

SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MICHIGAN
REGULAR MEETING

CALL TO ORDER

The Regular Meeting of the Hazel Park Board of Education was held at the Ford School Administration Office on January 20, 2014, and was called to order by President LaForme at 7:30 p.m.

ROLL CALL

Members Present: LaForme, Nagy, C. Hemple, Hammonds, Cook, S. Hemple, Polowski
Members Absent: None
Others Present: André, Barlow, Berger, Mayo, Meisinger, Stefanski, Watripont, Paterson

INVOCATION

The Invocation was delivered by Mr. James Meisinger, Superintendent, and was followed by the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Moved by Mr. Hemple, supported by Mrs. Polowski , that the Agenda be approved as written.

Discussion
None

Roll Call Vote

Yeas: C. Hemple, Polowski, Nagy, Hammonds, Cook, S. Hemple, LaForme
Nays: None

AUDIT OF THE BILLS

Moved by Mr. Hemple, supported by Mr. Nagy, that the Bills dated January 13, 2014, be approved as follows: Capital Projects Funds – \$87,585.74; Debt Service Funds – \$2,381.41; Special Revenue Funds – \$92,981.17; General Fund – \$1,799,373.98; Total Expenditures – \$1,982,322.30.

Discussion
None

Roll Call Vote

Yeas: C. Hemple, Nagy, Hammonds, Cook, S. Hemple, Polowski, LaForme
Nays: None

SPECIAL ORDER OF BUSINESS

1. Michigan Association of School Boards – “School Board Recognition Month”
 - a) Presentation

In honor of “School Board Recognition Month” Superintendent Meisinger thanked the Board Members for their service to our school district and community. He then presented the Board of Education Members with a certificate of Recognition from the Michigan Association of School Boards and gifts from selected schools.

Board Members expressed their appreciation for this recognition and support.

2. Students of the Month - Secondary
 - a) Elizabeth Sterner (8th Grade) - Hazel Park Junior High School
 - b) Kayla Price (12th Grade) - Hazel Park High School

Superintendent Meisinger introduced the Junior High School Student of the Month, Elizabeth Sterner, commented on her individual achievements and goals, and presented her with a certificate of achievement. He also asked the family to stand and be recognized. The High School Student was not able to attend.

3. Board of Education Organizational Meeting
 - A. Election of Officers

1. President

Moved by Mrs. Polowski, supported by Mr. Helmpfle, that Ricky Nagy be named President of the Board of Education for the 2014 calendar year.

Discussion

None

Roll Call Vote

Yeas: Polowski, C. Hemple, Nagy, Hammonds, Cook, S. Hemple, LaForme

Nays: None

2. Vice-President

Moved by Mrs. Hammonds, supported by Mr. Cook, that Sherri Polowski be named Vice President of the Board of Education for the 2014 calendar year.

Discussion

None

Roll Call Vote

Yeas: Hammonds, Cook, Nagy, C. Hemple, S. Hemple, Polowski, LaForme

Nays: None

3. Secretary

Moved by Mrs. Polowski, supported by Mrs. Hammonds, that Charles Hemple be named Secretary of the Board of Education for the 2014 calendar year.

Discussion

None

Roll Call Vote

Yeas: Polowski, Hammonds, Nagy, C. Hemple, Cook, S. Hemple, LaForme

Nays: None

4. Treasurer

Moved by Mr. Hemple, supported by Mrs. Polowski, that Rose Mary Hammonds be named Treasurer of the Board of Education for the 2014 calendar year.

Discussion

None

Roll Call Vote

Yeas: C. Hemple, Polowski, Nagy, Hammonds, Cook, S. Hemple, LaForme

Nays: None

B. County Appointments

1. Appointment of a Designate and an Alternate to aid on the budget of Oakland Schools and to elect members to the Board of Oakland Schools.

Moved by Mrs. Polowski, supported by Mrs. Hemple, that Charles Hemple be appointed as Designate and Rose Mary Hammonds as Alternate to aid on the budget of Oakland Schools and to elect members to the Board of Oakland Schools for the 2014 calendar year.

