



Washtenaw Intermediate School District

January 13, 2026 Board of Education Meeting

Regular Meeting

Published on January 8, 2026 at 4:13 PM EST

Date and Time

Tuesday January 13, 2026 at 5:00 PM EST

Location

1819 S Wagner Rd. Ann Arbor, MI 48106

Agenda

Presenter

I. Opening Items

A. Call the Meeting to Order

President Mary
Jane Tramontin

B. Roll Call

TJ Greggs

II. Approval of the Agenda

A. January 13, 2026 Board Agenda Memo

III. Communications

Presenter

IV. Public Participation

V. Financial Reports

- A. November 2025 Financial Report

VI. Equity, Inclusion, and Social Justice Dialogue

VII. Consent Agenda

- A. Approval: Minutes
- B. Superintendent's Recommendations
070-25-26 Employment Recommendation
- C. Superintendent's Recommendations
071-25-26 Reclassification Requests
- D. Superintendent's Recommendations
072-25-26 New Position Requests
- E. Superintendent's Recommendations
073-25-26 Staff Resignations
- F. Superintendent's Recommendations
074-25-26 TMP Hold Harmless Agreement
- G. Superintendent's Recommendations
075-25-26 Literacy Coalition Contract 2025-26
- H. Superintendent's Recommendations
076-25-26 MiSTEM Learning Pathways Playbook
- I. Superintendent's Recommendations
077-25-26 Ypsilanti Community Schools/Washtenaw Educational Options Consortium Speech and Language Pathologist and Social Worker Contracts
- J. Superintendent's Recommendations

Presenter

078-25-26 Amendment to Justice Leaders Collaborative Contract

VIII. New Business

- A.** 27h Mentoring and Induction District Support Grant
- B.** Updated WISD Policies – First Read

IX. Other Items of Business

X. Board of Education Reports

XI. Administrative Reports

- A.** Superintendent's Report
- B.** Retainer Newsletter

XII. Closing Items

- A.** Adjourn Meeting

Coversheet

January 13, 2026 Board Agenda Memo

Section: II. Approval of the Agenda
Item: A. January 13, 2026 Board Agenda Memo
Purpose:
Submitted by:
Related Material: January 13, 2026 Board Memo.pdf



MEMORANDUM

TO: Board of Education

FROM: Naomi Norman, Superintendent

DATE: January 2, 2026

RE: Regular Board Meeting January 13, 2026

Agenda Item 2: **Approval of the Agenda:** President Tramontin will ask for approval of the agenda.

Agenda Item 3: **Communications:** There are no communications at this time.

Agenda Item 4: **Public Participation:** Members of the public who wish to address the Board may do so at this time.

Agenda Item 5: **Financial Report:**

A. November 2025 Financial Report: Associate Superintendent Brian Marcel will present the November 2025 Financial Reports and be available to answer questions at Tuesday's meeting.

Agenda Item 6: **Equity, Inclusion, and Social Justice Dialogue:** Superintendent Naomi Norman will facilitate the equity, inclusion, and social justice discussion.

Agenda Item 7: **Consent Agenda:**

A. Approval: Minutes: Approval of the minutes of the December 9, 2025, regular meeting.

B. Approval: Superintendent's Recommendations:

The Superintendent recommends the Board accept the following employment recommendations:

070-25-26 Employment Recommendations: Please see the employment recommendations for: Amy Creten as a Flex Teacher. If approved by the Board, Amy's salary will be \$93,317 MA Step 15. All other fringe benefits will be set forth in the Unit II contract.

Anna Senkmajer as an Orientation and Mobility Provider. If approved by the Board, Anna's salary would be \$52,016.00 BA Step 2. All other fringe benefits are set forth in the Unit II contract.

Christian Knox as a WMBK Project Specialist. If approved by the Board, Christian's salary will be \$46,864.00, Step 1 and Grade 4. All other fringe benefits will be set forth in the Non-Affiliated contract.

Deanna Mudlof as a Teaching Assistant - Local Based Dexter. If approved by the Board, Deanna's salary would be \$35,455.00, Step 2. All other fringe benefits are set forth in the Unit I agreement.

Elliot Crowley as a High Point Kitchen Staff Support. If approved by the Board, Elliot's salary will be minimum wage. This position is not eligible for fringe benefits.

Justin Shepard as an ASD Teacher Assistant. If approved by the Board, Justin's salary would be \$35,455.00, Step 2. All other fringe benefits are set forth in the Unit I agreement.

Kathy Christensen as an Orientation and Mobility Specialist and Blind Low Vision Teacher Consultant. If approved by the Board, Kathy's salary will be \$82.50 per hour. This position is not eligible for fringe benefits.

Linda Cousino as a YA Floater Teacher Assistant. If approved by the Board, Linda's salary will be \$35,455.00 Step 2. All other fringe benefits are set forth in the Unit I contract.

Mia Lanier-Durkins as Coordinator of Experiential Learning. If approved by the board Mia's salary will be \$88,491 Grade 10 Step 2. All other fringe benefits will be set forth in the Non-Affiliated contract.

The Superintendent recommends the Board accept the following reclassification requests:

071-25-26 Reclassification Request: Please see the employment recommendations for:

Bahjee Chea, current position: Family Support Specialist Early Head Start, 1.0 FTE, 230 workdays, Salary: \$59,765.00 Grade 2 Step 6, Non-Affiliated. Recommended position: Family and Community Partnership Specialist, 1.0 FTE, 230 workdays, \$65,238.00 Grade 3, Step 5, Non-Affiliated.

Cassandra Kjar, current position: TA YA, 1.0 FTE, 185 workdays, Salary: \$37,796.00, Unit I. Recommended position: TA DHH, 1.0 FTE, 185 workdays, \$37,796.00, Unit I.

Elizabeth Bottai, current position: TA for Chelsea Out Center, 1.0 FTE, 185 workdays, Salary: \$41,184.00, Unit I. Recommended position: Teacher Assistant – Wash News Out Center, 1.0 FTE, 185 workdays, \$41,184.00, Unit I.

Laurie Ferris, current position: TA YA Red Oak, 1.0 FTE, 185 workdays, Salary: \$42,874.00 Step 7, Unit I. Recommended position: TA YA Chelsea, 1.0 FTE, 185 workdays, \$42,874.00 Step 7, Unit I.

Melissa Krzysik, current position: TA Behavior Assistance, 1.0 FTE, 185 workdays, Salary: \$52,665.00, Unit I. Recommended position: TA Floater, 1.0 FTE, 185 workdays, \$52,665.00, Unit I.

The Superintendent recommends the Board approve the following new position requests:

072-25-26 New Position Requests: Please see the new position requests for:

CTE Business Specialist 3, 1.0 FTE, 230 workdays, salary level: Non-Affiliated, Grade 7 (230 days/yr), Worksite: TLC Building, Non-Bargaining.

The Superintendent recommends the Board accept the following staff resignations:

073-25-26 Staff Resignations: Please see the staff resignations for:

Carl Ebach, effective December 12, 2025. Carl has been employed with the WISD since December 12, 2019, as a Teaching Assistant.

Priscilla Gillespie, effective December 18, 2025. Priscilla has been employed with the WISD since September 9, 2024, as an ASD Teaching Assistant.

074-25-26 TMP Hold Harmless Agreement: Please see the memo from Director of Operations Tanner Rowe. At High Point School, there are four (4) banks of windows in the Cafetorium that remain in need of repair due to the faulty window installation that was performed during the original construction. To repair these windows, TMP Architecture issued a repair detail entitled Bulletin 24R. WISD reviewed the Agreement with Thrun and Thrun did not have any issue with the release language. Once the Agreement is signed, TMP will provide an updated repair detail to WISD.

The Superintendent recommends that the Board of Education authorize administration to approve the TMP Hold Harmless Agreement, as presented.

075-25-26 Literacy Coalition Contract 2025-26: Please see the memo from Superintendent Naomi Norman. The WISD will be the fiscal agent for community-based literacy initiatives identified by the Literacy Coalition of Washtenaw County. The County will issue a one-time lump sum payment to the Contractor in an amount not to exceed \$20,000.00 beginning November 28, 2025, and ending December 31, 2026, with an option to extend for two (2) additional one (1) year periods.

The Superintendent recommends that the Board of Education authorize administration to contract with Washtenaw County for an amount not to exceed \$20,000.00, as presented.

076-25-26 MiSTEM Learning Pathways Playbook: Please see the memo from Supervisor of Instructional Supports Dr. Charlene Jones. We are requesting approval to enter into a contract with Everett Evaluation Research & Consulting in an amount not to exceed \$50,000.00 to support with the creation of Learning Pathways to make the state's 3P, Culturally Responsive, and STEM resources accessible for educational purposes. Everett Evaluation brings over 20 years of experience in evaluation, research, and strategic planning across education, health, and nonprofit sectors. The firm specializes in high-quality design, implementation, and analysis, using rigorous qualitative, quantitative, and mixed methods to support informed and empowered decision-making. The duration of the contract is from January 19, 2026, through September 30, 2026.

The Superintendent recommends that the Board of Education authorize administration to contract with Everett Evaluation Research & Consulting in an amount not to exceed \$50,000.00, as presented.

077-25-26 Ypsilanti Community Schools/Washtenaw Educational Options Consortium Speech and Language Pathologist and Social Worker Contracts: Please see the memo from Executive Director of Special Education Deborah Hester-Washington. Ypsilanti Community Schools is unable to provide School Social Work and Speech Therapy services for their students attending WEOC programs at this time. This

agreement is for the provision of School Social Work and Speech Therapy services by Washtenaw ISD staff for students who are residents of Ypsilanti Community Schools that are attending WEOC Programs for the 2024-25 and 2025-26 school years. The shared service agreement costs are \$14,833.00 for the 2024-2025 year and \$22,559.00 for the 2025-26 year, for a total of \$37,392.00.

The Superintendent recommends that the Board of Education authorize administration to contract with Ypsilanti Community School in the amount of \$37,392.00, as presented.

078-25-26 Amendment to Justice Leaders Collaborative Contract: Please see the memo from Supervisor of Instructions Amy Olmstead-Brayton. This amendment adjusts the language under Section IV (Insurance Coverage) of the contract. The revised language was requested by Justice Leaders Collaborative and has been reviewed and approved by WISD's Associate Superintendent, Brian Marcel. All other terms of the contract—including the scope of work, planned professional learning offerings and coaching, funding source (Justice Leaders Employee Training & Development Services), and cost not to exceed \$71,500.00—remain unchanged.

The Superintendent recommends that the Board of Education authorize administration to amend the contract with Justice Leaders Collaborative, as presented.

Recommendation: Motion that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented. (Roll Call Vote)

Agenda Item 8: New Business:

A. 27h Mentoring and Induction District Support Grant: Please see memo from Supervisor of Instructional Supports Dr. Dawn Stewart. The 27h grant is intended to strengthen educator retention by providing support for beginning teachers, school counselors, and administrators. Funding may be used for mentor stipends, mentor training, program coordination, and resources to ensure consistent and high-quality mentoring and induction practices. This investment will allow us to enhance current supports and establish a more comprehensive and aligned mentoring structure across the county. The total grant amount is \$1,028,322.00 with the grant period from November 2025 – September 2026.

Recommendation: Motion that the Board of Education authorize the administration to accept the 27h Mentoring and Induction District Support Grant in the amount of \$1,028,322.00, as presented.

B. Updated WISD Policies – First Read: Please see the memo from Supervisor of Human Resource and Legal Services Becky Mullins. The Policy Committee recommends the adoption of revised policies listed below. No action from the Board of Education is needed at this time.

- 1) Policy #2623 – Student Assessment
- 2) Policy #5320 – Immunization
- 3) Policy #5330 – Use of Medications
- 4) Policy#5350 – Student Health, Well-Being and Suicide Prevention

Agenda Item 9: Other Items of Business:

Agenda Item 10: Board of Education Reports:

Agenda Item 11: Administrative Reports:

- A. Superintendent's Report:** Superintendent Norman will address the board.
- B. Retainer Newsletter:** The December 2025 edition of the School Law Notes from Thrun Law Firm is attached.

Agenda Item 12: Adjournment

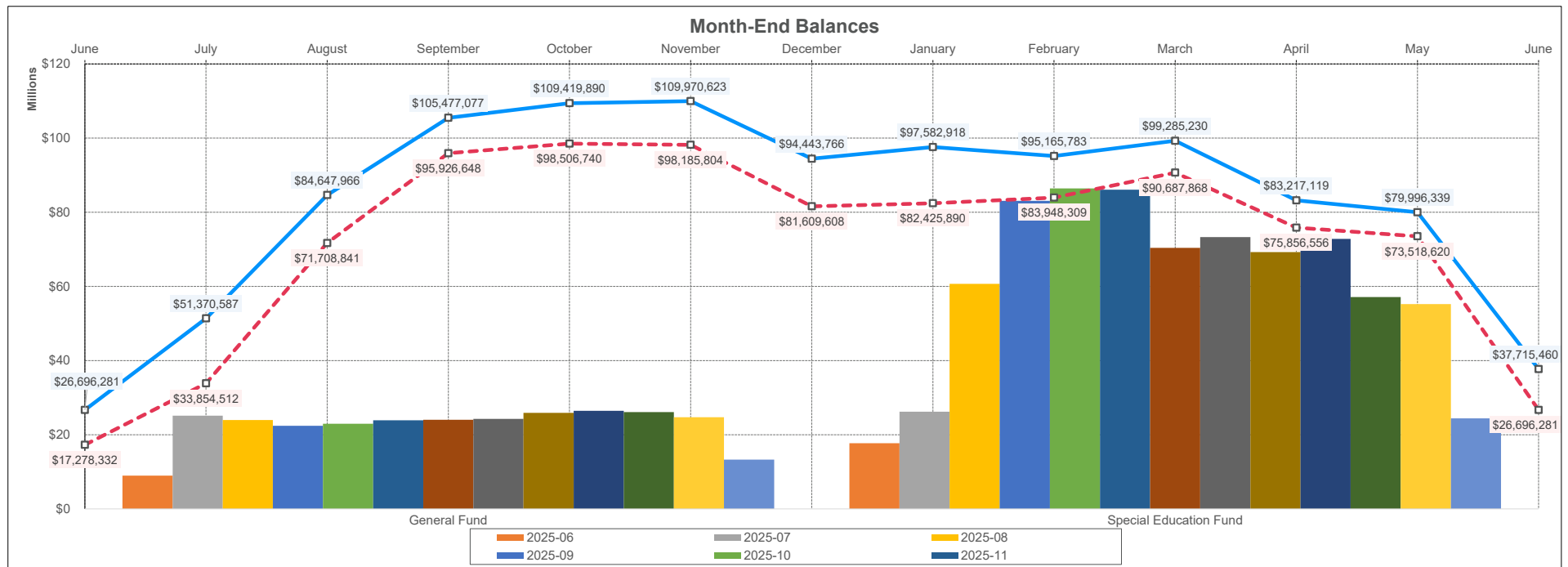
Coversheet

November 2025 Financial Report

Section:	V. Financial Reports
Item:	A. November 2025 Financial Report
Purpose:	
Submitted by:	
Related Material:	WISD Graphic Monthly Financial Report Nov 2025.pdf Treasurers Report 113025.pdf

11 General Fund | 22 Special Education Fund

For the Period Ending November 30, 2025



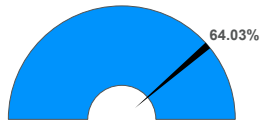
11 General Fund | 22 Special Education Fund

For the Period Ending November 30, 2025

Projected Year End Balance
as % of Budgeted Revenues



Actual YTD Revenues



Projected YTD Revenues
59.48%

Actual YTD Local Source



Projected YTD Local Sources
76.36%

Actual YTD State Sources



Projected YTD State Sources
43.13%

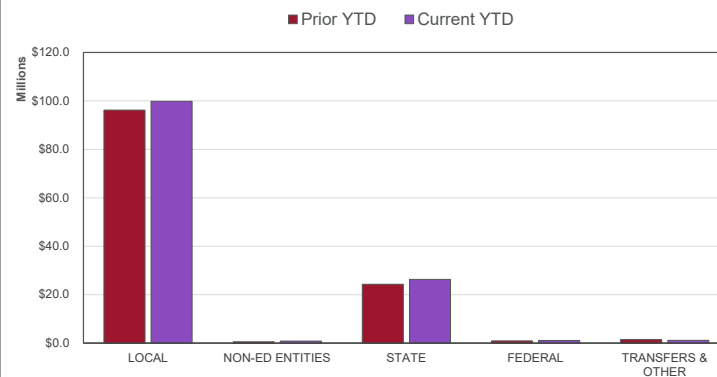
Revenue Analysis

General Fund | Top 10 Revenues by Source YTD

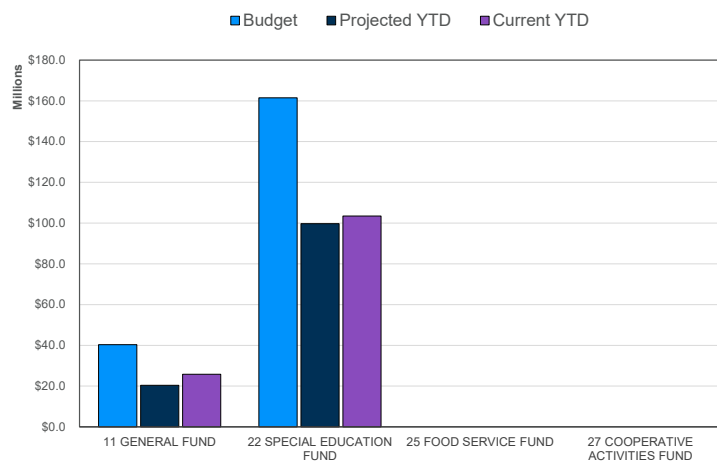
Restricted State Revenues Received As Grants	\$11,510,195
Early Childhood State Aid	\$3,684,173
Lawmasc State Aid	\$3,382,661
Property Tax Levy	\$1,732,645
Adult Education Participants	\$1,271,207
Restricted Revenues Received Through Non-Educational Entity	\$857,125
Other Distributions Received From Other Public Schools	\$772,993
Restricted Received Directly From Federal Government	\$752,871
Private Sources (Contributions)	\$377,809
State Aid	\$349,462

