property taxes due in such years. (Final Reading)  
 Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra  
 Nays: None  
 The motion was carried 6-0
- **Action Item #24-10-23:** It was moved by Member Kehoe and seconded by Member Sidhu to Approve a Resolution Certifying an Operating Millage Renewal Proposal, which allows the school district to continue charging up to 18 mills of operating tax on most non-homestead properties, including commercial properties, just like it was approved in 2014 and will expire in 2024. This tax levy does not apply to principal residences (homesteads) or other exempt properties. If there are future Headlee reductions of up to 4 mills, the school

district can still charge up to 18 mills, ensuring that the district will continue to receive the full amount of money for each student the state allows. (Final Reading)

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra  
 Nays: None  
 The motion was carried 6-0

**Action Item #24-10-24:** It was moved by Member Kehoe and seconded by Member Sidhu to Approve a Resolution to Purchase Chromebooks. With approval and funding from the FCC's ECF program, this recommendation allows the district to spend \$187,220, with expected reimbursements of \$176,120, resulting in a net district expenditure of no more than \$11,100. The district's portion of the Dell equipment purchase will be funded using 2020 and 2023 bond funds. (Final Reading)

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra  
 Nays: None  
 The motion was carried 6-0

**Teaching and Learning - Bethany Rayl**

*Final Reading Resolutions*

**Action Item #24-10-25:** It was moved by Member Sidhu and seconded by Member Westra to Approve a Resolution for 21<sup>st</sup> Century Global Issues Curriculum Materials. This recommendation to purchase 250 copies of the book "Just Mercy" by Bryan Stevenson for the P-CEP 11-12<sup>th</sup> grade year-long elective, 21st Century Global Issues and Literature course, for a total cost of approximately \$2,646. (Final Reading)

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra  
 Nays: None  
 The motion was carried 6-0

**E. Citizens' Comments**

- Mr. Rocky Johnson spoke on procedures for reporting facility repairs.

**F. Follow-up Board Questions**

- None

**G. Closed Session**

It was moved by Member Kehoe and seconded by Member Picard to move into a Closed Session for the purpose of Negotiations.

Pursuant to Section 8(1)(c) of the Open Meetings Act to Consider Material Exempt from Discussion or Disclosure by State or Federal Statute, being negotiation sessions connected with the negotiation of a collective bargaining agreement, which are exempt from the Freedom of Information Act Pursuant to MCL 15.243(1)(g).

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra  
 Nays: None  
 The motion was carried 6-0

The Board moved into a Closed Session at 8:12 p.m.

Administrators Present: Dr. Monica L. Merritt, Superintendent of Schools  
 Ms. Deborah Piesz, Chief Finance & Operations Officer  
 Ms. Shonta Langford, Chief Human Resource Officer  
 Ms. Diane Robertson, Executive Assistant to the Superintendent and Board

Others Present: None



It was moved by Member Kehoe and seconded by Member Westra to adjourn the Closed Session at 8:50 p.m.

Ayes: Members Christenson, Kehoe, McCain, Picard, Sidhu, and Westra  
Nays: None  
The motion was carried 6-0

**H. Adjournment**

Vice President Christenson adjourned the Regular Meeting at 8:50 p.m.

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Anupam Chugh Sidhu  
Secretary, Board of Education

**BOARD OF EDUCATION SPECIAL MEETING MINUTES**  
**November 2, 2023**

The Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, met in a Special Meeting on Thursday, November 2, 2023, at 5:30 p.m. at the E. J. McClendon Educational Center, 454 S. Harvey Street, Plymouth, Michigan, 48170.

Present: Members Christenson, McCoin, Picard, Sidhu, and Westra  
Absent: Members Kehoe and Wilson

Vice President Christenson called the Special Meeting to order at 5:30 p.m. in the Boardroom.

**Citizens' Comments:**

- Karen Gorny, Brett Wilson, Bob McCurdy, Terri Biegas, Mary Ellen Wroblewski, and Meghann Witmer spoke on the walkout at P-CEP

**Closed Session:**

It was moved by Member McCoin and seconded by Member Sidhu to move into Closed Session Pursuant to Section 8(1) (a) of the Open Meetings Act to Consider the Periodic Personnel Evaluation of the Superintendent. (Superintendent Evaluation Check-in)

Ayes: Members Christenson, McCoin, Picard, Sidhu, and Westra  
Nays: None  
The motion was carried 5-0

The Board moved into a Closed Session at 5:53 p.m.

A roll call vote was taken.

Ayes: Members Christenson, McCoin, Picard, Sidhu, and Westra  
Nays: None  
The motion was carried 5-0

Administrators Present: Dr. Monica L. Merritt, Superintendent of Schools  
Others Present: Ms. Diane Robertson, Executive Assistant to the Superintendent & Board

It was moved by Member McCoin and seconded by Member Picard to adjourn the Closed Session at 7:27 p.m.