Discussion

None

Roll Call Vote

Yeas: Polowski, S. Hemple, Nagy, C. Hemple, Hammonds, Cook, LaForme

Nays: None

2. Appointment of a Board Member to the Oakland County School Board Legislative Committee.

Moved by Mr. Hemple, supported by Mrs. Polowski, that the Board of Education appoint Ryan Cook to the Oakland County School Board Legislative Committee Board for the 2014 calendar year.

Discussion

None

Roll Call Vote

Yeas: C. Hemple, Polowski, Nagy, Hammonds, Cook, S. Hemple, LaForme

Nays: None

C. Appointment of Attorneys

1. James Paterson, Board Counsel
2. Kotz, Sangster, Wysocki & Berg, Labor Counsel
3. Jackson Lewis, LLP, Labor Counsel
4. Giarmarco, Mullins & Horton, P.C., Labor Counsel
5. Howard L. Shifman, P.C., Labor Counsel
6. Clark Hill, PLC, General & Bond Counsel
7. Secrest Wardle Law Firm, Adair (Durant) Litigation

It is recommended that the Board of Education retain the services of the above attorneys for the 2014 calendar year.

Moved by Mr. Nagy, support by Mr. Hemple, that the Board of Education appoint the above list of attorneys for the 2014 calendar year.

Discussion

None

Roll Call Vote

Yeas: Nagy, C. Hemple, Hammonds, Cook, S. Hemple, Polowski, LaForme

Nays: None

D. Appointment of Auditors

It is recommended that the Board of Education retain the services of Hanrahan, Carey & Co., P. C. for the 2014 calendar year.

Moved by Mrs. Polowski, supported by Mr. Hemple, that the Board of Education retain the services of Hanrahan, Carey & Co., P.C. for the 2014 calendar year.

Discussion

None

Roll Call Vote

Yeas: Polowski, C. Hemple, Nagy, Hammonds, Cook, S. Hemple, LaForme

Nays: None

E. Bank Accounts

It is recommended that the Bank Accounts, as attached, be approved for the 2014 calendar year.

Moved by Mr. Nagy, supported by Mr. Hemple, that the board of Education approve the Bank Accounts for the 2014 calendar year.

Discussion

None

Roll Call Vote

Yeas: Nagy, C. Hemple, Hammonds, Cook, S. Hemple, Polowski, LaForme

Nays: None

F. Facsimile Signatures

It is recommended that the necessary resolutions be approved authorizing the use of facsimile signatures.

Moved by Mr. Hemple, supported by Mr. Cook, that the Board of Education approve the necessary resolutions authorizing the use of facsimile signature for the 2014 calendar year.

Discussion

None

Roll Call Vote

Yeas: C. Hemple, Cook, Nagy, Hammonds, S. Hemple, Polowski, LaForme

Nays: None

G. Authorization to Make Wire Transfers

It is recommended that authorization be given to the following personnel to make wire transfers:

1. Steven Watripont
2. Jeanette Johnson
3. Ada Lynn Mirovsky

Moved by Mrs. Polowski, supported by Mr. Hemple, that the Board of Education authorizes Steven Watripont, Jeanette Johnson, and Ada Lynn Mirovsky to make wire transfers for the 2014 calendar year.

Discussion

None

Roll Call Vote

Yeas: Polowski, C. Hemple, Nagy, Hammonds, Cook, S. Hemple, LaForme
Nays: None

H. Complete the Board of Education Meeting Calendar through January 2015

**Hazel Park
Board of Education Meetings
February 2014 through January 2015**

* Monday, February 10, 2014	7:30 p.m.
Monday, March 17, 2014	7:30 p.m.
Monday, April 21, 2014	7:30 p.m.
Monday, May 19, 2014	7:30 p.m.
* Monday, June 9, 2014	7:30 p.m.
** Monday, July 21, 2014	6:30 p.m.
** Monday, August 18, 2014	6:30 p.m.
Monday, September 15, 2014	7:30 p.m.
Monday, October 20, 2014	7:30 p.m.
Monday, November 17, 2014	7:30 p.m.
Monday, December 15, 2014	7:30 p.m.
Monday, January 19, 2015	7:30 p.m.

* *Not the 3rd Monday*

** *Meeting Time Change*

Moved by Mr. Hemple, supported by Mr. Nagy, that the Board of Education approve the above annual board meeting calendar through January 2015.