Percent of Total Revenues Year-to-Date **95.72%**

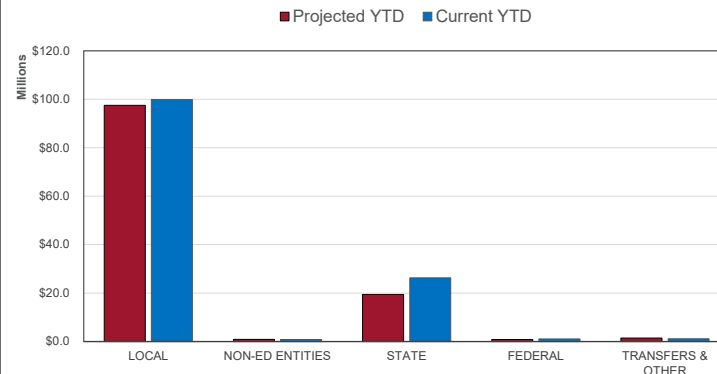
Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund



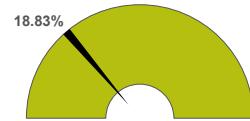
Revenue by Source | Projected YTD vs. Current YTD



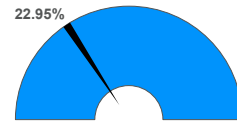
11 General Fund | 22 Special Education Fund

For the Period Ending November 30, 2025

Projected Year End Balances
as % of Budgeted Expenditures

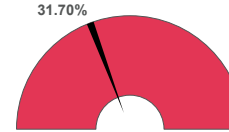


Actual YTD Expenditures



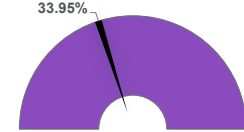
Projected YTD Expenditures
23.10%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits
32.46%

Actual YTD Purchased Services



Projected YTD Purchased Services
34.07%

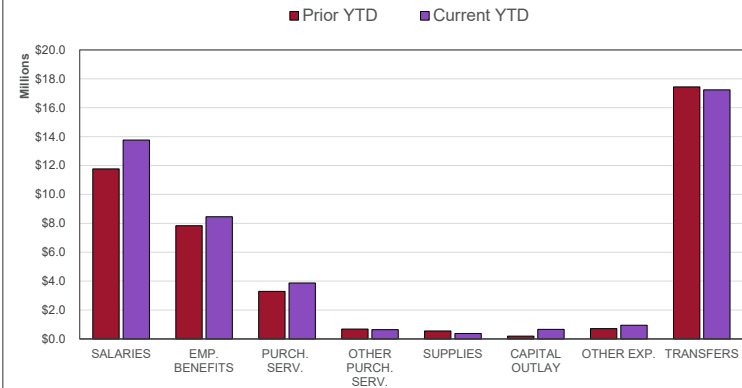
Expenditure Analysis

General Fund | Top 10 Expenditures by Program YTD

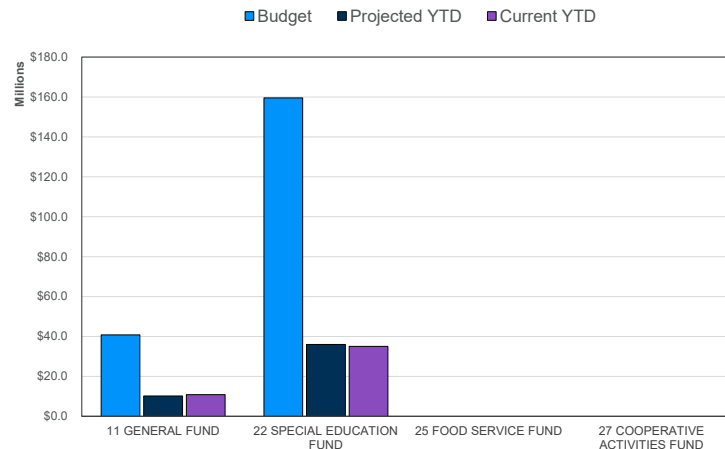
Improvement Of Instruction	\$2,489,803
Non-Instr Technology Services	\$1,237,057
Supervision/direction Of Instr Staff	\$930,289
Social Work Services	\$774,554
Pmts To Other Govt Entities	\$671,416
Community Activities	\$610,855
Custody And Care Of Children	\$590,857
Pmts To Other Mich Publ Schools	\$345,782
Planning, Research And Evaluation	\$308,647
Executive Administration	\$301,059

Percent of Total Expenditures Year-to-Date **75.97%**

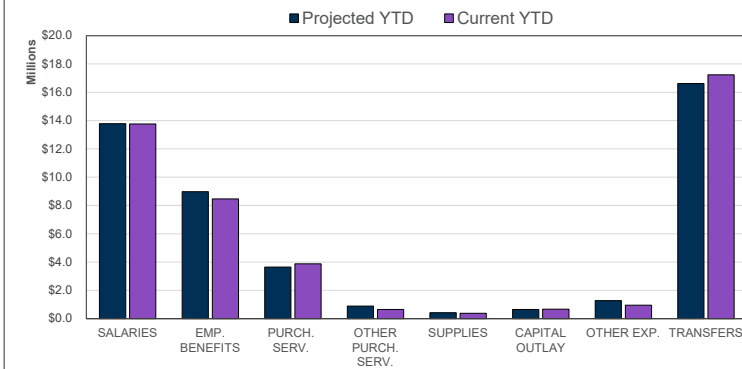
Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund



Expenditures by Object | Projected YTD vs. Current YTD

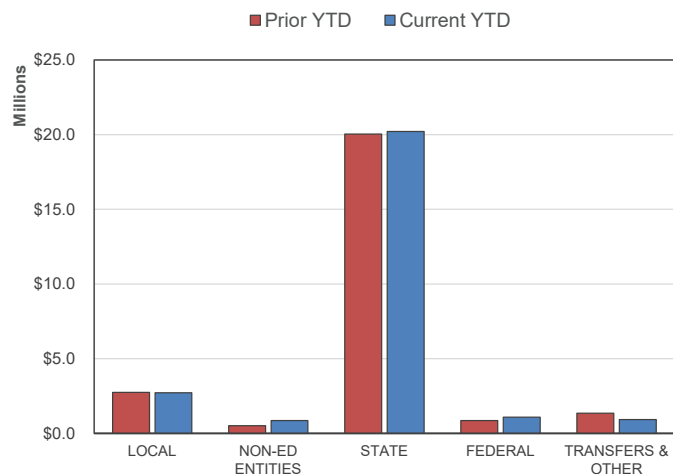


General Fund | Financial Summary

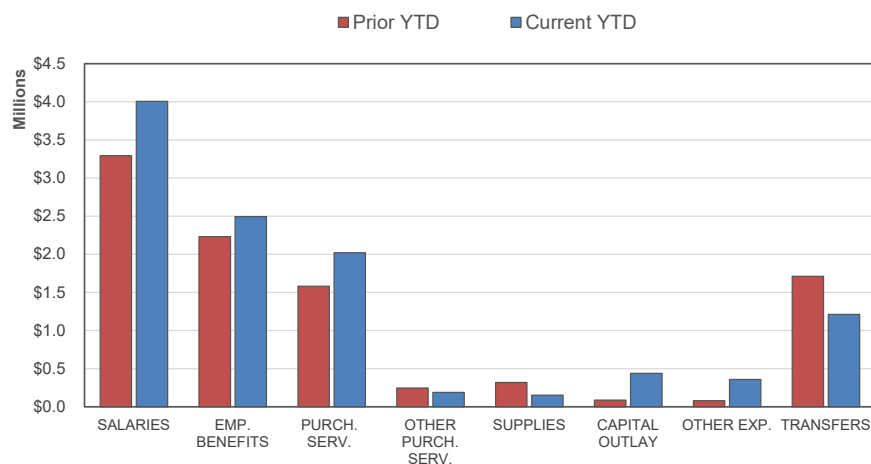
For the Period Ending November 30, 2025

	Prior YTD	Prior Year Total	YTD % of PY Total	Current YTD	Annual Budget	YTD % of Budget
REVENUES						
Local	\$2,747,275	\$4,032,777	68.12%	\$2,714,912	\$3,129,834	86.74%
Non-Ed Entities	511,590	1,555,303	32.89%	857,125	2,808,919	30.51%
State	20,038,709	25,742,554	77.84%	20,217,844	21,558,398	93.78%
Federal	855,108	9,379,642	9.12%	1,079,173	8,951,188	12.06%
Transfers & Other	1,350,122	3,283,660	41.12%	925,667	3,891,179	23.79%
TOTAL REVENUE	\$25,502,803	\$43,993,936	57.97%	\$25,794,721	\$40,339,518	63.94%
EXPENDITURES						
Salaries	\$3,294,083	\$8,787,189	37.49%	\$4,005,581	\$9,771,647	40.99%
Employee Benefits	2,231,834	5,670,636	39.36%	2,493,649	6,532,818	38.17%
Purchased Services	1,581,537	5,493,258	28.79%	2,021,820	6,104,648	33.12%
Other Purchased Services	246,881	504,043	48.98%	189,292	447,447	42.30%
Supplies & Materials	318,225	558,828	56.95%	152,075	215,428	70.59%
Capital Outlay	87,706	427,659	20.51%	439,715	315,534	139.36%
Other Expenditures	79,635	899,751	8.85%	358,348	2,564,137	13.98%
Transfers & Other	1,710,242	19,615,770	8.72%	1,213,007	14,830,000	8.18%
TOTAL EXPENDITURES	\$9,550,143	\$41,957,133	22.76%	\$10,873,487	\$40,781,659	26.66%
SURPLUS / (DEFICIT)	\$15,952,660	\$2,036,803		\$14,921,234	(\$442,141)	
ENDING FUND BALANCE		\$8,971,967			\$8,529,826	

Revenues by Source | Prior YTD Current YTD



Expenditures by Object: Prior YTD vs. Current YTD

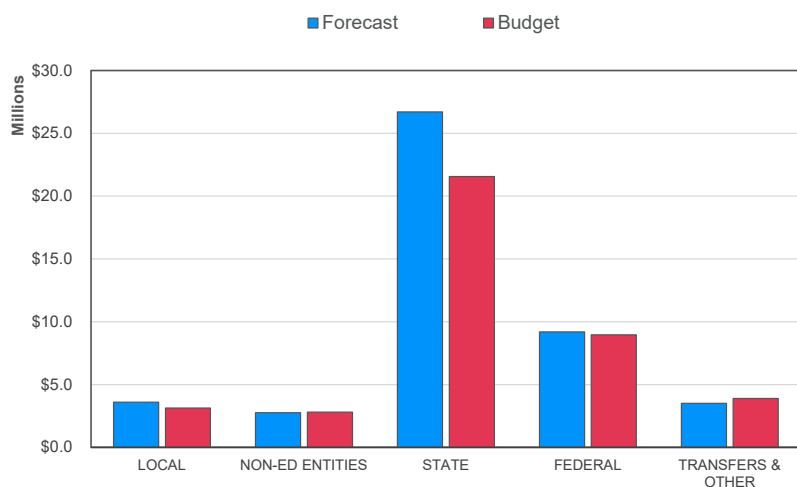


General Fund | Financial Forecast

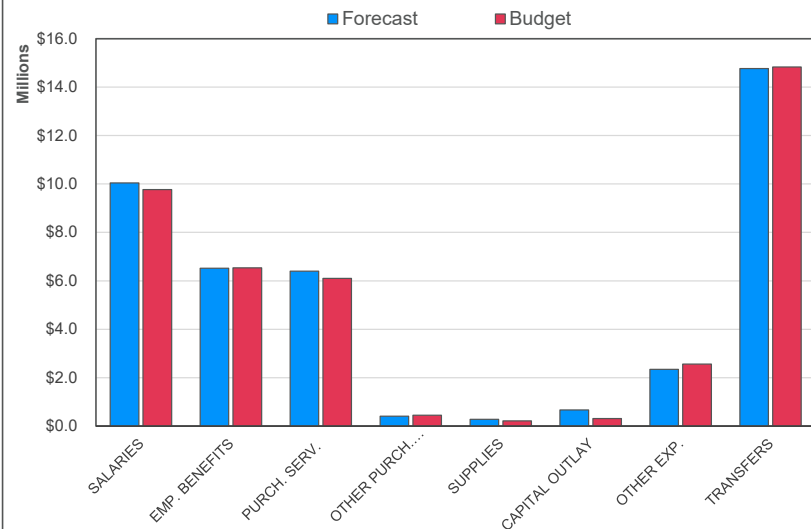
For the Period Ending November 30, 2025

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Over / (Under)
REVENUES						
Local	\$2,747,275	\$2,714,912	\$888,045	\$3,602,957	\$3,129,834	\$473,123
Non-Ed Entities	511,590	857,125	1,903,448	2,760,572	2,808,919	(48,347)
State	20,038,709	20,217,844	6,491,400	26,709,243	21,558,398	5,150,845
Federal	855,108	1,079,173	8,107,577	9,186,750	8,951,188	235,562
Transfers & Other	1,350,122	925,667	2,576,711	3,502,378	3,891,179	(388,801)
TOTAL REVENUE	\$25,502,803	\$25,794,721	\$19,967,179	\$45,761,901	\$40,339,518	\$5,422,382
EXPENDITURES						
Salaries	\$3,294,083	\$4,005,581	\$6,036,016	\$10,041,597	\$9,771,647	\$269,950
Employee Benefits	2,231,834	2,493,649	4,029,839	6,523,488	6,532,818	(9,330)
Purchased Services	1,581,537	2,021,820	4,379,669	6,401,489	6,104,648	296,841
Other Purchased Services	246,881	189,292	220,954	410,246	447,447	(37,201)
Supplies & Materials	318,225	152,075	129,407	281,482	215,428	66,054
Capital Outlay	87,706	439,715	225,724	665,439	315,534	349,905
Other Expenditures	79,635	358,348	1,982,388	2,340,737	2,564,137	(223,400)
Transfers & Other	1,710,242	1,213,007	13,557,324	14,770,332	14,830,000	(59,668)
TOTAL EXPENDITURES	\$9,550,143	\$10,873,487	\$30,561,322	\$41,434,809	\$40,781,659	\$653,150
SURPLUS / (DEFICIT)	\$15,952,660	\$14,921,234	(\$10,594,143)	\$4,327,091	(\$442,141)	
ENDING FUND BALANCE				\$13,299,058	\$8,529,826	\$4,769,232

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget

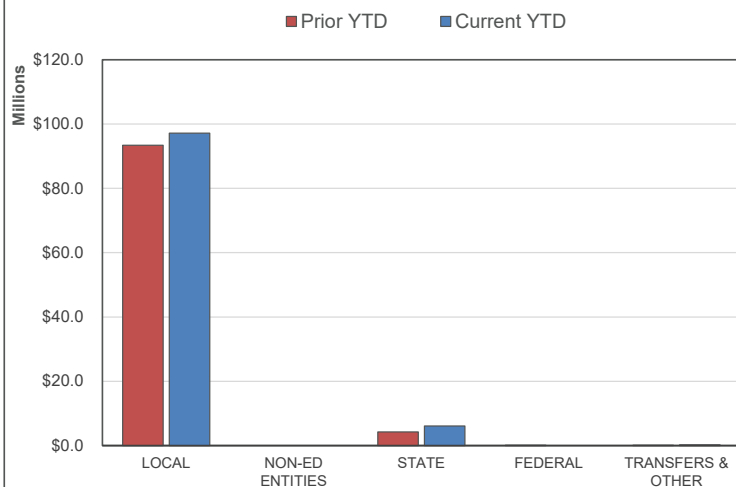


Special Education Fund | Financial Summary

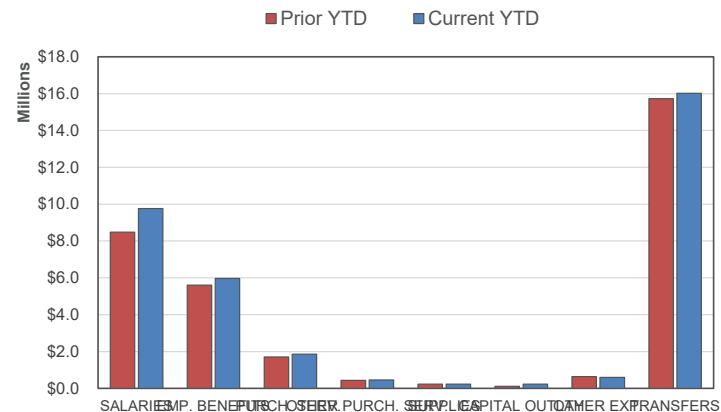
For the Period Ending November 30, 2025

	Prior YTD	Prior Year Total	YTD % of PY Total	Current YTD	Annual Budget	YTD % of Budget
REVENUES						
Local	\$93,434,328	\$121,037,813	77.19%	\$97,144,164	\$124,541,958	78.00%
Non-Ed Entities	0	0		0	0	
State	4,266,886	26,384,604	16.17%	6,087,321	23,409,225	26.00%
Federal	79,336	14,129,670	0.56%	0	12,918,211	0.00%
Transfers & Other	102,031	556,321	18.34%	221,097	658,331	33.58%
TOTAL REVENUE	\$97,882,581	\$162,108,407	60.38%	\$103,452,582	\$161,527,725	64.05%
EXPENDITURES						
Salaries	\$8,476,970	\$27,055,823	31.33%	\$9,757,313	\$32,108,849	30.39%
Employee Benefits	5,598,955	17,464,129	32.06%	5,964,266	21,691,258	27.50%
Purchased Services	1,707,486	5,430,258	31.44%	1,854,510	5,266,262	35.21%
Other Purchased Services	438,954	1,081,676	40.58%	455,907	1,499,783	30.40%
Supplies & Materials	230,665	746,334	30.91%	228,795	1,014,849	22.54%
Capital Outlay	110,597	406,356	27.22%	225,867	1,258,289	17.95%
Other Expenditures	635,501	1,381,437	46.00%	591,740	1,799,579	32.88%
Transfers & Other	15,728,641	101,161,249	15.55%	16,021,076	94,888,856	16.88%
TOTAL EXPENDITURES	\$32,927,769	\$154,727,262	21.28%	\$35,099,474	\$159,527,725	22.00%
SURPLUS / (DEFICIT)	\$64,954,812	\$7,381,146		\$68,353,108	\$2,000,000	
ENDING FUND BALANCE		\$17,724,314			\$19,724,314	