Ayes: Members Christenson, McCoin, Picard, Sidhu, and Westra  
Nays: None  
The motion was carried 5-0

Vice President Christenson adjourned the Special Meeting at 7:27 p.m.

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Anupam Chugh Sidhu  
Secretary, Board of Education

**PLYMOUTH-CANTON COMMUNITY SCHOOLS**  
Plymouth, Michigan

**MEMO**

**MEMO TO:** Members of the Board of Education  
Monica Merritt, Superintendent

**FROM:** Shonta Langford, Chief Human Resource Officer

**DATE:** November 14, 2023

**SUBJECT:** Policy 1540- New Administrative Staff Reductions/Recalls

Date to Administrator for review: October 2023 Reviewed by: Shonta Langford

Date reviewed and approved by the Policy Advisory Committee: October 24, 2023

This policy from NEOLA:

<input checked="" type="checkbox"/>	reflects current state of the law and should be adopted to have accurate policies
<input type="checkbox"/>	is recommended but not required
<input type="checkbox"/>	is optional

This policy is being brought to the Board of Education for first reading.

**KEY IDEA:**

This is a new policy that mirrors Policy 3130 for teaching staff that also applies to administrative staff. This new policy is to comply with M.C.L 380.1249.

**RECOMMENDED RESOLUTION**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the first reading of Policy 1540 for the Plymouth-Canton Community Schools.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The Motion was: \_\_\_\_\_

Attachments X New/Revised/Replacement Policy

Book Policy Manual

Section 38-1 Fall 2023 Ready for Production

Title Vol. 38, No. 1 - September 2023 New ADMINISTRATIVE STAFF REDUCTIONS/RECALLS

Code po1540

Status

**New Policy - Vol. 38, No. 1**

**1540 - ADMINISTRATIVE STAFF REDUCTIONS/RECALLS**

It is the policy of this Board of Education that all personnel decisions shall be based on retaining effective administrators in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. Length of service or tenure status may only be considered when all other factors are considered equal amongst the potentially affected administrators.

The effectiveness of administrators shall be measured in accordance with the District's performance evaluation system developed under Section 1249 of the School Code.

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Legal PA 102, 2011  
M.C.L. 380.1248

PLYMOUTH-CANTON COMMUNITY SCHOOLS  
Plymouth, Michigan

**MEMO**

MEMO TO: Members of the Board of Education  
Monica Merritt, Superintendent

FROM: Shonta Langford, Chief Human Resource Officer

DATE: November 14, 2023

SUBJECT: **Policy 5120- Assignment within District**

Date to Administrator for review: October 2023 Reviewed by: Shonta Langford

Date reviewed and approved by the Policy Advisory Committee: October 24, 2023

This policy from NEOLA:

<input type="checkbox"/>	reflects current state of the law and should be adopted to have accurate policies
<input checked="" type="checkbox"/>	is recommended but not required
<input type="checkbox"/>	is optional

This policy is being brought to the Board of Education for first reading.

**KEY IDEA:**

This policy has been revised to include updated wording and reference to policies 9140 and 1662 which relate to this policy.

**RECOMMENDED RESOLUTION**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the first reading of **Policy 5120** for the Plymouth-Canton Community Schools.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The Motion was: \_\_\_\_\_

Attachments  X  New/Revised/Replacement Policy

Book	Policy Manual
Section	5000 Students
Title	ASSIGNMENT WITHIN DISTRICT
Code	po5120
Status	
Adopted	August 23, 1993

#### 5120 - **ASSIGNMENT WITHIN DISTRICT**

The Board of Education directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

The Board shall determine the school attendance areas of the District and shall require the students within each area to attend the school so designated.

The Superintendent shall periodically review existing attendance areas **as outlined in policy 9140- Boundaries** and recommend to the Board such changes as may be justified by:

- A. considerations of safe student transportation and travel;
- B. convenience of access to schools;
- C. financial and administrative efficiency;
- D. **a wholesome and** educationally sound balance of student populations.

No assignment to schools or attendance schedules shall discriminate against students on the basis of gender, race, religion, or national origin **or disability, as outlined in policy 1662- Anti-Harassment.**

The Superintendent may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of the student.

Wherever possible and advisable in the interests of the students, siblings shall be assigned to the same building.

The building principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.