Discussion

None

Roll Call Vote

Yeas: C. Hemple, Nagy, Hammonds, Cook, S. Hemple, Polowski, LaForme
Nays: None

CONSENT AGENDA

1. Approval of Minutes – to be approved as written
 - a) December 16, 2013, Regular Meeting and Closed Session

2. Notes of Appreciation – to be received and filed
 - a) The Family of Nancy Skoczylas Retired Teacher - Acknowledges the expression of sympathy from the Board of Education at the time of her mother’s death (Gladys Law).
 - b) The Family of Jan Shonce Speech Therapist - Acknowledges the expression of sympathy from the Board of Education at the time of her mother’s death (Hedwig Doughty).
3. Conference Reports – to be received and filed
 - a) **Keith Binkowski**, Teacher at United Oaks Elementary School, attended the “AdvancEd MI Fall Conference” on November 4 – 5, 2013, in Lansing. (Conference report submitted - Title 2, Part A funds)
 - b) **Stephen Berryman**, Teacher at Jardon School, attended the “ASD Success Suitcase for Centers” conference, on December 9, 2013, at Wayne RESA. (Conference report submitted - Title 2, Part A funds)
 - c) **Liz Conlon**, Teacher at Hoover Elementary School, attended the “District Accreditation/SIT Meetings/Work Session” conference, on October 29 and December 10, 2013, at Hazel Park Schools Administration Building. (Conference report submitted - Title 2, Part A funds)
 - d) **Carla Kinyon**, Counselor at Hazel Park Junior High School, attended the “Section 504 in Michigan” conference, on December 3, 2013, in Sterling Heights. (Conference report submitted - Title 2, Part A funds)
 - e) **Rebecca Hughes**, Teacher at Webb Elementary School, attended the “AdvanceEd MI Fall Conference” on November 5, 2013, in Lansing. (Conference report submitted - Title 2, Part A funds)
 - f) **Rebecca Hughes**, Teacher at Webb Elementary School, attended the “RtI-MTSS Network for Implementation” conference, on November 6, 2013, at Oakland ISD. (Conference report submitted - Title 2, Part A funds)
 - g) **Rebecca Hughes**, Teacher at Webb Elementary School, attended the “WIDA Training” conference on December 18, 2013, at Hazel Park Schools Administration Building. (Conference report submitted - Title 2, Part A funds)
 - h) **Carolyn Miller**, Teacher at Hazel Park Empowerment SER Metro, attended the “WIDA Access Training” conference on December 18, 2013, at Hazel Park Schools Administration Building. (Conference report submitted - Title 2, Part A funds)
 - i) **Michael Millman**, Teacher at Edison M.A.X., attended the “Sexuality/Reproductive Health/HIV Aids” conference on December 3 and 5, 2013, at Oakland ISD. (Conference report submitted - Title 2, Part A funds)

- j) **Jennifer Monterosso**, Teacher at United Oaks Elementary School, attended the “MDE 2013 Fall School Improvement Conference” on November 19, 2013, in Lansing. (Conference report submitted - Title 2, Part A funds)
 - k) **Corri Nastasi**, Teacher at Hoover Elementary School, attended the “District Accreditation/SIT Meetings/Work Session” conference on October 29 and December 10, 2013, at Hazel Park Schools Administration Building. (Conference report submitted - Title 2, Part A funds)
 - l) **Margaret Pease**, Teacher at Hazel Park High School, attended the “Utilizing Cutting Edge Technology to Enhance your World Language Instruction” conference on December 9, 2013, in Sterling Heights. (Conference report submitted - Title 2, Part A funds)
 - m) **Caryn Ross**, Teacher at Hazel Park High School, attended the “Utilizing Cutting Edge Technology to Enhance your World Language Instruction” conference on December 9, 2013, in Sterling Heights. (Conference report submitted - Title 2, Part A funds)
 - n) **Cheryl Rymiszewski**, Testing Coordinator at Hazel Park Adult and Alternative Education, attended the “WIDA Training” conference on December 18, 2013, at Hazel Park Schools Administration Building. (Conference report submitted - Title 2, Part A funds)
 - o) **Pamela Sparks**, Teacher at Hazel Park High School, attended the “Great Lakes Bioneers Conference” on October 25, 2013, at Marygrove College. (Conference report submitted - Title 2, Part A funds)
 - p) **Pamela Sparks**, Teacher at Hazel Park High School, attended “Biology Classes, and Proposal for a Marine Biology Course aligned to NGSS” on November 20 – 22, 2013, in Atlanta, GA. (Conference report submitted - Title 2, Part A funds)
 - q) **Nancy Sly**, Teacher at Hazel Park High School, attended the “Michigan Art Education Conference” on October 24 – 27, 2013, at the Grand Hotel Mackinaw Island. (Conference report submitted - Title 2, Part A funds)
 - r) **Karen Tylenda**, Psychologist at Webster Elementary School and Hazel Park Junior High School, attended the “Section 504 in Michigan” conference on December 3, 2013, in Sterling Heights. (Conference report submitted - Title 2, Part A funds)
4. Monthly Budgetary Report – to be received and filed