Revenues by Source | Prior YTD vs. Current YTD



Expenditures by Object | Prior YTD vs. Current YTD

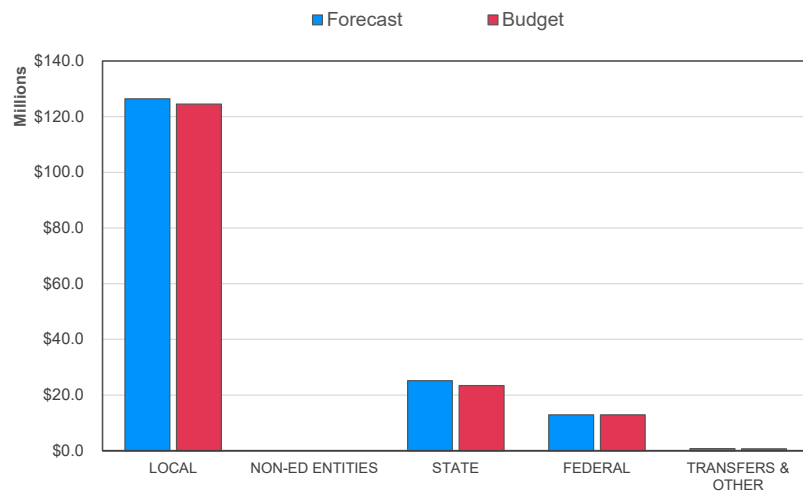


Special Education Fund | Financial Forecast

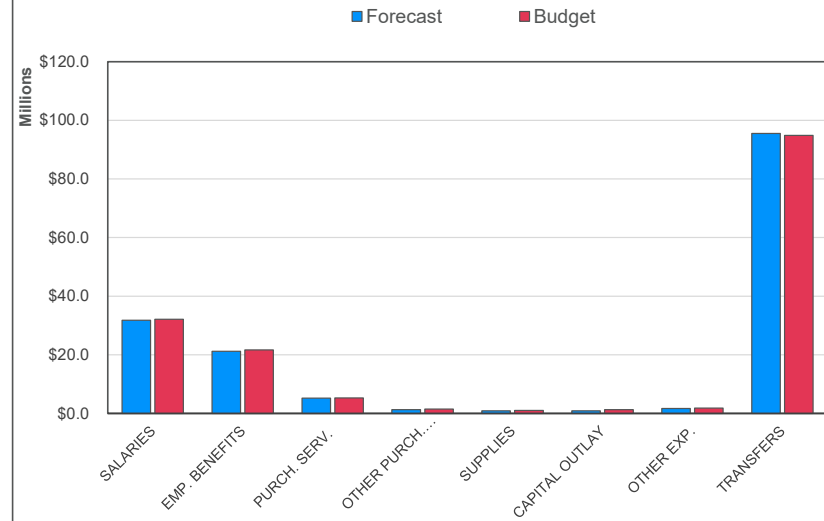
For the Period Ending November 30, 2025

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Over / (Under)
REVENUES						
Local	\$93,434,328	\$97,144,164	\$29,288,770	\$126,432,934	\$124,541,958	\$1,890,976
Non-Ed Entities	0	0	0	0	0	0
State	4,266,886	6,087,321	19,080,891	25,168,212	23,409,225	1,758,987
Federal	79,336	0	12,903,118	12,903,118	12,918,211	(15,093)
Transfers & Other	102,031	221,097	550,092	771,188	658,331	112,857
TOTAL REVENUE	\$97,882,581	\$103,452,582	\$61,822,870	\$165,275,452	\$161,527,725	\$3,747,727
EXPENDITURES						
Salaries	\$8,476,970	\$9,757,313	\$22,066,141	\$31,823,455	\$32,108,849	(\$285,394)
Employee Benefits	5,598,955	5,964,266	15,216,763	21,181,029	21,691,258	(510,229)
Purchased Services	1,707,486	1,854,510	3,343,527	5,198,037	5,266,262	(68,225)
Other Purchased Services	438,954	455,907	836,233	1,292,140	1,499,783	(207,643)
Supplies & Materials	230,665	228,795	682,313	911,108	1,014,849	(103,741)
Capital Outlay	110,597	225,867	697,453	923,320	1,258,289	(334,969)
Other Expenditures	635,501	591,740	1,105,728	1,697,468	1,799,579	(102,111)
Transfers & Other	15,728,641	16,021,076	79,535,733	95,556,808	94,888,856	667,952
TOTAL EXPENDITURES	\$32,927,769	\$35,099,474	\$123,483,891	\$158,583,365	\$159,527,725	(\$944,360)
SURPLUS / (DEFICIT)	\$64,954,812	\$68,353,108	(\$61,661,021)	\$6,692,087	\$2,000,000	
ENDING FUND BALANCE				\$24,416,401	\$19,724,314	\$4,692,087

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget

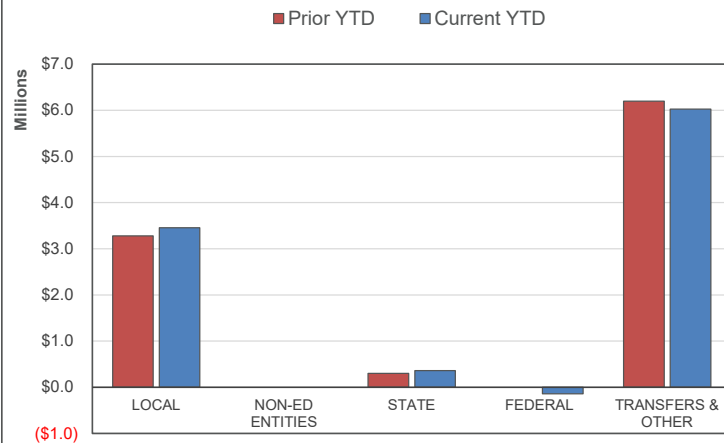


Cooperative Activities Fund | Financial Summary

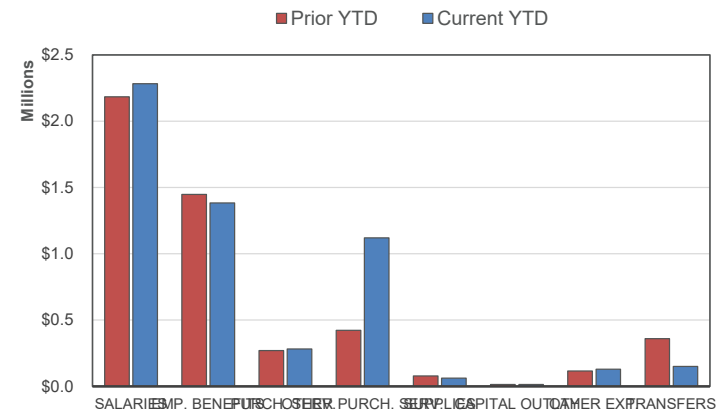
For the Period Ending November 30, 2025

	Prior YTD	Prior Year Total	YTD % of PY Total	Current YTD	Annual Budget	YTD % of Budget
REVENUES						
Local	\$3,279,542	\$8,500,255	38.58%	\$3,454,138	\$7,353,107	46.98%
Non-Ed Entities	0	0		0	0	
State	299,652	1,565,009	19.15%	362,778	1,178,689	30.78%
Federal	0	490,193	0.00%	(139,774)	300,000	(46.59%)
Transfers & Other	6,199,103	17,065,375	36.33%	6,025,546	17,771,096	33.91%
TOTAL REVENUE	\$9,778,297	\$27,620,832	35.40%	\$9,702,688	\$26,602,892	36.47%
EXPENDITURES						
Salaries	\$2,183,917	\$6,782,685	32.20%	\$2,282,443	\$7,445,108	30.66%
Employee Benefits	1,447,759	4,358,893	33.21%	1,383,497	4,837,209	28.60%
Purchased Services	270,079	2,120,812	12.73%	282,070	2,170,994	12.99%
Other Purchased Services	423,437	649,857	65.16%	1,120,155	1,209,594	92.61%
Supplies & Materials	78,733	275,102	28.62%	62,811	341,600	18.39%
Capital Outlay	13,905	117,784	11.81%	14,398	156,401	9.21%
Other Expenditures	116,664	547,079	21.32%	128,924	573,970	22.46%
Transfers & Other	360,000	3,964,562	9.08%	150,000	7,757,997	1.93%
TOTAL EXPENDITURES	\$4,894,493	\$18,816,774	26.01%	\$5,424,298	\$24,492,873	22.15%
SURPLUS / (DEFICIT)	\$4,883,804	\$8,804,059		\$4,278,390	\$2,110,019	
ENDING FUND BALANCE		\$35,557,954			\$37,667,973	

Revenues by Source | Prior YTD vs. Current YTD



Expenditures by Object | Prior YTD vs. Current YTD

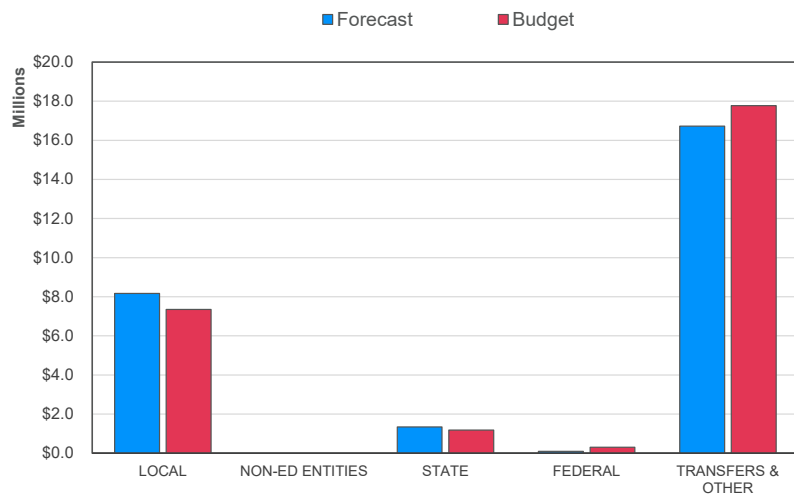


Cooperative Activities Fund | Financial Forecast

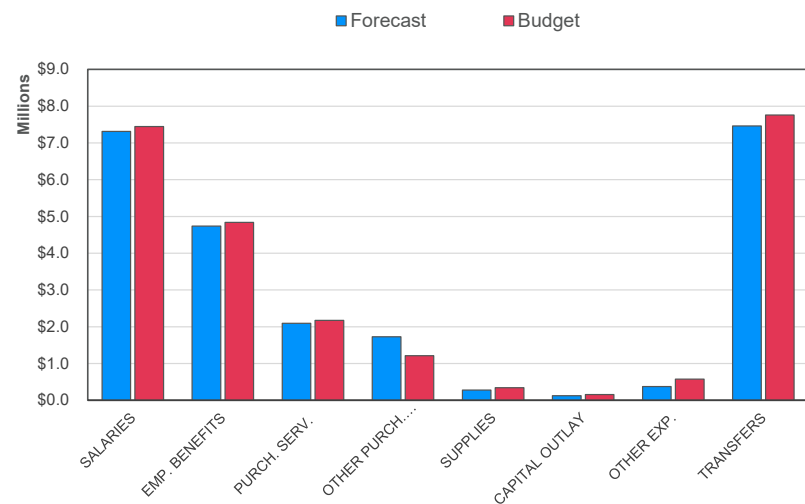
For the Period Ending November 30, 2025

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Over / (Under)
REVENUES						
Local	\$3,279,542	\$3,454,138	\$4,714,591	\$8,168,729	\$7,353,107	\$815,622
Non-Ed Entities	0	0	0	0	0	0
State	299,652	362,778	978,676	1,341,454	1,178,689	162,765
Federal	0	(139,774)	233,878	94,104	300,000	(205,896)
Transfers & Other	6,199,103	6,025,546	10,698,750	16,724,295	17,771,096	(1,046,801)
TOTAL REVENUE	\$9,778,297	\$9,702,688	\$16,625,894	\$26,328,582	\$26,602,892	(\$274,310)
EXPENDITURES						
Salaries	\$2,183,917	\$2,282,443	\$5,031,159	\$7,313,602	\$7,445,108	(\$131,506)
Employee Benefits	1,447,759	1,383,497	3,351,916	4,735,413	4,837,209	(101,796)
Purchased Services	270,079	282,070	1,812,350	2,094,421	2,170,994	(76,573)
Other Purchased Services	423,437	1,120,155	608,247	1,728,402	1,209,594	518,808
Supplies & Materials	78,733	62,811	214,816	277,627	341,600	(63,973)
Capital Outlay	13,905	14,398	108,792	123,190	156,401	(33,211)
Other Expenditures	116,664	128,924	247,059	375,983	573,970	(197,987)
Transfers & Other	360,000	150,000	7,309,125	7,459,125	7,757,997	(298,872)
TOTAL EXPENDITURES	\$4,894,493	\$5,424,298	\$18,683,464	\$24,107,762	\$24,492,873	(\$385,111)
SURPLUS / (DEFICIT)	\$4,883,804	\$4,278,390	(\$2,057,570)	\$2,220,821	\$2,110,019	
ENDING FUND BALANCE				\$37,778,775	\$37,667,973	\$110,802