PLYMOUTH-CANTON COMMUNITY SCHOOLS  
Plymouth, Michigan

MEMO

MEMO TO: Members of the Board of Education  
Monica Merritt, Superintendent

FROM: Shonta Langford, Chief Human Resource Officer

DATE: November 14, 2023

SUBJECT: Policy 5223- Absences for Religious Instruction

Date to Administrator for review: October 2023 Reviewed by: Shonta Langford

Date reviewed and approved by the Policy Advisory Committee: October 24, 2023

This policy from NEOLA:

<input type="checkbox"/>	reflects current state of the law and should be adopted to have accurate policies
<input checked="" type="checkbox"/>	is recommended but not required
<input type="checkbox"/>	is optional

This policy is being brought to the Board of Education for first reading.

**KEY IDEA:**

This policy has been revised as part of the review of the 5000 policy series.

**RECOMMENDED RESOLUTION**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the first reading of Policy 5223 for the Plymouth-Canton Community Schools.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The Motion was: \_\_\_\_\_

Attachments  X  New/Revised/Replacement Policy

Book	Policy Manual
Section	5000 Students
Title	ABSENCES FOR RELIGIOUS INSTRUCTION
Code	po5223
Status	
Adopted	August 23, 1993

**5223 - ABSENCES FOR RELIGIOUS INSTRUCTION**

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction of their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Upon the signed request of a student's parent, the Board will allow exceptions to the student's continuous attendance at school for religious instruction outside the school building for no more than two (2) class hours per week.

~~A student must be properly registered and a copy of such registration must be filed with the principal.~~

The time for release for religious instruction or education shall be arranged by the Superintendent in keeping with the regulations of the State Board of Education. ~~They~~ ~~S/He~~ will also assure the appropriate continuance of the instructional program in the public school during such release times.

No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall neither encourage nor discourage participation in any religious instruction program.

Legal	M.C.L.A. 380.1561(3c-e) A.C. Rule R340.71, R340.74
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PLYMOUTH-CANTON COMMUNITY SCHOOLS  
Plymouth, Michigan

MEMO

MEMO TO: Members of the Board of Education  
Monica Merritt, Superintendent

FROM: Shonta Langford, Chief Human Resource Officer

DATE: November 14, 2023

SUBJECT: Policy 5310- Health Services

Date to Administrator for review: October 2023 Reviewed by: Shonta Langford

Date reviewed and approved by the Policy Advisory Committee: October 24, 2023

This policy from NEOLA:

<input type="checkbox"/>	reflects current state of the law and should be adopted to have accurate policies
<input checked="" type="checkbox"/>	is recommended but not required
<input type="checkbox"/>	is optional

This policy is being brought to the Board of Education for first reading.

**KEY IDEA:**

This policy has been revised as part of the review of the 5000 policy series. Removing testing that no longer exists.

**RECOMMENDED RESOLUTION**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the first reading of Policy 5310 for the Plymouth-Canton Community Schools.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The Motion was: \_\_\_\_\_

Attachments  X  New/Revised/Replacement Policy

Book	Policy Manual
Section	5000 Students
Title	HEALTH SERVICES
Code	po5310
Status	
Adopted	August 23, 1993
Last Revised	February 8, 2005

### 5310 - HEALTH SERVICES

In compliance with law, the Board of Education may require students to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. determine whether appropriate accommodation needs to be made in health, safety, and physical education courses to meet the student's needs;
- C. determine that the learning potential of each student is not lessened by a remediable physical disability.

The District shall specify the need for services which may include, but not be limited to:

- A. student physical examinations;
- B. athlete physical examinations;
- C. dental examinations;
- D. tests for communicable disease;
- E. vision screening;
- F. audiometric screening;
- G. ~~Scoliosis test;~~
- H. others as needed.

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

The Board shall directly notify the parents/~~legal guardians~~ of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, ~~or vision or scoliosis~~ screening.

Legal	20 U.S.C. 1232(h)
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PLYMOUTH-CANTON COMMUNITY SCHOOLS  
Plymouth, Michigan

MEMO

MEMO TO: Members of the Board of Education  
Monica Merritt, Superintendent  
  
FROM: Shonta Langford, Chief Human Resource Officer  
  
DATE: November 14, 2023  
  
SUBJECT: Policy 8531- Free and Reduced Priced Meals

Date to Administrator for review: October 2023 Reviewed by: Shonta Langford

Date reviewed and approved by the Policy Advisory Committee: October 24, 2023

This policy from NEOLA:

<input checked="" type="checkbox"/>	reflects current state of the law and should be adopted to have accurate policies
<input type="checkbox"/>	is recommended but not required
<input type="checkbox"/>	is optional

This policy is being brought to the Board of Education for first reading.

**KEY IDEA:**

This policy is updated to be in compliance with M.C.L 388.1630d and M.C.L 388.1631k.