Moved by Mr. Hemple, supported by Mr. Nagy, that the Board of Education approve the consent agenda as presented.

Roll Call Vote

Yeas: C. Hemple, Nagy, Hammonds, Cook, S. Hemple, Polowski, LaForme

Nays: None

PUBLIC DISCUSSION - (Limited to items listed under “Unfinished Business” and “New Business”)

No Participants

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Repurposing of an Elementary School

Mr. James Meisinger, Superintendent, stated that he and the administrators have discussed repurposing one of the district’s elementary buildings. Mr. Meisinger stated that since he does not have an assistant/deputy superintendent he has asked Mr. Doug Esler, Hazel Park Junior High School Principal, to research which elementary building would be most realistic to repurpose.

Mr. Esler indicated that he has visited each elementary building, some buildings multiple times, discussed repurposing scenarios with building principals and other administrators. Mr. Esler stated that during the building visits he was impressed to see education at it’s best in each elementary school. After careful consideration and deliberation he and the other administrators ruled out repurposing United Oaks Elementary School since this is a newly structured facility; Webb Elementary School since it is adjoined with Jardon School; and Hoover Elementary School since it was renovated during the last bond, and also is across the street from the newly renovated Hazel Park High School Athletic Complex. Mr. Esler stated that the District has received approval to expand the Great Start Readiness Program (GSRP) in the fall of 2014.

Mr. Michael Barlow, Director of Curriculum, indicated that this year the GSRP is a unique program for four year olds. This school year the GSRP is now a daylong program for the four-year-old students, at no cost to the families. This program funds itself through a state grant. Currently the District has ninety-six four-year-old Hazel Park students in the program. Mr. Barlow stated that it is almost a certainty that the District will be able to expand the program next school year and add an additional four classrooms. Mr. Barlow explained that if permitted the District would move all the GSRP classrooms to Webster Elementary School giving the District an opportunity to service approximately a hundred and sixty preschool children within that program. This program would continue to be supervised by Mary Pirkola. The District believes this could be an opportunity for Webster Elementary School to become a new revenue generator; approximately \$6600 is allotted per student in the GSRP. Presently the GSRP teachers are paid considerably less than the HPEA teachers, and these teachers are extremely skilled and experienced to teach in this area.

Mr. Ricky Nagy, Board President, asked what qualifies children for the GSRP? Mr. Barlow stated that the program focuses primarily on low-income children. Mr. Barlow believes there are large populations of children in the community that are currently not being serviced, but would qualify for the GSRP. Discussion with Mr. Barlow between the Board of Education and Superintendent regarding possibly expanding GSRP to children beyond the Hazel Park School District occurred.

Mr. Esler paraphrased that Webster Elementary School could possibly accommodate ten GSRP classrooms, three Head Start classrooms, and four childcare classrooms. Mr. Esler stated that if the District were to repurpose an elementary building to accommodate all the preschool programs, the District would then have three elementary schools for students in grades kindergarten through fifth, the District would be more efficient, align expenses and be better at what we do, educate children. Mr. Esler said that he has consulted with Mrs. Gina Brew, Transportation Supervisor, regarding possibly organizing bussing routes for specific areas.