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



Budget Performance Report

**General Education
Summary Budget Report
As of 11/30/25**

		Adopted Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	11 - General Fund							
	110 - Taxes Levied	\$2,213,886.00	\$16,304.14	\$1,734,262.38	\$0.00	\$1,734,262.38	\$479,623.62	78.34%
	120 - Appropriations Received from Local Units of Gov't	\$2,345.00	\$18.71	\$1,830.36	\$0.00	\$1,830.36	\$514.64	78.05%
	150 - Earnings on Investments and Deposits	\$427,500.00	\$54,910.90	\$338,336.36	\$0.00	\$338,336.36	\$89,163.64	79.14%
	180 - Revenue from Community Service Activities	\$243,955.00	\$146.25	\$138,795.32	\$0.00	\$138,795.32	\$105,159.68	56.89%
	190 - Other Local Revenue	\$242,148.00	\$37,364.63	\$508,865.32	\$0.00	\$508,865.32	(\$266,717.32)	210.15%
	210 - Revenue from Non-Educational Activities	\$2,808,919.00	\$0.00	\$857,124.93	\$0.00	\$857,124.93	\$1,951,794.07	30.51%
	310 - Grants In Aid	\$21,538,864.00	\$4,167,276.71	\$21,249,182.96	\$0.00	\$21,249,182.96	\$289,681.04	98.66%
	320 - State Payments in Lieu of Taxes	\$19,534.00	\$220.16	\$20,146.13	\$0.00	\$20,146.13	(\$612.13)	103.13%
	410 - Grant-In-Aid	\$8,951,188.00	\$546,497.75	\$1,098,200.47	\$0.00	\$1,098,200.47	\$7,852,987.53	12.27%
	510 - Payments Received from Other Public Schools Within the State	\$3,835,179.00	\$63,143.20	\$925,667.18	\$0.00	\$925,667.18	\$2,909,511.82	24.14%
	620 - Fund Modification - Special Revenue Funds	\$56,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,000.00	0.00%
Fund	11 - General Fund Totals	\$40,339,518.00	\$4,885,882.45	\$26,872,411.41	\$0.00	\$26,872,411.41	\$13,467,106.59	66.62%
		Adopted Budget	Current Month Actual	Actual	Encumbrances		Budget - Actual	% Used/Rec'd
Fund	11 - General Fund							
	110 - Basic Functions	\$1,879,911.00	\$22,088.17	\$92,301.42	\$0.00	\$92,301.42	\$1,787,609.58	4.91%
	120 - Added Needs	\$0.00	\$1,070.16	\$205,231.79	\$7,159.88	\$212,391.67	(\$212,391.67)	0.00%
	130 - Adult/Continuing Education	\$137,124.00	\$12,110.12	\$57,255.26	\$0.00	\$57,255.26	\$79,868.74	41.75%
	210 - Support Services Pupil	\$2,214,075.00	\$202,892.68	\$1,126,499.86	\$29,775.00	\$1,156,274.86	\$1,057,800.14	52.22%
	220 - Support Services Instructional Staff	\$11,803,902.00	\$881,131.14	\$3,904,085.48	\$614,563.72	\$4,518,649.20	\$7,285,252.80	38.28%
	230 - Support Services General Administration	\$872,974.00	\$61,603.30	\$329,974.02	\$19,638.39	\$349,612.41	\$523,361.59	40.05%
	240 - Support Service School Administration	\$98,261.00	\$8,628.87	\$40,644.89	\$0.00	\$40,644.89	\$57,616.11	41.36%
	250 - Support Services Business	\$636,941.00	\$33,701.99	\$161,548.37	\$244.02	\$161,792.39	\$475,148.61	25.40%
	260 - Operations and Maintenance	\$495,821.00	\$42,266.61	\$248,213.73	\$166,896.18	\$415,109.91	\$80,711.09	83.72%
	270 - Pupil Transportation Services	\$76,462.00	\$3,966.91	\$28,471.50	\$0.00	\$28,471.50	\$47,990.50	37.24%
	280 - Support Services Central	\$5,021,245.00	\$451,792.46	\$2,220,995.69	\$142,177.08	\$2,363,172.77	\$2,658,072.23	47.06%
	290 - Support Services Other	\$146,998.00	\$17,762.78	\$65,889.55	\$32,155.29	\$98,044.84	\$48,953.16	66.70%
	310 - Community Services Direction	\$321,466.00	\$38,585.85	\$143,458.80	\$13,830.40	\$157,289.20	\$164,176.80	48.93%
	330 - Community Activities	\$2,723,639.00	\$132,057.95	\$608,385.00	\$52,054.64	\$660,439.64	\$2,063,199.36	24.25%
	350 - Custody and Care of Children	\$1,390,001.00	\$114,484.46	\$591,444.73	\$8,453.60	\$599,898.33	\$790,102.67	43.16%
	360 - Welfare Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	390 - Other Community Services	\$0.00	\$10.88	\$231.56	\$0.00	\$231.56	(\$231.56)	0.00%
	410 - Payments to Other Public Schools Within Michigan	\$12,956,789.00	\$137,766.80	\$921,652.24	\$10,397,230.61	\$11,318,882.85	\$1,637,906.15	87.36%
	440 - Payments to Other Governmental and Not-For-Profit Entities	\$0.00	\$781,733.38	\$888,009.63	\$5,184,463.68	\$6,072,473.31	(\$6,072,473.31)	0.00%
	450 - Facilities Acquisition, Construction, and Improvements	\$6,050.00	\$18,264.00	\$87,357.75	\$400.00	\$87,757.75	(\$81,707.75)	1450.54%
	600 - Fund Modifications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expense Totals		\$40,781,659.00	\$2,961,918.51	\$11,721,651.27	\$16,669,042.49	\$28,390,693.76	\$12,390,965.24	69.62%
Fund	11 - General Fund Totals	(\$442,141.00)	\$1,923,963.94	\$15,150,760.14	(\$16,669,042.49)	(\$1,518,282.35)	\$1,076,141.35	



General Fund Activities

Through 11/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category General Fund						
Fund Type						
Fund 11 - General Fund						
<i>Revenue from Local Sources</i>						
Taxes Levied	2,213,886.00	16,304.14	1,734,262.38	.00	479,623.62	78
Appropriations Received from Local Units of Gov't	2,345.00	18.71	1,830.36	.00	514.64	78
Earnings on Investments and Deposits	427,500.00	54,910.90	338,336.36	.00	89,163.64	79
Revenue from Community Service Activities	243,955.00	146.25	138,795.32	.00	105,159.68	57
Other Local Revenue	629,604.00	37,364.63	508,865.32	.00	120,738.68	81
<i>Revenue from Local Sources Totals</i>	<i>\$3,517,290.00</i>	<i>\$108,744.63</i>	<i>\$2,722,089.74</i>	<i>\$0.00</i>	<i>\$795,200.26</i>	<i>77%</i>
Revenues from a Non-Educational Entity or Political Subdivision	3,830,109.00	.00	857,124.93	.00	2,972,984.07	22
<i>Revenue from State Sources</i>						
Grants In Aid	36,637,175.00	4,167,276.71	21,249,182.96	.00	15,387,992.04	58
State Payments in Lieu of Taxes	19,534.00	220.16	20,146.13	.00	(612.13)	103
<i>Revenue from State Sources Totals</i>	<i>\$36,656,709.00</i>	<i>\$4,167,496.87</i>	<i>\$21,269,329.09</i>	<i>\$0.00</i>	<i>\$15,387,379.91</i>	<i>58%</i>
<i>Revenues from Federal Sources</i>						
Grant-In-Aid	9,863,130.00	546,497.75	1,098,200.47	.00	8,764,929.53	11
<i>Revenues from Federal Sources Totals</i>	<i>\$9,863,130.00</i>	<i>\$546,497.75</i>	<i>\$1,098,200.47</i>	<i>\$0.00</i>	<i>\$8,764,929.53</i>	<i>11%</i>
<i>Incoming Transfers and Other Transactions</i>						
Payments Received from Other Public Schools Within the State	4,074,426.00	63,143.20	925,667.18	.00	3,148,758.82	23
<i>Incoming Transfers and Other Transactions Totals</i>	<i>\$4,074,426.00</i>	<i>\$63,143.20</i>	<i>\$925,667.18</i>	<i>\$0.00</i>	<i>\$3,148,758.82</i>	<i>23%</i>
<i>Fund Modifications</i>						
Fund Modification - Special Revenue Funds	56,000.00	.00	.00	.00	56,000.00	0
<i>Fund Modifications Totals</i>	<i>\$56,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$56,000.00</i>	<i>0%</i>
<i>Salaries</i>						
Administration	3,500,515.00	329,534.45	1,461,972.14	.00	2,038,542.86	42
Professional Educational	2,928,278.00	201,672.28	927,842.81	.00	2,000,435.19	32
Professional Business	394,740.00	19,275.37	90,078.66	.00	304,661.34	23
Professional Other	1,543,303.00	113,624.05	506,273.66	.00	1,037,029.34	33
Technical	1,684,898.00	162,387.46	710,381.90	.00	974,516.10	42
Operation and Service	769,734.00	54,944.67	264,712.33	.00	505,021.67	34
Special Salary Payments	23,452.00	2,075.07	79,498.73	.00	(56,046.73)	339
Overtime Salaries and Extension of Contract	46,147.00	2,747.82	8,005.23	.00	38,141.77	17
<i>Salaries Totals</i>	<i>\$10,891,067.00</i>	<i>\$886,261.17</i>	<i>\$4,048,765.46</i>	<i>\$0.00</i>	<i>\$6,842,301.54</i>	<i>37%</i>
<i>Employee Benefits</i>						
Employee Insurance	1,577,183.00	107,669.50	518,522.04	.00	1,058,660.96	33
Mandatory Coverage	5,052,938.00	414,519.58	1,921,861.75	.00	3,131,076.25	38
Workers Compensation	52,200.00	.00	33,902.40	.00	18,297.60	65
Other Employee Benefits	61,773.00	7,119.64	34,720.95	.00	27,052.05	56
<i>Employee Benefits Totals</i>	<i>\$6,744,094.00</i>	<i>\$529,308.72</i>	<i>\$2,509,007.14</i>	<i>\$0.00</i>	<i>\$4,235,086.86</i>	<i>37%</i>



General Fund Activities

Through 11/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category General Fund						
Fund Type						
Fund 11 - General Fund						
<i>Purchased Services</i>						
Professional and Technical Services	9,246,721.00	362,308.49	1,733,619.53	731,484.38	6,781,617.09	27
Travel Workshops Staff	401,431.00	15,828.06	115,771.10	9,119.75	276,540.15	31
Client Pupil Transportation	9,300.00	179.61	3,039.62	.00	6,260.38	33
Communication	410,156.00	3,285.87	176,133.27	18,733.59	215,289.14	48
Advertisement	267,670.00	19,041.50	83,620.57	13,825.49	170,223.94	36
Printing and Binding	85,480.00	4,304.75	19,799.90	10,903.20	54,776.90	36
Utility Service	21,160.00	325.70	9,373.71	2,320.62	9,465.67	55
Insurance and Bond Premiums	53,652.00	.00	48,062.66	.00	5,589.34	90
Repairs and Maintenance Services	630,745.00	40,954.83	184,980.12	130,703.78	315,061.10	50
Rentals	971,975.00	654.36	1,381.32	2,118.08	968,475.60	0
Other Purchased Services	23,700.00	.00	.00	.00	23,700.00	0
<i>Purchased Services Totals</i>	\$12,121,990.00	\$446,883.17	\$2,375,781.80	\$919,208.89	\$8,826,999.31	27%
<i>Supplies and Materials</i>						
Teaching Testing Supplies and Materials	5,880.00	.00	618.29	519.79	4,741.92	19
Periodicals	6,976.00	.00	18.44	.00	6,957.56	0
Energy Supplies	92,300.00	4,655.77	23,867.64	33,847.81	34,584.55	63
Transportation Supplies	2,700.00	33.25	107.54	92.46	2,500.00	7
Other Supplies	613,216.00	10,470.70	134,648.35	17,050.60	461,517.05	25
<i>Supplies and Materials Totals</i>	\$721,072.00	\$15,159.72	\$159,260.26	\$51,510.66	\$510,301.08	29%
<i>Capital Outlay</i>						
Building and Additions	18,141.00	.00	10,197.00	.00	7,944.00	56
Improvements Other Than Buildings	3,300.00	.00	.00	.00	3,300.00	0
Equipment and Furniture	1,003,684.00	48,931.50	425,415.06	64,504.94	513,764.00	49
Other Capital Outlay	75,543.00	18,264.00	21,064.00	400.00	54,079.00	28
<i>Capital Outlay Totals</i>	\$1,100,668.00	\$67,195.50	\$456,676.06	\$64,904.94	\$579,087.00	47%
<i>Other Expenditures</i>						
Dues and Fees	160,958.00	11,730.23	55,981.76	6,000.00	98,976.24	39
Claims and Judgments	2,461.00	.00	.00	.00	2,461.00	0
Taxes Abated and Written Off	5,000.00	932.32	1,450.72	.00	3,549.28	29
Miscellaneous Expenditures	2,417,721.00	84,947.50	302,426.20	45,723.71	2,069,571.09	14
<i>Other Expenditures Totals</i>	\$2,586,140.00	\$97,610.05	\$359,858.68	\$51,723.71	\$2,174,557.61	16%
<i>Outgoing Transfers and Other Transactions</i>						
Payments to Other Public School Districts	2,261,148.00	48,301.41	100,485.35	.00	2,160,662.65	4
Sub-Grantee Disbursements	22,405,494.00	871,198.77	1,711,816.52	15,581,694.29	5,111,983.19	77
<i>Outgoing Transfers and Other Transactions Totals</i>	\$24,666,642.00	\$919,500.18	\$1,812,301.87	\$15,581,694.29	\$7,272,645.84	71%



General Fund Activities

Through 11/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category General Fund						
Fund Type						
Fund 11 - General Fund Totals						
REVENUE TOTALS	57,997,664.00	4,885,882.45	26,872,411.41	.00	31,125,252.59	46%
EXPENSE TOTALS	58,831,673.00	2,961,918.51	11,721,651.27	16,669,042.49	30,440,979.24	48%
Fund 11 - General Fund Net Gain (Loss)	(\$834,009.00)	\$1,923,963.94	\$15,150,760.14	(\$16,669,042.49)	\$684,273.35	182%
Fund Type Totals						
REVENUE TOTALS	57,997,664.00	4,885,882.45	26,872,411.41	.00	31,125,252.59	46%
EXPENSE TOTALS	58,831,673.00	2,961,918.51	11,721,651.27	16,669,042.49	30,440,979.24	48%
Fund Type Net Gain (Loss)	(\$834,009.00)	\$1,923,963.94	\$15,150,760.14	(\$16,669,042.49)	\$684,273.35	182%
Fund Category General Fund Totals						
REVENUE TOTALS	57,997,664.00	4,885,882.45	26,872,411.41	.00	31,125,252.59	46%
EXPENSE TOTALS	58,831,673.00	2,961,918.51	11,721,651.27	16,669,042.49	30,440,979.24	48%
Fund Category General Fund Net Gain (Loss)	(\$834,009.00)	\$1,923,963.94	\$15,150,760.14	(\$16,669,042.49)	\$684,273.35	182%
Grand Totals						
REVENUE TOTALS	57,997,664.00	4,885,882.45	26,872,411.41	.00	31,125,252.59	46%
EXPENSE TOTALS	58,831,673.00	2,961,918.51	11,721,651.27	16,669,042.49	30,440,979.24	48%
Grand Total Net Gain (Loss)	(\$834,009.00)	\$1,923,963.94	\$15,150,760.14	(\$16,669,042.49)	\$684,273.35	182%

Budget Performance Report

**Special Education
Summary Budget Report
As of 11/30/25**

		Adopted Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	22 - Special Education							
	110 - Taxes Levied	\$121,435,619.00	\$820,971.00	\$94,988,380.44	\$0.00	\$94,988,380.44	\$26,447,238.56	78.22%
	120 - Appropriations Received from Local Units of Gov't	\$230,423.00	\$1,025.63	\$100,328.29	\$0.00	\$100,328.29	\$130,094.71	43.54%
	130 - Tuition	\$887,916.00	\$0.00	\$375,290.40	\$0.00	\$375,290.40	\$512,625.60	42.27%
	150 - Earnings on Investments and Deposits	\$1,740,000.00	\$420,147.66	\$1,252,434.74	\$0.00	\$1,252,434.74	\$487,565.26	71.98%
	180 - Revenue from Community Service Activities	\$5,000.00	\$33.75	\$1,185.97	\$0.00	\$1,185.97	\$3,814.03	23.72%
	190 - Other Local Revenue	\$243,000.00	\$369,457.66	\$442,085.11	\$0.00	\$442,085.11	(\$199,085.11)	181.93%
	310 - Grants In Aid	\$22,258,876.00	\$2,690,038.94	\$4,981,068.04	\$0.00	\$4,981,068.04	\$17,277,807.96	22.38%
	320 - State Payments in Lieu of Taxes	\$1,150,349.00	\$12,089.78	\$1,106,253.15	\$0.00	\$1,106,253.15	\$44,095.85	96.17%
	410 - Grant-In-Aid	\$12,918,211.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,918,211.00	0.00%
	510 - Payments Received from Other Public Schools Within the State	\$364,331.00	\$42,158.24	\$221,096.97	\$0.00	\$221,096.97	\$143,234.03	60.69%
	620 - Fund Modification - Special Revenue Funds	\$294,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$294,000.00	0.00%
Fund	22 - Special Education Totals	\$161,527,725.00	\$4,355,922.66	\$103,468,123.11	\$0.00	\$103,468,123.11	\$58,059,601.89	64.06%
		Adopted Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	22 - Special Education							
	110 - Basic Functions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	120 - Added Needs	\$21,459,011.00	\$1,605,894.89	\$5,596,287.28	\$825,943.81	\$6,422,231.09	\$15,036,779.91	29.93%
	210 - Support Services Pupil	\$24,827,122.00	\$2,014,592.70	\$7,373,746.34	\$247,021.32	\$7,620,767.66	\$17,206,354.34	30.70%
	220 - Support Services Instructional Staff	\$7,066,919.00	\$498,311.91	\$2,413,664.25	\$203,167.05	\$2,616,831.30	\$4,450,087.70	37.03%
	230 - Support Services General Administration	\$377,326.00	\$26,335.03	\$112,968.55	\$31,618.63	\$144,587.18	\$232,738.82	38.32%
	240 - Support Service School Administration	\$353,075.00	\$25,375.94	\$119,808.73	\$4,356.76	\$124,165.49	\$228,909.51	35.17%
	250 - Support Services Business	\$1,803,947.00	\$167,042.04	\$662,913.05	\$1,633.15	\$664,546.20	\$1,139,400.80	36.84%
	260 - Operations and Maintenance	\$2,662,883.00	\$176,523.28	\$1,002,718.05	\$706,407.41	\$1,709,125.46	\$953,757.54	64.18%
	270 - Pupil Transportation Services	\$87,130.00	\$5,851.63	\$11,353.87	\$18,703.60	\$30,057.47	\$57,072.53	34.50%
	280 - Support Services Central	\$4,241,614.00	\$312,618.40	\$1,578,026.78	\$200,029.52	\$1,778,056.30	\$2,463,557.70	41.92%
	290 - Support Services Other	\$25,951.00	\$3,996.05	\$14,471.59	\$0.00	\$14,471.59	\$11,479.41	55.77%
	330 - Community Activities	\$55,622.00	\$2,146.99	\$39,453.46	\$19,000.00	\$58,453.46	(\$2,831.46)	105.09%
	370 - Non Public School Pupils	\$186,666.00	\$0.00	\$0.00	\$5,920.25	\$5,920.25	\$180,745.75	3.17%
	390 - Other Community Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	410 - Payments to Other Public Schools Within Michigan	\$92,242,252.00	\$0.00	\$16,021,075.62	\$498,239.65	\$16,519,315.27	\$75,722,936.73	17.91%
	440 - Payments to Other Governmental and Not-For-Profit Entities	\$1,849,938.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,849,938.00	0.00%
	450 - Facilities Acquisition, Construction, and Improvements	\$17,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,950.00	0.00%
	500 - Debt Service Long Term Only	\$1,372,414.00	\$98,180.72	\$493,816.15	\$594,100.52	\$1,087,916.67	\$284,497.33	79.27%
	600 - Fund Modifications	\$610,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$610,000.00	0.00%
Expense Totals		\$159,239,820.00	\$4,936,869.58	\$35,440,303.72	\$3,356,141.67	\$38,796,445.39	\$120,443,374.61	24.36%
Fund	22 - Special Education Totals	\$2,287,905.00	(\$580,946.92)	\$68,027,819.39	(\$3,356,141.67)	\$64,671,677.72	(\$62,383,772.72)	