**RECOMMENDED RESOLUTION**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the first reading of Policy 8531 for the Plymouth-Canton Community Schools.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The Motion was: \_\_\_\_\_

Attachments  X  New/Revised/Replacement Policy

Book Policy Manual  
 Section 38-1 Fall 2023 Ready for Production  
 Title Vol. 38, No. 1 - September 2023 Revised FREE AND REDUCED-PRICE MEALS  
 Code po8531  
 Status  
 Adopted August 23, 1993

**Revised Policy - Vol. 38, No. 1**

**8531 - FREE AND REDUCED-PRICE MEALS**

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide ~~needy children~~ **students in need** with  breakfast and ~~[END OF OPTION]~~ lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

**~~[DRAFTING NOTE: M.C.L. 388.1630d requires districts who receive funding to provide free school lunch and breakfast under that statute to implement a policy relating to the following. Therefore, the following option is recommended for districts that intend to apply for such funds.]~~**

Parents or guardians will be required to fill out relevant information to determine student eligibility for Federal free or reduced-cost meal reimbursement rates and CEP eligibility determinations.

The Board designates the ~~( ) Superintendent~~  **Associate Superintendent for School Safety and Security Business and Operations** ~~[END OF OPTION]~~ to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall  annually ~~( ) twice a year [END OF OPTION]~~ notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school  and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals ~~[END OF OPTION]~~.

**~~[DRAFTING NOTE: This section is NOT optional for districts who receive funding under M.C.L. 388.1631k]~~**

**However, in accordance with the provisions outlined in State Aid Section 31k, this procedure prohibits:**

- the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to wear a wristband or handstamp;**
- the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to perform chores or other work to pay for school meals;**
- the requiring of any student to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative meal payment balance;**
- communicating directly with a student about a student meal debt unless the District has attempted to contact, but has been unsuccessful in communicating with, a student's parent or legal guardian through telephone, mail, and email; and**
- discussing a negative meal payment balance with a student in the presence of other students.**

M.C.L. 380.1272 et seq.



M.C.L. 388.1630d

M.C.L. 388.1631k

42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

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Legal

M.C.L. 380.1272 et seq.

M.C.L. 388.1630d

M.C.L. 388.1631k

42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

**PLYMOUTH-CANTON COMMUNITY SCHOOLS**  
**Office of the Chief Finance & Operations Officer**

TO: Monica Merritt, Superintendent  
Board of Education

FROM: Deborah J. Piesz, Chief Finance & Operations Officer

DATE: November 14, 2023

**RE: Approval to Purchase a GMC Savana 2500 Standard Cargo Van for the  
Maintenance Department- Final Reading**

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**Background:**

The Maintenance Department would like to purchase a 2023 GMC Savana 2500 Standard Cargo Van to replace a maintenance truck that was stolen and totaled.

The GMC Savana Cargo Van will be purchased from Todd Wenzel Buick GMC in Westland, MI for \$34,237 based on state bid pricing. We received reimbursement from our insurance company in the amount of \$14,000 for the stolen truck, and the remaining \$20,237 will be paid from the Operations department vehicle replacement account.

This item was presented for first reading at the Board of Education meeting held on October 24, 2023.

**Recommended Resolution:**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the purchase of a 2023 GMC Savana 2500 Standard Cargo Van from Todd Wenzel Buick GMC in Westland, MI for \$34,237. The cost of this van will be paid with funds from the Operations Department vehicle replacement account.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Passed: \_\_\_\_\_



**PLYMOUTH-CANTON**  
COMMUNITY SCHOOLS

GLOBALLY FOCUSED. LOCALLY CONNECTED.

**FROM:** Rich Welch

**TO:** Debbie Piesz

**DATE:** 10/13/2023

**RE:** 2023 GMC Savana 2500 Standard Cargo Van

Good Afternoon,

The Operations department would like to purchase a new 2023 GMC 2500 Van from Todd Wenzel Buick GMC of Westland, MI. The cost of this van is \$34,237, and it will be purchased through Michigan Contract #071B7700180 for Municipal and State Bidding. This new vehicle will replace truck #T-17, which was stolen and involved in a one car accident, totaling the vehicle. We received \$14,000 reimbursement from our insurance company, and we will use our Operations vehicle replacement budget to cover the remainder of the cost. It will be used as one of our HVAC vans. Please use the Vehicle Replacement account # 11-261-6452-100-000-0000 to pay for this purchase.