Mrs. Laura LaForme asked what would be the bottom line savings to repurpose a school building. Mr. Steven Watripont, Director of Business Services, stated the savings is estimated to be approximately \$725,000; this figure includes several variables. There will be an estimated loss of seven teachers. Mr. Meisinger stated that possibly Mr. Watripont needs to be more conservative with his estimate savings. Mrs. LaForme was interested in offering an incentive to the HPEA members. Mr. Meisinger stated that he is preparing an incentive recommendation. Mrs. LaForme stated that she has deep concerns for the families that live in the area of the school that will be repurposed. She asked when would the redistricting be introduced to the families. Mr. Esler stated that the plan is to have the redistricting completed before going on spring break. Mr. Meisinger stated that once the redistricting has been completed there will be activities for families to attend, to become familiar with their “new” school and school area.

Mr. Charles Hemple, Board Secretary, inquired about how many classes are in session year around. Mrs. Kathy Borowicz, Webster Elementary School Principal, stated that three childcare classes run full year at Webster Elementary School.

Mrs. Sue Hemple, Board Trustee, asked if the state will oppose repurposing a school building since the Deficit Elimination Plan (DEP) indicated that if the District continued to have declining revenue the District would close a school building. Mr. Meisinger stated that he and other administrators will be traveling to Lansing tomorrow to discuss the DEP and they will discuss her concern at that time.

Mr. Nagy commented that if the District were to repurpose a school building and keep all the buildings in operation this would prevent the state utilizing a closed facility at the expense of the district.

Mr. Meisinger recommended to the Board of Education to repurpose Webster Elementary School, and use the facility to house all the District’s preschool programs.

Moved by Mr. Hemple, supported by Mrs. Hemple, that the Board of Education approve the Repurposing of Webster Elementary School as recommended.

Discussion

None

Roll Call Vote

Yeas: C. Hemple, S. Hemple, Nagy, Hammonds, Cook, Polowski, LaForme

Nays: None

2. Administrative Contract Recommendation

Mr. James Meisinger, Superintendent, recommended to the Board of Education to approve the following administrator for a one-year, non –tenure contract.

Consistent with the H.P.A.S.A. Master Agreement and/or past practice, the following administrator is recommended for one-year, non-tenure contract:

a) Steven Watripont - Director of Business Services

Moved by Mrs. Polowski, supported by Mrs. Hammonds, that the Board of Education approve the above administrator for a one-year, non-tenure contract.

Discussion

None

Roll Call Vote

Yeas: Polowski, Hammonds, Nagy, C. Hemple, Cook, S. Hemple, LaForme

Nays: None

3. H.P.E.A. Personnel Recommendation

a) The following teacher is recommended for a **first year, non-tenure probationary status** for the 2013/2014 school year:

1) Kyle Rowley - High School Teacher

Mr. James Meisinger, Superintendent, stated that due to a high school teacher resigning mid year, the District needs to fill the vacant English and Physical Education (PE) position. With the approval of the Board of Education Kyle Rowley will also be awarded the high school varsity football coaching position. Mr. Meisinger referred to Kyle's high school dossier in the Board Packet regarding his athletic credentials. Mr. Meisinger recommended to the Board of Education that Kyle Rowley be assigned the position of a first year, non-tenure probationary teacher to teach high school English, PE and be the high school varsity football coach.

Moved by Mrs. Polowki, supported by Mrs. Hammonds , that the above teacher be approved for a **first year, non-tenure probationary status** for the 2013/2014 school year.

Discussion

None

Roll Call Vote

Yeas: Polowski, Hammonds, Nagy, C. Hemple, Cook, S. Hemple, LaForme

Nays: None

4. SET/SEG Insurance

Mr. Steven Watripont, Director of Business Services, referred to the copy of the SET/SEG Insurance (Property Casualty Insurance) invoice that was included in their Board Packet. Mr. Watripont stated the premium for the 2014 calendar year is comparable to the 2013 premium.

Moved by Mrs. Polowski, supported by Mr. Hemple, that the Board of Education approve SET/SEG Insurance for the 2014 calendar year, as requested.

Discussion

None

Roll Call Vote

Yeas: Polowski, C. Hemple, Nagy, Hammonds, Cook, S. Hemple, LaForme

Nays: None

5. Board of Education Policy Book Revision
5425 Conditions of Entrance – First Reading

Mrs. Michelle LaPorte, Graduation Advisor, reviewed the board policy and recommended to add number 14 under Section A. She stated the residency amendment was suggested by the Oakland Schools Pupil Accounting Auditor to remain in compliance with alternative education residency guidelines.