Special Education Activities

Through 11/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Special Revenue						
Fund Type						
Fund 22 - Special Education						
Revenue from Local Sources						
Taxes Levied	121,435,619.00	820,971.00	94,988,380.44	.00	26,447,238.56	78
Appropriations Received from Local Units of Gov't	230,423.00	1,025.63	100,328.29	.00	130,094.71	44
Tuition	887,916.00	.00	375,290.40	.00	512,625.60	42
Earnings on Investments and Deposits	1,740,000.00	420,147.66	1,252,434.74	.00	487,565.26	72
Revenue from Community Service Activities	5,000.00	33.75	1,185.97	.00	3,814.03	24
Other Local Revenue	295,884.00	369,457.66	442,085.11	.00	(146,201.11)	149
Revenue from Local Sources Totals	\$124,594,842.00	\$1,611,635.70	\$97,159,704.95	\$0.00	\$27,435,137.05	78%
Revenue from State Sources						
Grants In Aid	22,624,489.00	2,690,038.94	4,981,068.04	.00	17,643,420.96	22
State Payments in Lieu of Taxes	1,150,349.00	12,089.78	1,106,253.15	.00	44,095.85	96
Revenue from State Sources Totals	\$23,774,838.00	\$2,702,128.72	\$6,087,321.19	\$0.00	\$17,687,516.81	26%
Revenues from Federal Sources						
Grant-In-Aid	13,237,166.00	.00	.00	.00	13,237,166.00	0
Revenues from Federal Sources Totals	\$13,237,166.00	\$0.00	\$0.00	\$0.00	\$13,237,166.00	0%
Incoming Transfers and Other Transactions						
Payments Received from Other Public Schools Within the State	384,827.00	42,158.24	221,096.97	.00	163,730.03	57
Incoming Transfers and Other Transactions Totals	\$384,827.00	\$42,158.24	\$221,096.97	\$0.00	\$163,730.03	57%
Fund Modifications						
Fund Modification - Special Revenue Funds	294,000.00	.00	.00	.00	294,000.00	0
Fund Modifications Totals	\$294,000.00	\$0.00	\$0.00	\$0.00	\$294,000.00	0%
Salaries						
Administration	3,075,729.00	251,607.94	1,183,034.17	.00	1,892,694.83	38
Professional Educational	13,639,971.00	1,126,646.60	4,205,490.06	.00	9,434,480.94	31
Professional Business	746,537.00	66,416.52	296,409.68	.00	450,127.32	40
Professional Other	5,126,292.00	416,567.66	1,488,449.72	.00	3,637,842.28	29
Technical	878,241.00	81,095.91	364,932.03	.00	513,308.97	42
Operation and Service	7,637,730.00	571,559.86	1,846,517.50	.00	5,791,212.50	24
Special Salary Payments	101,543.00	15,161.97	368,023.94	.00	(266,480.94)	362
Temporary Salaries	756,438.00	44,082.83	128,976.86	.00	627,461.14	17
Overtime Salaries and Extension of Contract	177,402.00	26,210.51	56,762.30	.00	120,639.70	32
Salaries Totals	\$32,139,883.00	\$2,599,349.80	\$9,938,596.26	\$0.00	\$22,201,286.74	31%
Employee Benefits						
Employee Insurance	5,576,140.00	344,167.63	1,296,509.33	.00	4,279,630.67	23
Mandatory Coverage	15,748,277.00	1,213,202.77	4,567,279.94	.00	11,180,997.06	29
Workers Compensation	140,874.00	.00	91,493.60	.00	49,380.40	65



Special Education Activities

Through 11/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Special Revenue						
Fund Type						
Fund 22 - Special Education						
Employee Benefits						
Other Employee Benefits	226,892.00	20,025.21	74,212.06	.00	152,679.94	33
<i>Employee Benefits Totals</i>	<i>\$21,692,183.00</i>	<i>\$1,577,395.61</i>	<i>\$6,029,494.93</i>	<i>\$0.00</i>	<i>\$15,662,688.07</i>	<i>28%</i>
<i>Purchased Services</i>						
Professional and Technical Services	2,934,878.00	365,854.68	1,209,213.35	1,171,098.80	554,565.85	81
Travel Workshops Staff	760,763.00	35,100.14	154,077.90	11,280.75	595,404.35	22
Client Pupil Transportation	90,130.00	5,851.63	11,353.87	18,703.60	60,072.53	33
Communication	779,313.00	8,227.09	185,040.48	33,178.61	561,093.91	28
Advertisement	33,202.00	595.06	2,527.36	.00	30,674.64	8
Printing and Binding	110,862.00	8,567.43	30,325.87	28,006.59	52,529.54	53
Tuition	637,138.00	.00	165,600.00	.00	471,538.00	26
Utility Service	77,300.00	5,654.04	23,164.79	10,474.04	43,661.17	44
Insurance and Bond Premiums	133,819.00	.00	142,391.42	.00	(8,572.42)	106
Repairs and Maintenance Services	1,410,533.00	71,222.27	448,118.77	528,654.58	433,759.65	69
Rentals	123,104.00	4,580.64	7,872.23	9,823.37	105,408.40	14
<i>Purchased Services Totals</i>	<i>\$7,091,042.00</i>	<i>\$505,652.98</i>	<i>\$2,379,686.04</i>	<i>\$1,811,220.34</i>	<i>\$2,900,135.62</i>	<i>59%</i>
<i>Supplies and Materials</i>						
Teaching Testing Supplies and Materials	304,691.00	15,979.75	70,819.91	38,948.65	194,922.44	36
Periodicals	3,727.00	.00	(7.98)	.00	3,734.98	0
Energy Supplies	299,000.00	17,562.27	83,896.82	189,022.85	26,080.33	91
Transportation Supplies	2,250.00	299.29	967.96	832.04	450.00	80
Other Supplies	577,918.00	9,302.71	92,538.06	71,583.01	413,796.93	28
<i>Supplies and Materials Totals</i>	<i>\$1,187,586.00</i>	<i>\$43,144.02</i>	<i>\$248,214.77</i>	<i>\$300,386.55</i>	<i>\$638,984.68</i>	<i>46%</i>
<i>Capital Outlay</i>						
Building and Additions	15,250.00	.00	.00	.00	15,250.00	0
Improvements Other Than Buildings	2,700.00	.00	.00	.00	2,700.00	0
Equipment and Furniture	1,273,699.00	61,178.38	231,608.68	143,025.36	899,064.96	29
<i>Capital Outlay Totals</i>	<i>\$1,291,649.00</i>	<i>\$61,178.38</i>	<i>\$231,608.68</i>	<i>\$143,025.36</i>	<i>\$917,014.96</i>	<i>29%</i>
<i>Other Expenditures</i>						
Redemption of Long-term Bonds, Loans and Capital Leases	1,155,271.00	98,180.72	493,816.15	594,100.52	67,354.33	94
Interest on Debt	217,143.00	.00	.00	.00	217,143.00	0
Dues and Fees	63,981.00	997.75	16,348.59	3,249.00	44,383.41	31
Claims and Judgments	1,485.00	.00	.00	.00	1,485.00	0
Taxes Abated and Written Off	350,000.00	50,862.82	79,160.79	.00	270,839.21	23
Miscellaneous Expenditures	12,199.00	107.50	2,301.89	.00	9,897.11	19
<i>Other Expenditures Totals</i>	<i>\$1,800,079.00</i>	<i>\$150,148.79</i>	<i>\$591,627.42</i>	<i>\$597,349.52</i>	<i>\$611,102.06</i>	<i>66%</i>



Special Education Activities

Through 11/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Special Revenue						
Fund Type						
Fund 22 - Special Education						
<i>Outgoing Transfers and Other Transactions</i>						
Fund Modifications	610,000.00	.00	.00	.00	610,000.00	0
Payments to Other Public School Districts	192,586.00	.00	.00	5,920.25	186,665.75	3
Sub-Grantee Disbursements	94,326,759.00	.00	16,021,075.62	498,239.65	77,807,443.73	18
Indirect Cost Recovery and Program Changes	885.00	.00	.00	.00	885.00	0
<i>Outgoing Transfers and Other Transactions Totals</i>	\$95,130,230.00	\$0.00	\$16,021,075.62	\$504,159.90	\$78,604,994.48	17%
Fund 22 - Special Education Totals						
REVENUE TOTALS	162,285,673.00	4,355,922.66	103,468,123.11	.00	58,817,549.89	64%
EXPENSE TOTALS	160,332,652.00	4,936,869.58	35,440,303.72	3,356,141.67	121,536,206.61	24%
Fund 22 - Special Education Net Gain (Loss)	\$1,953,021.00	(\$580,946.92)	\$68,027,819.39	(\$3,356,141.67)	(\$62,718,656.72)	3,311%
Fund Type Totals						
REVENUE TOTALS	162,285,673.00	4,355,922.66	103,468,123.11	.00	58,817,549.89	64%
EXPENSE TOTALS	160,332,652.00	4,936,869.58	35,440,303.72	3,356,141.67	121,536,206.61	24%
Fund Type Net Gain (Loss)	\$1,953,021.00	(\$580,946.92)	\$68,027,819.39	(\$3,356,141.67)	(\$62,718,656.72)	3,311%
Fund Category Special Revenue Totals						
REVENUE TOTALS	162,285,673.00	4,355,922.66	103,468,123.11	.00	58,817,549.89	64%
EXPENSE TOTALS	160,332,652.00	4,936,869.58	35,440,303.72	3,356,141.67	121,536,206.61	24%
Fund Category Special Revenue Net Gain (Loss)	\$1,953,021.00	(\$580,946.92)	\$68,027,819.39	(\$3,356,141.67)	(\$62,718,656.72)	3,311%
Grand Totals						
REVENUE TOTALS	162,285,673.00	4,355,922.66	103,468,123.11	.00	58,817,549.89	64%
EXPENSE TOTALS	160,332,652.00	4,936,869.58	35,440,303.72	3,356,141.67	121,536,206.61	24%
Grand Total Net Gain (Loss)	\$1,953,021.00	(\$580,946.92)	\$68,027,819.39	(\$3,356,141.67)	(\$62,718,656.72)	3,311%



High Point Kitchen Monthly Report

Fiscal Year to Date 11/30/25

G/L Account Number	Account Description	Location Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Fund 25 - Food Service Fund								
Account Type Revenue								
Function 0000 - Revenue								
25.0151.0000.000.0000.06147.0000	Earnings on Investments and Deposits	High Point	6,450.00	193.80	.00	1,480.33	2,119.67	41
25.0162.0000.000.0000.06147.0000	Food Sales to Patrons	High Point	1,500.00	72.08	.00	243.38	556.62	30
25.0164.0000.000.0000.06147.0000	A-La-Carte Sales	High Point	150.00	.00	.00	99.12	50.88	66
25.0312.0110.000.2644.06147.0000	Restricted State Aid - Food Service	High Point	56,000.00	.00	.00	.00	.00	+++
25.0312.0110.000.2645.06147.0000	Restricted State Aid - Food Service	High Point	21,000.00	5,347.00	.00	8,059.72	(1,355.72)	120
25.0312.0110.000.2646.06147.0000	Restricted State Aid - Food Service	High Point	.00	.00	.00	.00	51,510.00	0
25.0312.0110.000.2654.06147.0000	Restricted State Aid - Food Service	High Point	86,000.00	.00	.00	.00	.00	+++
25.0312.0110.000.2655.06147.0000	Restricted State Aid - Food Service	High Point	41,000.00	9,245.36	.00	13,423.91	(1,990.91)	117
25.0312.0110.000.2656.06147.0000	Restricted State Aid - Food Service	High Point	.00	.00	.00	.00	93,208.00	0
25.0312.0110.000.3100.06147.0000	Restricted State Aid - Food Service	High Point	1,000.00	187.24	.00	187.24	842.76	18
25.0312.0110.000.3735.06147.0000	Restricted State Aid - Food Service	High Point	2,692.00	195.00	.00	195.00	2,497.00	7
25.0312.0110.000.3736.00000.0000	Restricted State Aid - Food Service	District-Wide	.00	2,851.00	.00	2,851.00	(2,851.00)	+++
25.0312.0110.000.3736.06147.0000	Restricted State Aid - Food Service	High Point	.00	.00	.00	.00	159.00	0
25.0414.0110.000.8500.06147.0000	Federal Lunch Reimbursement	High Point	67,000.00	8,169.98	.00	12,440.78	54,059.22	19
25.0414.0110.000.8510.06147.0000	Federal Lunch Reimbursement	High Point	137,000.00	13,229.12	.00	19,876.92	82,623.08	19
25.0481.0110.000.7810.00000.0000	USDA Entitlement Commodities	District-Wide	25,000.00	.00	.00	.00	.00	+++
25.0481.0110.000.7810.06147.0000	USDA Entitlement Commodities	High Point	.00	.00	.00	.00	23,697.00	0
25.0622.0000.000.0000.06147.0000	Fund Modification - Special Education Fund	High Point	.00	.00	.00	.00	30,514.00	0
Function 0000 - Revenue Totals			\$444,792.00	\$39,490.58	\$0.00	\$58,857.40	\$335,639.60	15%
Account Type Revenue Totals			\$444,792.00	\$39,490.58	\$0.00	\$58,857.40	\$335,639.60	15%
Account Type Expense								
Function 1297 - Food Services								
25.1297.3190.000.8510.06147.0000	Other Prof & Technical Services	High Point	5,000.00	1,210.00	.00	1,210.00	3,790.00	24
25.1297.3450.000.0000.06147.0000	Software Lic/Agmts Serv	High Point	5,000.00	.00	2,895.00	.00	1,105.00	72
25.1297.5610.000.0000.06147.0000	Food Supplies	High Point	125,000.00	3,450.79	88,405.14	33,272.71	18,322.15	87
25.1297.5650.000.7810.06147.0000	USDA Commod Supp Usage	High Point	25,000.00	.00	.00	.00	23,697.00	0
25.1297.5990.000.0000.06147.0000	Misc. Supp & Matls	High Point	15,000.00	518.30	7,924.93	4,106.41	968.66	93
25.1297.7410.000.0000.06147.0000	Dues and Fees	High Point	1,000.00	.00	.00	1.63	798.37	0
25.1297.8221.000.0000.06147.0000	Payments to LEA's - Food Service Wages	High Point	130,000.00	26,797.69	.00	26,797.69	83,202.31	24
25.1297.8222.000.0000.06147.0000	Payments to LEA's - Food Service Benefits	High Point	71,000.00	12,158.48	.00	12,158.48	52,841.52	19
25.1297.8223.000.0000.06147.0000	Payments to LEA's - Food Service Supplies	High Point	2,000.00	273.24	.00	273.24	1,226.76	18
25.1297.8226.000.0000.06147.0000	Payments to LEA's - Food Service Indirect	High Point	22,000.00	4,118.16	.00	4,118.16	14,881.84	22
25.1297.8227.000.0000.06147.0000	Payments to LEA's - Food Service Mileage	High Point	15,000.00	1,952.18	.00	1,952.18	10,547.82	16
Function 1297 - Food Services Totals			\$416,000.00	\$50,478.84	\$99,225.07	\$83,890.50	\$211,381.43	46%
Account Type Expense Totals			\$416,000.00	\$50,478.84	\$99,225.07	\$83,890.50	\$211,381.43	46%
Revenue Totals			\$444,792.00	\$39,490.58	\$0.00	\$58,857.40	\$335,639.60	15%
Expense Totals			\$416,000.00	\$50,478.84	\$99,225.07	\$83,890.50	\$211,381.43	46%
Fund 25 - Food Service Fund Totals			\$28,792.00	(\$10,988.26)	(\$99,225.07)	(\$25,033.10)	\$124,258.17	
Revenue Totals			\$444,792.00	\$39,490.58	\$0.00	\$58,857.40	\$335,639.60	15%
Expense Totals			\$416,000.00	\$50,478.84	\$99,225.07	\$83,890.50	\$211,381.43	46%
Grand Totals			\$28,792.00	(\$10,988.26)	(\$99,225.07)	(\$25,033.10)	\$124,258.17	