# Todd Wenzel Buick-GMC and Chevrolet

Albert Li | (734) 713-1065 | ali@toddwenzel.com

## Plymouth-Canton Community Schools

Prepared For: Kurt Tyszkiewicz

(734) 416-2700

kurt.tyszkiewicz@pccsk12.com

Vehicle: [Fleet] 2023 GMC Savana Cargo Van (TG23405) RWD 2500 135"

### *TODD WENZEL BUICK GMC of WESTLAND*

35100 FORD RD

WESTLAND, MI 48185

State of Michigan MiDeal Contract # 071B7700184

MiDeal Spec # 0124-VAN

### Plymouth-Canton Comm Schools Pricing (MiDeal Pricing)

#### 2023 GMC Savana 2500 Std Cargo Van

8600# GVWR      4.3L V6 Gas / 8-Spd Auto Trans      Std Length

MSRP \$ 40,825.00

2023 GMC Savana 2500 Standard Cargo Van      \$ 34,237.00

#### Options:

MBP – Masterack Bulkhead Partition	+ \$ 895.00
MSP – Masterack Commercial Shelving Package	+ \$ 1,865.00
LR2 – Prime Design Dbl Drop Down Ladder Rack	+ \$ 2,865.00
LCL – LED Cargo Area Light	+ \$ 385.00

Prices Quoted are for a GM MiDeal Dealer Stock Unit.  
FOB Canton, MI





# Todd Wenzel Buick-GMC and Chevrolet

Albert Li | (734) 713-1065 | ali@toddwenzel.com

Vehicle: [Fleet] 2023 GMC Savana Cargo Van (TG23405) RWD 2500 135" (✔ Complete)

## Selected Model and Options

### MODEL

CODE	MODEL
TG23405	2023 GMC Savana Cargo Van RWD 2500 135"

### COLORS

CODE	DESCRIPTION
GAZ	Summit White

### OPTIONS

CODE	DESCRIPTION
ZW9	Body, standard
FE9	Emissions, Federal requirements
LV1	Engine, 4.3L V6
M5U	Transmission, 8-speed automatic, electronically controlled
GU6	Rear axle, 3.42 ratio
E24	Door, swing-out passenger-side, 60/40 split
1WT	Work Van Preferred Equipment Group
ZLP	Tire, spare LT245/75R16 all-season, blackwall
ZY1	Paint, solid
GAZ	Summit White
AS5	Seats, front bucket with Custom Cloth trim
93G	Medium Pewter, Custom Cloth Seat Trim
ZX2	Seating arrangement, driver and front passenger high-back buckets,
U0H	Audio system, AM/FM stereo with MP3 player and USB port
ZQ3	Driver Convenience Package
G80	Differential, heavy-duty locking rear
Z82	Trailer equipment, heavy-duty
UY7	Trailer provisions, trailer wire harness only
U2K	SiriusXM Radio
UPF	Bluetooth for phone, personal cell phone connectivity to vehicle audio system

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 20320. Data Updated: Aug 29, 2023 6:52:00 PM PDT.



# Todd Wenzel Buick-GMC and Chevrolet

Albert Li | (734) 713-1065 | ali@toddwenzel.com

Vehicle: [Fleet] 2023 GMC Savana Cargo Van (TG23405) RWD 2500 135" (  Complete )

## OPTIONS

CODE	DESCRIPTION
BA3	Console, engine cover with swing-out storage bin
NP5	Steering wheel, leather-wrapped
W1Y	Steering wheel controls, mounted audio controls
ATG	Remote Keyless Entry
K34	Cruise control
UTJ	Theft Alarm Notification
USR	Audio system feature, USB port
---	Visors, driver and front passenger, cloth, padded

### Options Total

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Data Version: 20320. Data Updated: Aug 29, 2023 6:52:00 PM PDT.



# Todd Wenzel Buick-GMC and Chevrolet

Albert Li | (734) 713-1065 | ali@toddwenzel.com

Vehicle: [Fleet] 2023 GMC Savana Cargo Van (TG23405) RWD 2500 135" (  Complete )

## Standard Equipment

### Package

Power Convenience Package includes (A31) power windows and (AU3) power door locks

### Mechanical

Engine, 4.3L V6 with Direct Injection and Variable Valve Timing, includes aluminum block construction (276 hp [206 kW] @ 5200 rpm, 298 lb-ft of torque [404 Nm] @ 3900 rpm) (STD) (Reference the Engine/Axle page for availability.)

Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking, Powertrain Grade Braking and Tap-Up/Tap-Down Driver Shift Control (STD) (Requires (LV1) 4.3L gas V6 engine. Reference the Engine/Axle page for availability.)

Body, standard (STD)

GVWR, 8600 lbs. (3901 kg) (Reference the Engine/Axle page for availability.)

Rear axle, 3.42 ratio (Reference the Engine/Axle page for availability.)

Rear wheel drive

Cooling, external engine oil cooler

Battery, 600 cold-cranking amps, maintenance-free with rundown protection and retained accessory power

Alternator, 105 amps (Not available with (Y3H) Paratransit Package, (C69) rear air conditioning or (9L7) Wiring junction block equipment accessory.)