5425 **CONDITIONS OF ENTRANCE**A. **Eligibility of Resident / Nonresident Students**

Legal eligibility is a condition of enrollment for children to attend the Hazel Park Schools. The Michigan School Code states that a child who is a resident of the Hazel Park School District generally has the right to attend school in the District and nonresident students may attend District schools under certain conditions.

To qualify as a student a child must meet at least one (1) of the following criteria:

1. The parent(s) reside in a dwelling in the District. If the student's parents reside separately in different Districts, either District may enroll the pupil as a resident, regardless of which parent has custody.

- a) A person is said to reside in the dwelling where they sleep on a seven (7) day a week basis.
2. The student lives with a relative other than a parent in a dwelling within the District for the purposes of securing a suitable home and not solely for education purposes.
 - a) For residency purposes, a relative is defined as a parent, grandparent, brother, sister, stepparent, step-grandparent, stepsister, stepbrother, uncle, aunt, first cousin, great aunt or great uncle by marriage, blood or adoption.
3. The student is 18 years of age or an emancipated minor and resides in the District.
4. The student lives with a guardian where court has granted a “Limited or Full Guardianship” within the District.
5. The student has been issued an F-1 Visa and resides in the District.
6. The student is a foreign exchange student living with a host family whose members are residents of the District.
7. The student is a homeless child per the McKinney Homelessness Act, 42 USC 11431.
8. The student is placed in a foster or group home by a court or agency order located in the District.
9. Annually, the Board of Education shall decide as to the District’s participation in the State Schools of Choice program. If the District does participate all applicable rules and regulation shall apply.
10. Senior students may be allowed to finish their senior year if they move from the District after the fall count day.
11. Students from any grade may be allowed to finish the current school year at a school located in the Hazel Park District if they move from the District after the fall count day and then must attend their school of residence the following school year or apply for School of Choice if offered and eligible.
12. Students who secure a written waiver from their District of residence may be allowed to attend Hazel Park Schools under extenuating circumstances.
13. Alternative Education students may be accepted into one of the District’s programs without a residency requirement.
14. **Upon registration, Alternative Education students are required to provide one piece of proof of current address.**

- 15.** Students must be in good standing with the District. Students expelled from Hazel Park Schools are subject to conditions and terms set by the Board of Education and the State of Michigan.

The school District shall require reasonable documentation to verify the child meets the residency requirements for purposes of attendance **without payment of tuition**.

B. Proof of Identity and Age

Upon initial enrollment in Hazel Park Schools, the parent/legal guardian shall provide either an original or true copy (notarized) of the child's birth certificate or other reliable proof, as determined by the School District, of the child's identity and age.

If the person enrolling the child fails to provide the documentation, the principal shall notify, in writing, the person enrolling the child that, unless he/she complies within thirty (30) days after notification, the case shall be referred to the appropriate law enforcement agency for investigation. In the event the person enrolling the child fails to comply within the thirty (30) day period, the principal shall notify the law enforcement agency.

The principal shall immediately report any documentation received that appears inaccurate or suspicious in form or content to the law enforcement agency.

Acceptable documents for personal identification, and proof of age:

- Valid Michigan driver's license, personal photo I.D. card, or Passport – NOT FOR PROOF OF RESIDENCY
- Certified birth certificate (must have a raised seal or be a true notarized copy)
- Adoption records (must have a raised seal or be a true copy)

C. Entrance Information Packet

The Hazel Park Schools Entrance Information Packet contains several forms needed by the District to provide services and support for the student and family. Some of these documents are provided to the families as informational items. Other forms must be completed by the parent/legal guardian and returned to the District as part of the enrollment process. Failure to complete the required forms or provide the required information may delay or prevent the enrollment of the student.

D. Enrollment Documentation

All parents/legal guardians or host families wishing to enroll their child(ren) in the Hazel Park Schools must present reasonable verification of residency for purposes of attendance in District schools. Such verification shall include required forms, residency documents, certificates, and evidence of child custody, when applicable.