Balance Sheet

Through 11/30/25

Detail Listing

Include Rollup Account/Rollup to Object & Suffix

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund				
Fund Type					
Fund	41 - Capital Projects - General Educ				
	ASSETS				
2131					
2131.0000	Due From Other Funds	.00	(39,064.03)	39,064.03	100.00
	2131 - Totals	\$0.00	(\$39,064.03)	\$39,064.03	100.00%
2181					
2181.0000	MILAF Short-Term Fund	1,521,806.98	1,559,095.46	(37,288.48)	(2.39)
2181.0001	MILAF Max Fund	16,302.09	.00	16,302.09	+++
2181.0003	MILAF - Accounts Payable	2,970.96	2,970.96	.00	.00
	2181 - Totals	\$1,541,080.03	\$1,562,066.42	(\$20,986.39)	(1.34%)
	ASSETS TOTALS	\$1,541,080.03	\$1,523,002.39	\$18,077.64	1.19%
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	.00	1,909.87	(1,909.87)	(100.00)
	2402 - Totals	\$0.00	\$1,909.87	(\$1,909.87)	(100.00%)
	LIABILITIES TOTALS	\$0.00	\$1,909.87	(\$1,909.87)	(100.00%)
	FUND EQUITY				
2721					
2721.0000	Restricted Fund Balance	1,521,092.52	1,521,092.52	.00	.00
	2721 - Totals	\$1,521,092.52	\$1,521,092.52	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$1,521,092.52	\$1,521,092.52	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00	.00		
	Fund Revenues	(26,428.45)	(83,498.19)		
	Fund Expenses	6,440.94	468,140.77		
	FUND EQUITY TOTALS	\$1,541,080.03	\$1,136,449.94	\$404,630.09	35.60%
	LIABILITIES AND FUND EQUITY TOTALS	\$1,541,080.03	\$1,138,359.81	\$402,720.22	35.38%
Fund	41 - Capital Projects - General Educ Totals	\$0.00	\$384,642.58	(\$384,642.58)	(100.00%)
Fund Type	Totals	\$0.00	\$384,642.58	(\$384,642.58)	(100.00%)
Fund Category	Capital Projects Fund Totals	\$0.00	\$384,642.58	(\$384,642.58)	(100.00%)
	Grand Totals	\$0.00	\$384,642.58	(\$384,642.58)	(100.00%)



GE Capital Projects Activities

Through 11/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund						
Fund Type						
Fund 41 - Capital Projects - General Educ						
Revenue from Local Sources						
Earnings on Investments and Deposits	.00	5,912.22	26,428.45	.00	(26,428.45)	+++
Revenue from Local Sources Totals	\$0.00	\$5,912.22	\$26,428.45	\$0.00	(\$26,428.45)	+++
Purchased Services						
Professional and Technical Services	.00	.00	389.50	11,015.13	(11,404.63)	+++
Purchased Services Totals	\$0.00	\$0.00	\$389.50	\$11,015.13	(\$11,404.63)	+++
Capital Outlay						
Building and Additions	1,084,353.00	.00	.00	1,032,716.80	51,636.20	95
Equipment and Furniture	.00	6,051.44	6,051.44	6,051.44	(12,102.88)	+++
Capital Outlay Totals	\$1,084,353.00	\$6,051.44	\$6,051.44	\$1,038,768.24	\$39,533.32	96%
Fund 41 - Capital Projects - General Educ Totals						
REVENUE TOTALS	.00	5,912.22	26,428.45	.00	(26,428.45)	+++
EXPENSE TOTALS	1,084,353.00	6,051.44	6,440.94	1,049,783.37	28,128.69	97%
Fund 41 - Capital Projects - General Educ Net Gain (Loss)	(\$1,084,353.00)	(\$139.22)	\$19,987.51	(\$1,049,783.37)	(\$54,557.14)	95%
Fund Type Totals						
REVENUE TOTALS	.00	5,912.22	26,428.45	.00	(26,428.45)	+++
EXPENSE TOTALS	1,084,353.00	6,051.44	6,440.94	1,049,783.37	28,128.69	97%
Fund Type Net Gain (Loss)	(\$1,084,353.00)	(\$139.22)	\$19,987.51	(\$1,049,783.37)	(\$54,557.14)	95%
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	.00	5,912.22	26,428.45	.00	(26,428.45)	+++
EXPENSE TOTALS	1,084,353.00	6,051.44	6,440.94	1,049,783.37	28,128.69	97%
Fund Category Capital Projects Fund Net Gain (Loss)	(\$1,084,353.00)	(\$139.22)	\$19,987.51	(\$1,049,783.37)	(\$54,557.14)	95%
Grand Totals						
REVENUE TOTALS	.00	5,912.22	26,428.45	.00	(26,428.45)	+++
EXPENSE TOTALS	1,084,353.00	6,051.44	6,440.94	1,049,783.37	28,128.69	97%
Grand Total Net Gain (Loss)	(\$1,084,353.00)	(\$139.22)	\$19,987.51	(\$1,049,783.37)	(\$54,557.14)	95%



Balance Sheet

Through 11/30/25

Detail Listing

Include Rollup Account/Rollup to Object & Suffix

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund				
Fund Type					
Fund	42 - Capital Projects - Spec Educ				
	ASSETS				
2131					
2131.0000	Due From Other Funds	(423,071.80)	(52,226.01)	(370,845.79)	(710.08)
	2131 - Totals	(\$423,071.80)	(\$52,226.01)	(\$370,845.79)	(710.08%)
2181					
2181.0000	MILAF Short-Term Fund	1,009,494.17	629,989.99	379,504.18	60.24
2181.0001	MILAF Max Fund	4,195,573.32	4,139,143.91	56,429.41	1.36
	2181 - Totals	\$5,205,067.49	\$4,769,133.90	\$435,933.59	9.14%
	ASSETS TOTALS	\$4,781,995.69	\$4,716,907.89	\$65,087.80	1.38%
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	.00	9,637.12	(9,637.12)	(100.00)
	2402 - Totals	\$0.00	\$9,637.12	(\$9,637.12)	(100.00%)
	LIABILITIES TOTALS	\$0.00	\$9,637.12	(\$9,637.12)	(100.00%)
	FUND EQUITY				
2721					
2721.0000	Restricted Fund Balance	4,707,270.77	4,707,270.77	.00	.00
	2721 - Totals	\$4,707,270.77	\$4,707,270.77	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$4,707,270.77	\$4,707,270.77	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00	.00		
	Fund Revenues	(84,120.78)	(711,727.55)		
	Fund Expenses	9,395.86	429,977.65		
	FUND EQUITY TOTALS	\$4,781,995.69	\$4,989,020.67	(\$207,024.98)	(4.15%)
	LIABILITIES AND FUND EQUITY TOTALS	\$4,781,995.69	\$4,998,657.79	(\$216,662.10)	(4.33%)
Fund	42 - Capital Projects - Spec Educ Totals	\$0.00	(\$281,749.90)	\$281,749.90	100.00%
Fund Type	Totals	\$0.00	(\$281,749.90)	\$281,749.90	100.00%
Fund Category	Capital Projects Fund Totals	\$0.00	(\$281,749.90)	\$281,749.90	100.00%
	Grand Totals	\$0.00	(\$281,749.90)	\$281,749.90	100.00%



SE Capital Projects Activities

Through 11/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund						
Fund Type						
Fund 42 - Capital Projects - Spec Educ						
Revenue from Local Sources						
Earnings on Investments and Deposits	.00	14,991.70	84,120.78	.00	(84,120.78)	+++
Revenue from Local Sources Totals	\$0.00	\$14,991.70	\$84,120.78	\$0.00	(\$84,120.78)	+++
Purchased Services						
Professional and Technical Services	.00	.00	318.69	9,012.37	(9,331.06)	+++
Purchased Services Totals	\$0.00	\$0.00	\$318.69	\$9,012.37	(\$9,331.06)	+++
Capital Outlay						
Building and Additions	1,626,529.00	.00	.00	1,549,075.20	77,453.80	95
Equipment and Furniture	148,838.00	9,077.17	9,077.17	157,914.96	(18,154.13)	112
Capital Outlay Totals	\$1,775,367.00	\$9,077.17	\$9,077.17	\$1,706,990.16	\$59,299.67	97%
Fund 42 - Capital Projects - Spec Educ Totals						
REVENUE TOTALS	.00	14,991.70	84,120.78	.00	(84,120.78)	+++
EXPENSE TOTALS	1,775,367.00	9,077.17	9,395.86	1,716,002.53	49,968.61	97%
Fund 42 - Capital Projects - Spec Educ Net Gain (Loss)	(\$1,775,367.00)	\$5,914.53	\$74,724.92	(\$1,716,002.53)	(\$134,089.39)	92%
Fund Type Totals						
REVENUE TOTALS	.00	14,991.70	84,120.78	.00	(84,120.78)	+++
EXPENSE TOTALS	1,775,367.00	9,077.17	9,395.86	1,716,002.53	49,968.61	97%
Fund Type Net Gain (Loss)	(\$1,775,367.00)	\$5,914.53	\$74,724.92	(\$1,716,002.53)	(\$134,089.39)	92%
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	.00	14,991.70	84,120.78	.00	(84,120.78)	+++
EXPENSE TOTALS	1,775,367.00	9,077.17	9,395.86	1,716,002.53	49,968.61	97%
Fund Category Capital Projects Fund Net Gain (Loss)	(\$1,775,367.00)	\$5,914.53	\$74,724.92	(\$1,716,002.53)	(\$134,089.39)	92%
Grand Totals						
REVENUE TOTALS	.00	14,991.70	84,120.78	.00	(84,120.78)	+++
EXPENSE TOTALS	1,775,367.00	9,077.17	9,395.86	1,716,002.53	49,968.61	97%
Grand Total Net Gain (Loss)	(\$1,775,367.00)	\$5,914.53	\$74,724.92	(\$1,716,002.53)	(\$134,089.39)	92%



Balance Sheet

Through 11/30/25

Detail Listing

Include Rollup Account/Rollup to Object & Suffix

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund				
Fund Type					
Fund	43 - Capital Projects 2019 Bond Fund				
	ASSETS				
2131					
2131.0000	Due From Other Funds	(76,928.20)	139,193.34	(216,121.54)	(155.27)
	2131 - Totals	(\$76,928.20)	\$139,193.34	(\$216,121.54)	(155.27%)
2161					
2161.0000	Interest Receivable on Investments and Deposits	3,912.33	3,912.33	.00	.00
	2161 - Totals	\$3,912.33	\$3,912.33	\$0.00	0.00%
2181					
2181.0000	MILAF Short-Term Fund	886,579.00	658,201.02	228,377.98	34.70
2181.0001	MILAF Max Fund	4,718,159.33	4,636,044.39	82,114.94	1.77
	2181 - Totals	\$5,604,738.33	\$5,294,245.41	\$310,492.92	5.86%
	ASSETS TOTALS	\$5,531,722.46	\$5,437,351.08	\$94,371.38	1.74%
	FUND EQUITY				
2721					
2721.0000	Restricted Fund Balance	5,437,351.08	5,437,351.08	.00	.00
	2721 - Totals	\$5,437,351.08	\$5,437,351.08	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$5,437,351.08	\$5,437,351.08	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00	.00		
	Fund Revenues	(96,831.38)	(456,319.73)		
	Fund Expenses	2,460.00	688,457.37		
	FUND EQUITY TOTALS	\$5,531,722.46	\$5,205,213.44	\$326,509.02	6.27%
	LIABILITIES AND FUND EQUITY TOTALS	\$5,531,722.46	\$5,205,213.44	\$326,509.02	6.27%
Fund	43 - Capital Projects 2019 Bond Fund Totals	\$0.00	\$232,137.64	(\$232,137.64)	(100.00%)
	Fund Type Totals	\$0.00	\$232,137.64	(\$232,137.64)	(100.00%)
Fund Category	Capital Projects Fund Totals	\$0.00	\$232,137.64	(\$232,137.64)	(100.00%)
	Grand Totals	\$0.00	\$232,137.64	(\$232,137.64)	(100.00%)



2019 Bond Capital Projects Activities

Through 11/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund					
Fund Type					
Fund 43 - Capital Projects 2019 Bond Fund					
Revenue from Local Sources					
Earnings on Investments and Deposits	.00	18,175.62	96,831.38	(96,831.38)	+++
Revenue from Local Sources Totals	\$0.00	\$18,175.62	\$96,831.38	(\$96,831.38)	+++
Purchased Services					
Professional and Technical Services	.00	.00	2,460.00	(2,460.00)	+++
Purchased Services Totals	\$0.00	\$0.00	\$2,460.00	(\$2,460.00)	+++
Fund 43 - Capital Projects 2019 Bond Fund Totals					
REVENUE TOTALS	.00	18,175.62	96,831.38	(96,831.38)	+++
EXPENSE TOTALS	.00	.00	2,460.00	(2,460.00)	+++
Fund 43 - Capital Projects 2019 Bond Fund Net Gain (Loss)	\$0.00	\$18,175.62	\$94,371.38	(\$94,371.38)	+++
Fund Type Totals					
REVENUE TOTALS	.00	18,175.62	96,831.38	(96,831.38)	+++
EXPENSE TOTALS	.00	.00	2,460.00	(2,460.00)	+++
Fund Type Net Gain (Loss)	\$0.00	\$18,175.62	\$94,371.38	(\$94,371.38)	+++
Fund Category Capital Projects Fund Totals					
REVENUE TOTALS	.00	18,175.62	96,831.38	(96,831.38)	+++
EXPENSE TOTALS	.00	.00	2,460.00	(2,460.00)	+++
Fund Category Capital Projects Fund Net Gain (Loss)	\$0.00	\$18,175.62	\$94,371.38	(\$94,371.38)	+++
Grand Totals					
REVENUE TOTALS	.00	18,175.62	96,831.38	(96,831.38)	+++
EXPENSE TOTALS	.00	.00	2,460.00	(2,460.00)	+++
Grand Total Net Gain (Loss)	\$0.00	\$18,175.62	\$94,371.38	(\$94,371.38)	+++



HP Construction Fund

Fiscal Year to Date 11/30/25

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Fund 43 - Capital Projects 2019 Bond Fund									
Account Type Revenue									
Function 0000 - Revenue									
43.0151.0000.000.0000.00000.0000	Earnings on Investments and Deposits	.00	.00	.00	18,175.62	.00	96,831.38	(96,831.38)	+++
43.0153.0000.000.0000.00000.0000	Gain or Loss on Sale of Investment Forfeiture	.00	.00	.00	.00	.00	.00	.00	+++
43.0199.0000.000.0000.00000.0000	Miscellaneous Local Revenues	.00	.00	.00	.00	.00	.00	.00	+++
43.0419.0000.000.0000.00000.0000	Other Revenue - Federal Sources	.00	.00	.00	.00	.00	.00	.00	+++
43.0591.0000.000.0000.00000.0000	Proceeds from issuance of bonds	.00	.00	.00	.00	.00	.00	.00	+++
Function 0000 - Revenue Totals		\$0.00	\$0.00	\$0.00	\$18,175.62	\$0.00	\$96,831.38	(\$96,831.38)	+++
Account Type Revenue Totals									
Account Type Revenue Totals		\$0.00	\$0.00	\$0.00	\$18,175.62	\$0.00	\$96,831.38	(\$96,831.38)	+++
Account Type Expense									
Function 1122 - Special Education									
43.1122.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
43.1122.6420.000.0000.06147.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	.00	.00	+++
Function 1122 - Special Education Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1231 - Board of Education									
43.1231.3170.000.0000.06147.0000	Legal Services	.00	.00	.00	.00	.00	.00	.00	+++
43.1231.3180.000.0000.06147.0000	Audit Services	.00	.00	.00	.00	.00	.00	.00	+++
Function 1231 - Board of Education Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1252 - Fiscal Services									
43.1252.7410.000.0000.06147.0000	Dues and Fees	.00	.00	.00	.00	.00	.00	.00	+++
Function 1252 - Fiscal Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1259 - Other Business Services									
43.1259.7310.000.0000.06147.0000	Other Bond Issuance Costs	.00	.00	.00	.00	.00	.00	.00	+++
Function 1259 - Other Business Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1261 - Operating Buildings Services									
43.1261.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
43.1261.6420.000.0000.06147.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	.00	.00	+++
Function 1261 - Operating Buildings Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1266 - Security Services									
43.1266.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
Function 1266 - Security Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1284 - Non-Instr Technology Services									
43.1284.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	.00	.00	+++
43.1284.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
43.1284.6720.000.0000.06147.0000	Capital-Educ Media - Initial - Depreciable	.00	.00	.00	.00	.00	.00	.00	+++
Function 1284 - Non-Instr Technology Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1452 - Site Improvement Services									
43.1452.6310.000.0000.06147.0000	Capital-Improv Other Than Bldgs - Depreciable	.00	.00	.00	.00	.00	.00	.00	+++
Function 1452 - Site Improvement Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1453 - Architect & Engineering Serv									
43.1453.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	.00	.00	+++
Function 1453 - Architect & Engineering Serv Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1456 - Building Improvement Services									
43.1456.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	2,460.00	(2,460.00)	+++
43.1456.6220.000.0000.06147.0000	Capital-Non-Prop Exp for Bldgs. and Alter by Contractors	.00	.00	.00	.00	.00	.00	.00	+++
43.1456.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
Function 1456 - Building Improvement Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,460.00	(\$2,460.00)	+++