Frame, full-length box ladder-type

Suspension, front independent with coil springs and stabilizer bar

Suspension, rear hypoid drive axle with multi-leaf springs

Steering, power

Brakes, 4-wheel antilock, 4-wheel disc

Fuel tank capacity, mid-frame and approximately 31 gallons (117.3L)

Exhaust, aluminized stainless-steel muffler and tailpipe

### Exterior

Door, swing-out passenger-side, 60/40 split (STD)

Wheels, 4 - 16" x 6.5" (40.6 cm x 16.5 cm) steel includes Gray center caps and steel spare

Tire, spare LT245/75R16 all-season, blackwall located at rear underbody of vehicle (STD)

Tires, front LT245/75R16E all-season, blackwall

Tires, rear LT245/75R16E all-season, blackwall

Bumpers, front and rear painted Black with step-pad

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Vehicle: [Fleet] 2023 GMC Savana Cargo Van (TG23405) RWD 2500 135" ( ✓ Complete )

## Exterior

Headlamps, dual halogen composite

Mirrors, outside heated power-adjustable, Black, manual-folding

Glass, Solar-Ray light-tinted, all windows

Wipers, front intermittent wet-arm with pulse washers

License plate kit, front

## Entertainment

Audio system, AM/FM stereo with MP3 player seek-and-scan, digital clock, TheftLock, random select, auxiliary jack and 2 front door speakers (STD) (Not available with (U2K) SiriusXM Radio.)

Wi-Fi Hotspot capable (Included and only available with (UE1) OnStar. Terms and limitations apply. See onstar.com or dealer for details.)

## Interior

Seats, front bucket with vinyl trim and head restraints, includes inboard armrests (STD) (Requires (\*\*W) interior trim.)

Seating arrangement, driver and front passenger high-back buckets, with head restraints and vinyl or cloth trim (STD) (Not available with (AJ3) driver-side only frontal airbag.)

Console, engine cover with open storage bin

Floor covering, full-length Black rubberized-vinyl (Not available with (RFM) rear floor covering delete or (PCH) Hotel Shuttle Package.)

Steering wheel, steel sleeve column with theft-deterrent locking feature, Black

Instrumentation, analog with speedometer, odometer with trip odometer, fuel level, voltmeter, engine temperature and oil pressure

Oil life monitor

Warning tones, headlamp on and key-in-ignition

Driver Information Center includes fuel range, average speed, oil life, tire pressure monitoring, fuel used, ice warning, engine hours, average fuel economy, tachometer, and maintenance reminders. Compass and outside temperature available if equipped.

Door locks, power with lock-out protection (Included with (ZQ2) Power Convenience Package. NOTE: Does not include (ATG) Remote Keyless Entry. (ATG) Remote Keyless Entry must be ordered separately.)

Windows, power (Included with (ZQ2) Convenience Package.)

Tow/haul mode selector, instrument panel-mounted

Theft-deterrent system, vehicle, PASS-Key III

Power outlets, 2 auxiliary on engine console cover with covers, 12-volt

Power outlet, 120-volt

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Vehicle: [Fleet] 2023 GMC Savana Cargo Van (TG23405) RWD 2500 135" (✔ Complete)

## Interior

Air conditioning, single-zone manual

Defogger, side windows

Cup holders, 3 on the engine console cover

Trim panels, hinged rear side doors and hinged rear doors (Not available with (Y3H) Paratransit Package.)

Mirror, inside rearview includes Rear Vision Camera display

Headliner, cloth, over driver and passenger

Visors, driver and front passenger, vinyl

Assist handles, driver and right-front passenger

Lighting, interior with 4 dome lights 1 overhead and 3 LED's on cross members in cargo area, includes defeat switch and door handle-activated switches

Cargo tie-downs 6 D-ring attachments on cargo area floor (Not available with (Y3H) Paratransit Package or (ZP6) 5-passenger Savana Crew Van.)

GMC Connected Access capable (Included and only available with (UE1) OnStar. Subject to terms. See onstar.com or dealer for details.)