Certain documents are considered determinative and other documents corroborative in nature. Since a family may establish residence as a private homeowner, a renter, by living with a relative or friend, by court placement, or any of the residency exceptions provided by Michigan statute and referenced in this policy and administrative procedures, specific documents are required. Additional corroborative documents may be required or accepted by authority of the administrator.

1. **HOME OWNER**
 - Closing statement, or
 - Mortgage documents, or
 - Property tax statements, or
 - Utility receipts (gas or electric) in Parent/Guardian Name
 - Valid Michigan Picture I.D. of Resident
 - ◆ Birth Certificate of Student(s)
 - ◆ Immunization record of Student(s)
 - ◆ Entrance information packet

2. **RENT/LEASE**
 - Apartment/home rental lease, and
 - Utility receipts (gas or electric) in Parent/Guardian Name
 - Valid Michigan Picture I.D. of Resident
 - ◆ Birth Certificate of Student(s)
 - ◆ Immunization record of Student(s)
 - ◆ Entrance information packet

3. **FOSTER HOMES/GROUP HOMES**
 - Court order, or
 - Agency order
 - Birth certificate of Student(s)
 - ◆ Immunization record of Student(s)
 - ◆ Entrance information packet

4. **EMANCIPATED MINOR**
 - Emancipation petition filed with Probate Court
 - Proof of residence *
 - ◆ Birth Certificate of Student(s)
 - ◆ Immunization record of Student(s)
 - ◆ Entrance information packet

5. **AGE OF MAJORITY**
 - ◆ Birth Certificate of Student(s)
 - ◆ Immunization record of Student(s)
 - Proof of residency *
 - Proof of program/course acceptance

6. **CHILD(REN) LIVING WITH A RELATIVE**
 - Proof of residency by host family *
 - Affidavit in support (Form B)
 - Guardianship document(s) if available
 - ◆ Birth Certificate of Student(s)
 - ◆ Immunization record of Student(s)
 - ◆ Entrance information packet
 - ◆ Administrative conference with all parties

7. **PARENT(S) AND CHILD(REN)
LIVING WITH A RELATIVE
OR FRIEND**
 - Proof of residency by host family *
 - Affidavit in support (Form A)
 - ◆ Immunization record of Student(s)
 - ◆ Entrance information packet
 - ◆ Administrative conference with all parties

8. **FOREIGN STUDENTS/ALIENS/REFUGEES**
 - Green card, or resident alien card, or white/red card with picture and fingerprint (replacement for green card)
 - I-94 Entry permit
 - ◆ Birth certificate of Student(s)
 - ◆ Immunization record of Student(s)
 - ◆ Proof of District residence *
 - ◆ Enrollment packet
 - ◆ Administrative conference with all parties

9. **FOREIGN EXCHANGE STUDENTS**
 - Form IAP-66, Certificate of Eligibility Passport
 - J-1 VISA
 - Form I-94 Departure record
 - ◆ Birth Certificate of Student(s)
 - ◆ Immunization record of Student(s)
 - ◆ Entrance information packet
 - Proof of District residency by host family *

10. **SCHOOLS OF CHOICE**
 - Approved School of Choice application
 - Proof of residency in allowable District *
 - ◆ Birth Certificate of Student(s)
 - ◆ Immunization record of Student(s)
 - ◆ Entrance information packet
 - ◆ Administrative Conference

11. **ALTERNATIVE EDUCATION STUDENTS**
 - Application if required
 - ◆ Birth Certificate of Student(s)
 - ◆ Immunization record of Student(s)

12. **NON RESIDENT OTHER STUDENTS**
 - Superintendent's agreement, or
 - Waiver agreement releasing the student
 - Acceptable standards and eligibility by Hazel Park Schools
 - ◆ Birth Certificate of Student(s)
 - ◆ Immunization record of Student(s)
 - ◆ Entrance information packet

13. CHILDREN OF DISTRICT EMPLOYEES

Starting with the 2008/2009 school year, the District will accept and enroll pupils who are the children of District employees. The term “children,” as used in this policy, includes adopted children, stepchildren, and legal wards.

However, the District will not accept nor enroll a child of a District employee who resides in another County and is a “child with a disability” within the meaning of the Individuals with Disabilities in Education Act or Michigan’s Mandatory Special Education Act, in the absence of a written agreement with the resident district of the pupil for the purpose of providing a free appropriate public education; which agreement will include, but not be limited to, an agreement on the responsibility for the payment of the added cost of special education programs and services for the pupil.