HP Construction Fund

Fiscal Year to Date 11/30/25

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1459 - Other Facil Acquis and Construction Serv									
43.1459.3170.000.0000.06147.0000	Legal Services	.00	.00	.00	.00	.00	.00	.00	+++
43.1459.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	.00	.00	+++
43.1459.7310.000.0000.06147.0000	Other Bond Issuance Costs	.00	.00	.00	.00	.00	.00	.00	+++
Function 1459 - Other Facil Acquis and Construction Serv Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1622 - Fund Modif to Special Ed Fund									
43.1622.8110.000.0000.06147.0000	Fund Modifications	.00	.00	.00	.00	.00	.00	.00	+++
Function 1622 - Fund Modif to Special Ed Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1642 - Fund Modif to SE Cap Proj									
43.1642.8110.000.0000.06147.0000	Fund Modifications	.00	.00	.00	.00	.00	.00	.00	+++
Function 1642 - Fund Modif to SE Cap Proj Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Account Type Expense Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,460.00	(\$2,460.00)	+++
Revenue Totals		\$0.00	\$0.00	\$0.00	\$18,175.62	\$0.00	\$96,831.38	(\$96,831.38)	+++
Expense Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,460.00	(\$2,460.00)	+++
Fund 43 - Capital Projects 2019 Bond Fund Totals		\$0.00	\$0.00	\$0.00	\$18,175.62	\$0.00	\$94,371.38	(\$94,371.38)	
Revenue Totals		\$0.00	\$0.00	\$0.00	\$18,175.62	\$0.00	\$96,831.38	(\$96,831.38)	+++
Expense Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,460.00	(\$2,460.00)	+++
Grand Totals		\$0.00	\$0.00	\$0.00	\$18,175.62	\$0.00	\$94,371.38	(\$94,371.38)	



Balance Sheet

Through 11/30/25

Detail Listing

Include Rollup Account/Rollup to Object & Suffix

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund				
Fund Type					
Fund	47 - Capital Projects - WEOC				
	ASSETS				
2131					
2131.0000	Due From Other Funds	.00	2,913.40	(2,913.40)	(100.00)
	2131 - Totals	\$0.00	\$2,913.40	(\$2,913.40)	(100.00%)
2181					
2181.0000	MILAF Short-Term Fund	33,064.93	29,848.55	3,216.38	10.78
2181.0001	MILAF Max Fund	582.20	.00	582.20	+++
	2181 - Totals	\$33,647.13	\$29,848.55	\$3,798.58	12.73%
	ASSETS TOTALS	\$33,647.13	\$32,761.95	\$885.18	2.70%
	FUND EQUITY				
2721					
2721.0000	Restricted Fund Balance	32,761.95	32,761.95	.00	.00
	2721 - Totals	\$32,761.95	\$32,761.95	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$32,761.95	\$32,761.95	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00	.00		
	Fund Revenues	(885.18)	(52,982.08)		
	Fund Expenses	.00	20,220.13		
	FUND EQUITY TOTALS	\$33,647.13	\$65,523.90	(\$31,876.77)	(48.65%)
	LIABILITIES AND FUND EQUITY TOTALS	\$33,647.13	\$65,523.90	(\$31,876.77)	(48.65%)
Fund	47 - Capital Projects - WEOC Totals	\$0.00	(\$32,761.95)	\$32,761.95	100.00%
Fund Type	Totals	\$0.00	(\$32,761.95)	\$32,761.95	100.00%
Fund Category	Capital Projects Fund Totals	\$0.00	(\$32,761.95)	\$32,761.95	100.00%
	Grand Totals	\$0.00	(\$32,761.95)	\$32,761.95	100.00%



WEOC Capital Projects Activities

Through 11/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund						
Fund Type						
Fund 47 - Capital Projects - WEOC						
Revenue from Local Sources						
Earnings on Investments and Deposits	.00	211.15	885.18	.00	(885.18)	+++
Revenue from Local Sources Totals	\$0.00	\$211.15	\$885.18	\$0.00	(\$885.18)	+++
Fund Modifications						
Fund Modification - Special Revenue Funds	75,000.00	.00	.00	.00	75,000.00	0
Fund Modifications Totals	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0%
Capital Outlay						
Building and Additions	30,000.00	.00	.00	.00	30,000.00	0
Equipment and Furniture	45,000.00	.00	.00	.00	45,000.00	0
Capital Outlay Totals	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0%
Fund 47 - Capital Projects - WEOC Totals						
REVENUE TOTALS	75,000.00	211.15	885.18	.00	74,114.82	1%
EXPENSE TOTALS	75,000.00	.00	.00	.00	75,000.00	0%
Fund 47 - Capital Projects - WEOC Net Gain (Loss)	\$0.00	\$211.15	\$885.18	\$0.00	(\$885.18)	+++
Fund Type Totals						
REVENUE TOTALS	75,000.00	211.15	885.18	.00	74,114.82	1%
EXPENSE TOTALS	75,000.00	.00	.00	.00	75,000.00	0%
Fund Type Net Gain (Loss)	\$0.00	\$211.15	\$885.18	\$0.00	(\$885.18)	+++
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	75,000.00	211.15	885.18	.00	74,114.82	1%
EXPENSE TOTALS	75,000.00	.00	.00	.00	75,000.00	0%
Fund Category Capital Projects Fund Net Gain (Loss)	\$0.00	\$211.15	\$885.18	\$0.00	(\$885.18)	+++
Grand Totals						
REVENUE TOTALS	75,000.00	211.15	885.18	.00	74,114.82	1%
EXPENSE TOTALS	75,000.00	.00	.00	.00	75,000.00	0%
Grand Total Net Gain (Loss)	\$0.00	\$211.15	\$885.18	\$0.00	(\$885.18)	+++



Balance Sheet

Through 11/30/25

Detail Listing

Include Rollup Account/Rollup to Object & Suffix

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Internal Service				
Fund Type					
Fund	81 - Internal Service Fund				
	ASSETS				
2101					
2101.0005	CASH- SELF INSURED	619,311.88	2,170,817.11	(1,551,505.23)	(71.47)
	2101 - Totals	\$619,311.88	\$2,170,817.11	(\$1,551,505.23)	(71.47%)
2121					
2121.0000	Accounts Receivable	98,122.60	98,933.88	(811.28)	(.82)
	2121 - Totals	\$98,122.60	\$98,933.88	(\$811.28)	(0.82%)
2131					
2131.0000	Due From Other Funds	(531,792.17)	(1,060,584.75)	528,792.58	49.86
	2131 - Totals	(\$531,792.17)	(\$1,060,584.75)	\$528,792.58	49.86%
	ASSETS TOTALS	\$185,642.31	\$1,209,166.24	(\$1,023,523.93)	(84.65%)
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	329,256.01	811,350.69	(482,094.68)	(59.42)
	2402 - Totals	\$329,256.01	\$811,350.69	(\$482,094.68)	(59.42%)
2471					
2471.0000	Deferred Revenue	.00	22.60	(22.60)	(100.00)
	2471 - Totals	\$0.00	\$22.60	(\$22.60)	(100.00%)
	LIABILITIES TOTALS	\$329,256.01	\$811,373.29	(\$482,117.28)	(59.42%)
	FUND EQUITY				
2771					
2771.0000	Unreserved Retained Earnings-MED	393,693.87	393,693.87	.00	.00
2771.0001	Unreserved Retained Earnings-DEN	165,121.32	165,121.32	.00	.00
2771.0002	Unreserved Retained Earnings-VIS	29,627.79	29,627.79	.00	.00
	2771 - Totals	\$588,442.98	\$588,442.98	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$588,442.98	\$588,442.98	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00	.00		
	Fund Revenues	(2,457,005.40)	(6,565,399.06)		
	Fund Expenses	2,998,412.05	6,554,452.01		
	FUND EQUITY TOTALS	\$47,036.33	\$599,390.03	(\$552,353.70)	(92.15%)
	LIABILITIES AND FUND EQUITY TOTALS	\$376,292.34	\$1,410,763.32	(\$1,034,470.98)	(73.33%)
Fund	81 - Internal Service Fund Totals	(\$190,650.03)	(\$201,597.08)	\$10,947.05	5.43%
Fund Type	Totals	(\$190,650.03)	(\$201,597.08)	\$10,947.05	5.43%
Fund Category	Internal Service Totals	(\$190,650.03)	(\$201,597.08)	\$10,947.05	5.43%
	Grand Totals	(\$190,650.03)	(\$201,597.08)	\$10,947.05	5.43%



Internal Service Fund Activities

Through 11/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Internal Service						
Fund Type						
Fund 81 - Internal Service Fund						
Revenue from Local Sources						
Other Local Revenue	.00	565,795.63	2,444,036.35	.00	(2,444,036.35)	+++
Revenue from Local Sources Totals	\$0.00	\$565,795.63	\$2,444,036.35	\$0.00	(\$2,444,036.35)	+++
Incoming Transfers and Other Transactions						
Other Financing Sources	.00	692.12	12,969.05	.00	(12,969.05)	+++
Incoming Transfers and Other Transactions Totals	\$0.00	\$692.12	\$12,969.05	\$0.00	(\$12,969.05)	+++
Employee Benefits						
Employee Insurance	.00	633,455.85	2,998,412.05	.00	(2,998,412.05)	+++
Employee Benefits Totals	\$0.00	\$633,455.85	\$2,998,412.05	\$0.00	(\$2,998,412.05)	+++
Fund 81 - Internal Service Fund Totals						
REVENUE TOTALS	.00	566,487.75	2,457,005.40	.00	(2,457,005.40)	+++
EXPENSE TOTALS	.00	633,455.85	2,998,412.05	.00	(2,998,412.05)	+++
Fund 81 - Internal Service Fund Net Gain (Loss)	\$0.00	(\$66,968.10)	(\$541,406.65)	\$0.00	\$541,406.65	+++
Fund Type Totals						
REVENUE TOTALS	.00	566,487.75	2,457,005.40	.00	(2,457,005.40)	+++
EXPENSE TOTALS	.00	633,455.85	2,998,412.05	.00	(2,998,412.05)	+++
Fund Type Net Gain (Loss)	\$0.00	(\$66,968.10)	(\$541,406.65)	\$0.00	\$541,406.65	+++
Fund Category Internal Service Totals						
REVENUE TOTALS	.00	566,487.75	2,457,005.40	.00	(2,457,005.40)	+++
EXPENSE TOTALS	.00	633,455.85	2,998,412.05	.00	(2,998,412.05)	+++
Fund Category Internal Service Net Gain (Loss)	\$0.00	(\$66,968.10)	(\$541,406.65)	\$0.00	\$541,406.65	+++
Grand Totals						
REVENUE TOTALS	.00	566,487.75	2,457,005.40	.00	(2,457,005.40)	+++
EXPENSE TOTALS	.00	633,455.85	2,998,412.05	.00	(2,998,412.05)	+++
Grand Total Net Gain (Loss)	\$0.00	(\$66,968.10)	(\$541,406.65)	\$0.00	\$541,406.65	+++



Cooperative Activities (Summary)

Fiscal Year to Date 11/30/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Fund 27 - Cooperative Activities Fund						
Program 000 - Unassigned						
Account Type Revenue						
Function 0000 - Revenue	1,007,094.00	11,443.21	.00	26,844.76	1,124,420.24	2
Account Type Revenue Totals	\$1,007,094.00	\$11,443.21	\$0.00	\$26,844.76	\$1,124,420.24	2%
Account Type Expense						
Function 1112 - Middle/Junior High	.00	.00	.00	.00	2,250.00	0
Function 1113 - High School	.00	.00	.00	8,325.00	14,411.00	37
Function 1212 - Guidance Services	.00	.00	.00	.00	9,450.00	0
Function 1216 - Social Work Services	.00	.00	.00	.00	.00	0
Function 1226 - SupervisionDirection of Instr Staff	779,857.00	72,498.59	770.50	301,344.11	591,163.39	34
Function 1249 - Other School Administration	5,000.00	.00	.00	.00	5,000.00	0
Function 1283 - Staff/Personnel Services	72,000.00	.00	38,755.29	3,173.85	30,070.86	58
Function 1284 - Non-Instr Technology Services	121,267.00	7,617.32	.00	52,289.18	68,977.82	43
Function 1511 - Debt Service - Long Term Only - Principal	25,284.00	2,107.00	.00	10,285.00	14,999.00	41
Account Type Expense Totals	\$1,003,408.00	\$82,222.91	\$39,525.79	\$375,417.14	\$736,322.07	36%
Program 000 - Unassigned Totals	\$3,686.00	(\$70,779.70)	(\$39,525.79)	(\$348,572.38)	\$388,098.17	-34%



Cooperative Activities (Summary)

Fiscal Year to Date 11/30/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 910 - WIHI - IB Program						
Account Type Revenue						
Function 0000 - Revenue	7,562,931.00	716,998.18	.00	3,000,069.24	4,360,853.76	41
Account Type Revenue Totals	\$7,562,931.00	\$716,998.18	\$0.00	\$3,000,069.24	\$4,360,853.76	41%
Account Type Expense						
Function 1112 - Middle/Junior High	883,617.00	49,086.53	.00	172,299.98	721,720.02	19
Function 1113 - High School	3,484,157.00	250,503.79	9,599.21	844,533.57	2,770,204.22	24
Function 1212 - Guidance Services	365,100.00	30,426.16	.00	70,980.48	295,019.52	19
Function 1216 - Social Work Services	925.00	.00	.00	.00	113,498.00	0
Function 1218 - Teacher Consultant	28,000.00	.00	.00	.00	28,000.00	0
Function 1219 - Other Pupil Support Serv	111,873.00	.00	.00	.00	.00	0
Function 1221 - Improvement of Instruction	1,400.00	.00	.00	.00	1,400.00	0
Function 1226 - SupervisionDirection of Instr Staff	435,406.00	26,187.72	19,286.52	122,526.97	309,571.51	31
Function 1241 - Office of the Principal	385,314.00	29,660.50	.00	150,626.62	246,956.38	38
Function 1249 - Other School Administration	5,000.00	.00	.00	1,063.16	3,936.84	21
Function 1261 - Operating Buildings Services	734,537.00	783,657.00	124,291.00	848,149.07	112,096.93	90
Function 1266 - Security Services	269.00	.00	.00	.00	269.00	0
Function 1271 - Pupil Transportation Services	250.00	.00	.00	.00	250.00	0
Function 1284 - Non-Instr Technology Services	100,977.00	8,028.22	.00	40,337.45	60,639.55	40
Function 1411 - Pmts to Other Mich Publ Schools	481,499.00	.00	.00	.00	480,100.00	0
Function 1611 - Fund Modif to General Ed Fund	25,551.00	.00	.00	.00	26,147.00	0
Function 1622 - Fund Modif to Special Ed Fund	134,142.00	.00	.00	.00	137,273.00	0
Function 1647 - Fund Mod to WEOC	25,000.00	.00	.00	.00	25,000.00	0
Account Type Expense Totals	\$7,203,017.00	\$1,177,549.92	\$153,176.73	\$2,250,517.30	\$5,332,081.97	31%
Program 910 - WIHI - IB Program Totals	\$359,914.00	(\$460,551.74)	(\$153,176.73)	\$749,551.94	(\$971,228.21)	10%



Cooperative Activities (Summary)

Fiscal Year to Date 11/30/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 913 - ECA Program						
Account Type Revenue						
Function 0000 - Revenue	5,426,246.00	427,213.00	.00	1,882,828.95	3,737,182.05	34
Account Type Revenue Totals	\$5,426,246.00	\$427,213.00	\$0.00	\$1,882,828.95	\$3,737,182.05	34%
Account Type Expense						
Function 1113 - High School	3,352,323.00	164,478.30	5,608.66	571,697.38	2,787,811.96	17
Function 1212 - Guidance Services	302,762.00	25,031.13	.00	124,865.02	180,094.98	41
Function 1216 - Social Work Services	96,392.00	.00	.00	4,363.43	(4,363.43)	0
Function 1218 - Teacher Consultant	15,000.00	.00	.00	.00	15,000.00	0
Function 1226 - SupervisionDirection of Instr Staff	361,931.00	25,587.95	8,371.67	133,226.06	233,528.27	38
Function 1241 - Office of the Principal	421,592.00	34,164.62	.00	175,240.03	251,877.97	41
Function 1249 - Other School Administration	20,000.00	.00	.00	6,036.04	13,963.96	30
Function 1271 - Pupil Transportation Services	2,000.00	.00	.00	168.60	1,831.40	8
Function 1281 - Planning, Research and Evaluation	.00	.00	.00	.00	.00	0
Function 1284 - Non-Instr Technology Services	87,094.00	8,191.34	.00	36,841.49	50,252.51	42
Function 1411 - Pmts to Other Mich Publ Schools	280,508.00	.00	.00	.00	355,679.00	0
Function 1599 - Miscellaneous Other Financing So	280,508.00	.00	.00	.00	280,508.00	0
Function 1611 - Fund Modif to General Ed Fund	19,182.00	.00	.00	.00	18,636.00	0
Function 1622 - Fund Modif to Special Ed Fund	100,705.00	.00	.00	.00	97,841.00	0
Function 1647 - Fund Mod to WEOC	25,000.00	.00	.00	.00	25,000.00	0
Account Type Expense Totals	\$5,364,997.00	\$257,453.34	\$13,980.33	\$1,052,438.05	\$4,307,661.62	20%
Program 913 - ECA Program Totals	\$61,249.00	\$169,759.66	(\$13,980.33)	\$830,390.90	(\$570,479.57)	14%



Cooperative Activities (Summary)