## Safety-Mechanical

Brake/transmission shift interlock, for automatic transmissions

Hill Start Assist

StabiliTrak, traction assistance and vehicle stability enhancement system

## Safety-Exterior

Door beams, steel-side

Daytime Running Lamps

## Safety-Interior

Airbags, frontal, front driver and right front passenger includes passenger-side frontal airbag deactivation switch. (Included with (ZX2) driver and right-front passenger high-back bucket seats or (ZP6) 5-passenger Savana Crew Van Package. Not available with (ZX1) driver only high-back bucket seat or (AJ3) driver-side only frontal airbag. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Airbags, seat-mounted side-impact for driver and right-front passenger and roof-rail mounted head-curtain for 1-row coverage with (ZX1) driver only high-back bucket seat or (ZX2) driver and right-front passenger high-back bucket seats, and 2-row coverage with (ZP6) 5-passenger Savana Crew Van Package (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

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Vehicle: [Fleet] 2023 GMC Savana Cargo Van (TG23405) RWD 2500 135" ( Complete )

## Safety-Interior

Airbag deactivation switch, frontal passenger-side (Not available with (AJ3) driver only airbag. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and GMC connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

Rear Vision Camera display integrated into rearview mirror (Display included with (DRJ) inside rearview mirror.)

Tire Pressure Monitoring System (does not apply to spare tire)

## WARRANTY

Warranty Note: <<< Preliminary 2023 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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**PLYMOUTH-CANTON COMMUNITY SCHOOLS**  
**Office of the Chief Finance & Operations Officer**

TO: Monica Merritt, Superintendent  
Board of Education

FROM: Deborah J. Piesz, Chief Finance & Operations Officer

DATE: November 14, 2023

**RE: Approval to Replace Sidewalk at Hoben Elementary- Final Reading**

---

**Background:**

Canton Township has adopted a Sidewalk Ordinance Program involving their Engineering Services Division, and focuses on inspecting and making recommendations on the replacement of sidewalk in specific zones each year.

Canton Township has recommended that we replace an area of sidewalk outside of Hoben Elementary as part of their 2023-2024 projects. Please see the attached recommendation for specific details related to the recommendation and scope of this work.

The proposed cost of this project is \$52,442.26, which will be paid from the 2019 bond funds.

This item was presented for first reading at the Board of Education meeting held on October 24, 2023.

**Recommended Resolution:**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve replacement of sidewalk at Hoben Elementary, as part of the Canton Township Sidewalk Replacement Program. The cost of this sidewalk replacement is \$52,442.26, and will be paid for with 2019 bond funds.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Passed: \_\_\_\_\_

**PLYMOUTH-CANTON COMMUNITY SCHOOLS  
Operations Department**

**TO:** Deborah J. Piesz, Chief Finance & Operations Officer  
**FROM:** Tim Gruszczynski, Director of Facilities & Capital Projects  
**DATE:** October 24, 2023  
**RE: Hoben Sidewalk Replacement Award Recommendation**

---

In order to promote safety in Canton neighborhoods, and improve the appearance of the community, Canton has adopted a sidewalk ordinance and program. Each year, Canton's Engineering Services Division targets a specific zone within the Township. The district is responsible for the condition of any sidewalk that falls within the public right-of-way.

Under the Sidewalk Ordinance and Public Acts of 1989, the Charter Township of Canton inspection resulted in the requirement to replace portions of the concrete sidewalk and driveway approaches along Saltz Road.

The Canton Township sidewalk repair contract was competitively bid and awarded to Rotondo Construction Inc. for the 2023 and 2024 sidewalk repair program for the two year contract. Motion carried unanimously. All invoicing for this work is processed through Canton Township.

Therefore, we are recommending the replacement of the concrete indicated in the inspection in the amount of \$52,442.26 be awarded to Canton Township.

<b>Scope</b>	<b>Estimated Sq. Ft</b>	<b>Estimated Cost</b>
Install 4-inch sidewalk \$9.36/sq. ft.	2048	\$19,169.28
Install 6-inch sidewalk \$10.38/sq. ft.	0	0
Install 8-inch sidewalk \$11.22/sq. ft.	2609	\$29,272.98
Contingency		\$4,000.00
	Total	\$52,442.26



PLYMOUTH-CANTON SCHOOL DISTRICT  
454 S HARVEY  
ATTN: DAVID KAUMEYER  
PLYMOUTH, MI 48170

**LOCATION: HOBEN ELEMENTARY SCHOOL – 44680 S SALTZ RD  
71-058-99-0002-001**

In an effort to promote safety, as well as improve the appearance of our neighborhoods, the Canton Community implemented a Sidewalk Repair Program in 1999. Your property has been inspected and it has been determined that there are sidewalk flag (s) that must be replaced that are your responsibility.

Your sidewalk has been inspected and marked with a green dot for replacement by the Homeowner (red dots indicate Township responsibility). Based upon our estimate you are responsible for the replacement at the estimated cost below.