- * Proof of Residency – Items required for homeowner or renter providing proof of residency shall be required.
- Determinative Documents - items required to enroll a student and start classes.
- ◆ Corroborative Documents - items needed to complete an enrollment and may cause delay, suspension or removal from the District if not completed within requested or required time.

E. Annual Proof of Residency

Once a student has been enrolled in the Hazel Park School District an update of proof of legal and eligible residency may be required. Current proof of residency shall be the same as required for new enrolling student and a copy of the documentation kept on file by the District.

When the District becomes aware of the questionable eligibility of a currently enrolled student, notice shall be given to the parent/guardian to clear up any issues of eligibility to attend Hazel Park Schools. If eligibility to attend Hazel Park Schools is not established within five (5) school days of notice of the apparent infraction of eligibility policies the student will be dropped from school rolls.

Moved by Mr. Nagy, supported by Mrs. Hammonds, that the Board of Education approve Board of Education Policy Book Revision, 5425 Conditions of Entrance, for the First Reading.

Discussion

None

Roll Call Vote

Yeas: Nagy, Hammonds, C. Hemple, Cook, S. Hemple, Polowski, LaForme

Nays: None

6. Promise Zone Update

Ms. Kayla Roney, Promise Zone Executive Director, stated that the How To Pay For College Workshop was a great success. Julie Tashjian, Hazel Park High School Promise Zone School College Advisor, will be hosting a workshop from February 10 – 14, to assist parents in completing the Free Application for Federal Student Aid (FAFSA). However, if parents are not available during those days both Julie Tashjian and herself are available anytime to assist parents with the FAFSA or any other questions they may have regarding the Promise Zone or college. The winter Promise Zone scholarships will be paid by mid to late February. Mid December 2013 the state passed a bill expanding what the Promise Zone is allowed to do, such as paying for other things, provide other services. The Hazel Park Promise Zone is hoping to expand in these areas soon. The February 8 Race to College Fund Raiser tickets are available on the Promise Zone web site, at the Promise Zone high school office, Promise Zone Board Members, Hazel Park School Board Members, and selected Hazel Park administrators. Ms. Roney stated that after the February fund raiser she will be looking forward to getting into the elementary schools with projects and events, and asked the principals to contact her with their ideas.

Mr. Bill Hitchcock, Promise Zone Board Chairman, said he has a vision for the Hazel Park Promise Zone not only to assist our students to attend college, but also the adults in the community. Mr. Hitchcock urged the Hazel Park community to visit Kalamazoo and to see their new community vision. Mr. Hitchcock stated that a PELL Grant is Federal funds that do not need to be paid back; these funds are used to assist students in paying for college. If high school students were eligible for a PELL Grant the parents would also qualify. Adults in the community could take advantage of applying for a PELL Grant to assist them with their college costs as well. Mr. Hitchcock stated that these efforts need to be a community project to change the culture of Hazel Park, get students and adults alike into college. Mr. Hitchcock stated that if community members had any questions regarding PELL Grants or any other college questions to contact Kayla Roney. Mr. Hitchcock spoke of the highlights regarding the upcoming Race to College Fund Raiser.

RECOGNITION/COMMENDATION

None

PUBLIC DISCUSSION

No Participants

BOARD MEMBER AND ADMINISTRATION COMMENTS

1. James Meisinger Superintendent - Mr. James Meisinger, Superintendent, welcomed Mr. Nagy as the new Board of Education President, and thanked Mrs. LaForme for her tenure as the Board of Education President.

2. Charles Hemple
Board Secretary
- Mr. Charles Hemple, Board Secretary, stated that there are several community events on February 8, the Promise Zone Fund Raiser at the Hazel Park Race Track, the Hazel Park Fire Department will be having their bowl-a-thon with the Hazel Park Youth Assistance at the Hazel Park Bowl and the Hazel Park High School Senior All Night Party fund raiser to a downtown casino.

ADJOURNMENT

Moved and supported that the meeting be adjourned at 8:35 p.m.

Respectfully submitted,

Charles E. Hemple, Secretary
Hazel Park Board of Education