	Total Estimated Sq. Ft	*Total Estimated Cost
Install 4-inch sidewalk \$9.36/Sq. Ft.	2048	\$ 19,169.28
Install 6-inch sidewalk \$10.38/Sq. Ft.	0	\$ 0.00
Install 8-inch sidewalk \$11.22/Sq. Ft.	2609	\$ 29,272.98

\* The estimate provided is the anticipated cost that will be invoiced to the property owner based on the Township contractor's unit price. The final cost may be higher or lower depending on the final quantities removed. Prior to the work being started, Canton Township staff will revisit the site making sure areas of repair are clearly marked, including any additional work that needs to be performed. Additional slabs marked will increase the quantity of concrete billed. Some reasons why additional work may be required is the freeze/thaw conditions, tree roots, deterioration and/or a missed slab from the initial inspection.

Under the Sidewalk Ordinance and Public Acts of 1989, the Charter Township of Canton Board of Trustees will be conducting a Public Hearing regarding the necessity of the sidewalk repairs, **Tuesday, March 28 at 7:00 PM** at the Township Administration Building, 1150 S. Canton Center Road, Canton, MI 48188 in the Board Room for the proposed sidewalk replacements.

The Canton Township Board of Trustees will also provide the opportunity to attend virtually. Please check our website at [www.canton-mi.org/agendacenter](http://www.canton-mi.org/agendacenter) to access the zoom link for this meeting. Members of the public who attend by telephone or video may address the Board during the public comment period.

**NOTE:**

1. If you have any questions about the markings and estimated costs please contact Canton Township Municipal Services – Engineering Services (734)394-5150 and ask for Erika Hidalgo. Evaluation of markings must be done prior to construction in your area or by April 28,2023.
2. If you have any shrubs, or low tree branches (less than 7 feet above the sidewalk) that impede the use of the public sidewalk, please have them trimmed or removed by the end of April. We also recommend low tree branches (less than 14 feet above the curb) on the road side be trimmed.

HOBEN ELEMENTARY SCHOOL  
PCCS  
44680 S SALTZ RD  
CANTON, MI 48187

**LOCATION: HOBEN ELEMENTARY SCHOOL – 44680 S SALTZ RD  
71-058-99-0002-001**

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**PLYMOUTH-CANTON**  
COMMUNITY SCHOOLS  
GLOBALLY FOCUSED. LOCALLY CONNECTED.

**MEMO**

To: Members of the P-CCS Board of Education  
Dr. Monica Merritt, Superintendent

From: Beth Rayl, Chief Academic and Innovation Officer

Subject: Course Name Change Request: Honors Photography to AP 2-D Art and Design Portfolio (FIRST READING)

Date: November 10, 2023

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The P-CEP Instructional team has proposed changing the course name of Honors Photography to AP 2-D Art and Design Portfolio. The current course name, Honors Photography, needs to be clarified to support students seeking to take the AP 2-D Art and Design Portfolio exam through the College Board. Additionally, the current course designation does not allow students who complete the course to have the Advanced Placement (AP) designation on their high school transcript.

This course already follows the AP 2-D Art and Design curriculum, allowing students who previously completed Beginning and Intermediate Photography courses to use their skills and knowledge to create more expressive work, analyze historical work and techniques, create a portfolio, earn honors credit, and prepare for the AP 2-D Art and Design Portfolio exam. The College Board curriculum for AP 2-D Art and Design Portfolio includes opportunities for historical and technical research and meaningful emphasis on reading and critical thinking skills as demonstrated through an analysis of assignments that require students to explain and reflect on their work.

P-CEP currently offers one section of the AP 2-D Art and Design Portfolio course; however, this course focuses on drawing. While the curricular elements of the current AP 2-D Art and Design Portfolio course, including the principles of Art and Design, research into historical works and techniques, and portfolio development and presentation, are the same as elements in the current Honors Photography course, the media of the courses (drawing vs. photography) differ.

Renaming Honors Photography to better reflect its alignment with the AP 2-D Art and Design Portfolio curriculum creates another opportunity for P-CEP students to show rigor in their studies across various disciplines. Providing an opportunity to participate in an AP course outside of the core could also potentially encourage students who might not typically take an AP course to encounter advanced coursework in an area of high interest. Changing the name from Honors Photography to AP 2-D Art and Design Portfolio will allow more students to gain a commonly accepted designation of high achievement for their advanced work.

If the proposed name change request is approved, the course name will change to AP 2-D Art and Design Portfolio beginning with the 2024-25 school year and be published in the P-CEP Course Catalog in January. If approved, the AP 2-D Art and Design Portfolio course would be offered with two options - one focused on drawing and the other on digital media (photography). The course descriptions and class listings will indicate the types of media explored in each course.

There would be no cost for implementing this requested course name change.

**RECOMMENDED RESOLUTION:**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the resolution to change the course name for Honors Photography to AP 2-D Art and Design Portfolio for the 2024-25 school year and beyond. FIRST READING at the Board of Education meeting on November 14, 2023.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The motion was: \_\_\_\_\_