Fiscal Year to Date 11/30/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 915 - WAVE Program						
Account Type Revenue						
Function 0000 - Revenue	3,927,943.00	364,201.89	.00	1,565,815.84	2,382,951.16	40
Account Type Revenue Totals	\$3,927,943.00	\$364,201.89	\$0.00	\$1,565,815.84	\$2,382,951.16	40%
Account Type Expense						
Function 1112 - Middle/Junior High	223,037.00	20,499.79	.00	94,256.58	137,472.42	41
Function 1113 - High School	1,631,180.00	129,556.10	23,924.44	573,202.29	1,191,386.27	33
Function 1212 - Guidance Services	276,737.00	23,407.55	.00	116,434.93	162,527.07	42
Function 1216 - Social Work Services	34,906.00	3,743.34	.00	16,525.20	18,380.80	47
Function 1218 - Teacher Consultant	55,000.00	.00	.00	.00	55,000.00	0
Function 1221 - Improvement of Instruction	2,793.00	.00	.00	.00	2,793.00	0
Function 1225 - Instructional Technology	117,384.00	5,809.07	185.78	37,216.00	79,982.22	32
Function 1226 - SupervisionDirection of Instr Staff	378,260.00	29,531.09	.00	155,317.19	225,961.81	41
Function 1249 - Other School Administration	1,546.00	.00	.00	.00	1,546.00	0
Function 1261 - Operating Buildings Services	1,200.00	.00	.00	.00	1,200.00	0
Function 1271 - Pupil Transportation Services	2,686.00	.00	.00	.00	2,686.00	0
Function 1283 - Staff/Personnel Services	1,665.00	.00	.00	.00	1,665.00	0
Function 1284 - Non-Instr Technology Services	105,121.00	9,627.80	.00	44,230.62	61,686.38	42
Function 1411 - Pmts to Other Mich Publ Schools	240,749.00	.00	.00	.00	256,955.00	0
Function 1511 - Debt Service - Long Term Only - Principal	218,784.00	18,232.00	.00	91,160.00	127,624.00	42
Function 1611 - Fund Modif to General Ed Fund	12,432.00	.00	.00	.00	11,326.00	0
Function 1622 - Fund Modif to Special Ed Fund	65,269.00	.00	.00	.00	59,462.00	0
Function 1647 - Fund Mod to WEOC	25,000.00	.00	.00	.00	25,000.00	0
Account Type Expense Totals	\$3,393,749.00	\$240,406.74	\$24,110.22	\$1,128,342.81	\$2,422,653.97	32%
Program 915 - WAVE Program Totals	\$534,194.00	\$123,795.15	(\$24,110.22)	\$437,473.03	(\$39,702.81)	7%



Cooperative Activities (Summary)

Fiscal Year to Date 11/30/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 917 - Washtenaw County Tech Consortium						
Account Type Revenue						
Function 0000 - Revenue	763,777.00	14,504.84	.00	31,721.07	732,055.93	4
Account Type Revenue Totals	\$763,777.00	\$14,504.84	\$0.00	\$31,721.07	\$732,055.93	4%
Account Type Expense						
Function 1284 - Non-Instr Technology Services	689,194.00	33,152.66	20,038.75	156,456.60	512,698.65	26
Account Type Expense Totals	\$689,194.00	\$33,152.66	\$20,038.75	\$156,456.60	\$512,698.65	26%
Program 917 - Washtenaw County Tech Consortium Totals	\$74,583.00	(\$18,647.82)	(\$20,038.75)	(\$124,735.53)	\$219,357.28	-21%



Cooperative Activities (Summary)

Fiscal Year to Date 11/30/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 918 - New World Software						
Account Type Revenue						
Function 0000 - Revenue	399,337.00	4,453.25	.00	10,255.25	389,081.75	3
Account Type Revenue Totals	\$399,337.00	\$4,453.25	\$0.00	\$10,255.25	\$389,081.75	3%
Account Type Expense						
Function 1284 - Non-Instr Technology Services	372,322.00	6,061.37	.00	233,128.80	139,193.20	63
Account Type Expense Totals	\$372,322.00	\$6,061.37	\$0.00	\$233,128.80	\$139,193.20	63%
Program 918 - New World Software Totals	\$27,015.00	(\$1,608.12)	\$0.00	(\$222,873.55)	\$249,888.55	-60%



Cooperative Activities (Summary)

Fiscal Year to Date 11/30/25

Function Code	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 919 - Medicaid Programs						
Account Type Revenue						
Function 0000 - Revenue	7,519,250.00	733,709.16	.00	3,186,394.03	4,332,855.97	42
Account Type Revenue Totals	\$7,519,250.00	\$733,709.16	\$0.00	\$3,186,394.03	\$4,332,855.97	42%
Account Type Expense						
Function 1213 - Health Services	19,590.00	420.00	19,040.00	960.00	(410.00)	102
Function 1226 - SupervisionDirection of Instr Staff	193,802.00	11,193.78	3,400.00	99,974.76	90,427.24	53
Function 1231 - Board of Education	4,728.00	.00	.00	.00	4,728.00	0
Function 1283 - Staff/Personnel Services	2,566.00	.00	.00	.00	2,566.00	0
Function 1284 - Non-Instr Technology Services	20,540.00	.00	.00	5,520.99	15,019.01	27
Function 1411 - Pmts to Other Mich Publ Schools	6,275,000.00	.00	200,000.00	150,000.00	5,925,000.00	6
Account Type Expense Totals	\$6,516,226.00	\$11,613.78	\$222,440.00	\$256,455.75	\$6,037,330.25	7%
Program 919 - Medicaid Programs Totals	\$1,003,024.00	\$722,095.38	(\$222,440.00)	\$2,929,938.28	(\$1,704,474.28)	35%
Revenue Totals	\$26,606,578.00	\$2,272,523.53	\$0.00	\$9,703,929.14	\$17,059,400.86	36%
Expense Totals	\$24,542,913.00	\$1,808,460.72	\$473,271.82	\$5,452,756.45	\$19,487,941.73	23%
Fund 27 - Cooperative Activities Fund Totals	\$2,063,665.00	\$464,062.81	(\$473,271.82)	\$4,251,172.69	(\$2,428,540.87)	
Revenue Totals	\$26,606,578.00	\$2,272,523.53	\$0.00	\$9,703,929.14	\$17,059,400.86	36%
Expense Totals	\$24,542,913.00	\$1,808,460.72	\$473,271.82	\$5,452,756.45	\$19,487,941.73	23%
Grand Totals	\$2,063,665.00	\$464,062.81	(\$473,271.82)	\$4,251,172.69	(\$2,428,540.87)	



Cooperative Activities (Detail)

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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 000 - Unassigned							
Account Type Revenue							
Function 0000 - Revenue							
27.0192.0000.000.9872.00000.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
27.0312.0000.000.2083.00000.0000	Restricted State Revenues Received as Grants	44,095.00	11,443.21	.00	12,408.56	31,686.44	28
27.0312.0000.000.2384.00000.0000	Restricted State Revenues Received as Grants	.00	.00	.00	9,450.00	.00	100
27.0312.0000.000.2734.00000.0000	Restricted State Revenues Received as Grants	.00	.00	.00	.00	.00	+++
27.0312.0070.000.3494.00000.0000	LAWMASC State aid	.00	.00	.00	.00	.00	+++
27.0312.0070.000.3495.00000.0000	LAWMASC State aid	.00	.00	.00	4,986.20	(.20)	100
27.0518.0000.000.0000.00000.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	962,999.00	.00	.00	.00	1,092,734.00	0
Function 0000 - Revenue Totals		\$1,007,094.00	\$11,443.21	\$0.00	\$26,844.76	\$1,124,420.24	2%
Account Type Revenue Totals		\$1,007,094.00	\$11,443.21	\$0.00	\$26,844.76	\$1,124,420.24	2%
Account Type Expense							
Function 1112 - Middle/Junior High							
27.1112.1920.000.3495.00000.0000	Professional-Education	.00	.00	.00	.00	428.00	0
27.1112.2390.000.2734.00000.0000	Other Special Allowances	.00	.00	.00	.00	.00	+++
27.1112.2820.000.3495.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	300.00	0
27.1112.2830.000.3495.00000.0000	Employer Social Security	.00	.00	.00	.00	22.00	0
27.1112.5990.000.3495.00000.0000	Misc. Supp & Mats	.00	.00	.00	.00	1,500.00	0
Function 1112 - Middle/Junior High Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0%
Function 1113 - High School							
27.1113.1920.000.3495.00000.0000	Professional-Education	.00	.00	.00	.00	428.00	0
27.1113.2310.000.0000.00000.0000	Tuition	.00	.00	.00	8,000.00	12,000.00	40
27.1113.2390.000.2734.00000.0000	Other Special Allowances	.00	.00	.00	.00	.00	+++
27.1113.2820.000.3495.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	300.00	0
27.1113.2830.000.3495.00000.0000	Employer Social Security	.00	.00	.00	.00	22.00	0
27.1113.4120.000.9872.00000.0000	Equip Repair Serv	.00	.00	.00	.00	.00	+++
27.1113.5990.000.3490.00000.0000	Misc. Supp & Mats	.00	.00	.00	325.00	(325.00)	+++
27.1113.5990.000.9872.00000.0000	Misc. Supp & Mats	.00	.00	.00	.00	.00	+++
27.1113.6420.000.9872.00000.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	+++
27.1113.7410.000.3495.00000.0000	Dues and Fees	.00	.00	.00	.00	1,986.00	0
Function 1113 - High School Totals		\$0.00	\$0.00	\$0.00	\$8,325.00	\$14,411.00	37%
Function 1212 - Guidance Services							
27.1212.6420.000.2384.00000.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	9,450.00	0
Function 1212 - Guidance Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$9,450.00	0%
Function 1216 - Social Work Services							
27.1216.2390.000.2734.00000.0000	Other Special Allowances	.00	.00	.00	.00	.00	+++
Function 1216 - Social Work Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1160.000.0000.00000.0000	Supervision/Direction-Staff	146,589.00	12,215.69	.00	61,078.45	86,946.55	41
27.1226.1620.000.0000.00000.0000	Secretary-Clerical-Bookkeeper	64,114.00	5,342.82	.00	26,714.10	37,399.90	42
27.1226.1790.000.0000.00000.0000	Other Special Payments	.00	.00	.00	2,732.95	.05	100
27.1226.2110.000.0000.00000.0000	Group Life	88.00	7.20	.00	36.00	52.00	41
27.1226.2120.000.0000.00000.0000	Group Disability	420.00	34.94	.00	174.70	245.30	42
27.1226.2130.000.0000.00000.0000	Group Health and Accident	36,976.00	2,625.60	.00	13,440.46	23,535.54	36
27.1226.2140.000.0000.00000.0000	Dental Health Care	3,336.00	250.06	.00	1,278.08	2,057.92	38
27.1226.2150.000.0000.00000.0000	Vision Care	784.00	58.90	.00	300.92	483.08	38
27.1226.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	94,629.00	7,889.05	.00	37,868.46	56,760.54	40
27.1226.2830.000.0000.00000.0000	Employer Social Security	16,121.00	1,310.48	.00	6,635.57	9,485.43	41
27.1226.3150.000.0000.00000.0000	Management Services	325,000.00	38,763.85	.00	127,380.50	300,871.50	30
27.1226.3170.000.0000.00000.0000	Legal Services	75,000.00	.00	770.50	15,095.60	59,133.90	21
27.1226.3190.000.0000.00000.0000	Other Prof & Technical Services	5,000.00	.00	.00	2,500.00	2,500.00	50
27.1226.3210.000.0000.00000.0000	Regular Duty Travel	750.00	.00	.00	.00	750.00	0



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27.1226.3220.000.0000.00000.0000	Workshops and Conf Travel	4,000.00	4,000.00	.00	5,979.23	4,020.77	60
27.1226.3430.000.0000.00000.0000	Mail/Postage Serv	100.00	.00	.00	.00	100.00	0
27.1226.3610.000.0000.00000.0000	Printing Serv	200.00	.00	.00	.00	200.00	0
27.1226.5910.000.0000.00000.0000	Office Supplies	1,000.00	.00	.00	42.39	957.61	4
27.1226.6420.000.0000.00000.0000	Capital-New Equip <\$5000	3,000.00	.00	.00	.00	3,000.00	0
27.1226.7410.000.0000.00000.0000	Dues and Fees	750.00	.00	.00	.00	750.00	0
27.1226.7910.000.0000.00000.0000	Misc Expenditures	2,000.00	.00	.00	86.70	1,913.30	4
Function 1226 - SupervisionDirection of Instr Staff Totals		\$779,857.00	\$72,498.59	\$770.50	\$301,344.11	\$591,163.39	34%
Function 1249 - Other School Administration							
27.1249.5990.000.0000.00000.0000	Misc. Supp & Matls	5,000.00	.00	.00	.00	5,000.00	0
Function 1249 - Other School Administration Totals		\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
Function 1252 - Fiscal Services							
27.1252.2150.000.0000.00000.0000	Vision Care	.00	.00	.00	.00	.00	+++
27.1252.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1252.2830.000.0000.00000.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
27.1252.3410.000.0000.00000.0000	Telephone Serv	.00	.00	.00	.00	.00	+++
Function 1252 - Fiscal Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1283 - Staff/Personnel Services							
27.1283.3120.000.0000.00000.0000	Employee Training & Devel Serv	11,000.00	.00	.00	200.00	10,800.00	2
27.1283.3190.000.0000.00000.0000	Other Prof & Technical Services	1,000.00	.00	1,406.15	973.85	.00	100
27.1283.3510.000.0000.00000.0000	Advertisement Serv	60,000.00	.00	37,349.14	2,000.00	19,270.86	67
Function 1283 - Staff/Personnel Services Totals		\$72,000.00	\$0.00	\$38,755.29	\$3,173.85	\$30,070.86	58%
Function 1284 - Non-Instr Technology Services							
27.1284.1510.000.0000.00000.0000	Information Management	63,838.00	5,319.81	.00	26,599.05	37,238.95	42
27.1284.2110.000.0000.00000.0000	Group Life	44.00	3.60	.00	18.00	26.00	41
27.1284.2120.000.0000.00000.0000	Group Disability	161.00	13.36	.00	66.80	94.20	41
27.1284.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	21,840.00	1,874.18	.00	9,579.47	12,260.53	44
27.1284.2830.000.0000.00000.0000	Employer Social Security	4,884.00	406.37	.00	2,031.85	2,852.15	42
27.1284.3220.000.0000.00000.0000	Workshops and Conf Travel	500.00	.00	.00	.00	500.00	0
27.1284.3450.000.0000.00000.0000	Software Lic/Agmts Serv	30,000.00	.00	.00	13,994.01	16,005.99	47
Function 1284 - Non-Instr Technology Services Totals		\$121,267.00	\$7,617.32	\$0.00	\$52,289.18	\$68,977.82	43%
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7190.000.0000.00000.0000	Other LT Debt Principal	25,284.00	2,107.00	.00	10,285.00	14,999.00	41
Function 1511 - Debt Service - Long Term Only - Principal Totals		\$25,284.00	\$2,107.00	\$0.00	\$10,285.00	\$14,999.00	41%
Account Type Expense Totals		\$1,003,408.00	\$82,222.91	\$39,525.79	\$375,417.14	\$736,322.07	36%
Program 000 - Unassigned Totals		\$3,686.00	(\$70,779.70)	(\$39,525.79)	(\$348,572.38)	\$388,098.17	-34%



Cooperative Activities (Detail)

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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 910 - WIHI - IB Program							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.910.0000.00000.0000	Earnings on Investments and Deposits	8,124.00	8,833.18	.00	28,223.74	(8,832.74)	146
27.0192.0000.910.9868.00000.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
27.0192.0000.910.9872.00000.0000	Private Sources (Contributions)	.00	.00	.00	2,927.01	(2,927.01)	+++
27.0312.0000.910.2083.00000.0000	Restricted State Revenues Received as Grants	562,807.00	146,056.96	.00	158,378.29	404,428.71	28
27.0312.0070.910.3494.00000.0000	LAWMASC State aid	.00	.00	.00	.00	.00	+++
27.0511.0000.910.0000.81010.0000	Tuition Payments Received from Other Public Schools	1,083,000.00	87,472.83	.00	437,364.15	345,530.85	56
27.0511.0000.910.0000.81020.0000	Tuition Payments Received from Other Public Schools	5,272,500.00	422,151.51	.00	2,110,757.55	3,340,865.45	39
27.0511.0000.910.0000.81040.0000	Tuition Payments Received from Other Public Schools	.00	.00	.00	.00	.00	+++
27.0511.0000.910.0000.81070.0000	Tuition Payments Received from Other Public Schools	427,500.00	35,749.77	.00	178,748.85	193,603.15	48
27.0511.0000.910.0000.81100.0000	Tuition Payments Received from Other Public Schools	28,500.00	2,281.90	.00	11,409.50	7,685.50	60
27.0511.0000.910.0000.81120.0000	Tuition Payments Received from Other Public Schools	180,500.00	14,452.03	.00	72,260.15	80,499.85	47
Function 0000 - Revenue Totals		\$7,562,931.00	\$716,998.18	\$0.00	\$3,000,069.24	\$4,360,853.76	41%
Account Type Revenue Totals		\$7,562,931.00	\$716,998.18	\$0.00	\$3,000,069.24	\$4,360,853.76	41%
Account Type Expense							
Function 1112 - Middle/Junior High							
27.1112.1240.910.0000.00000.0000	Teaching	531,891.00	29,871.00	.00	98,445.40	433,445.60	19
27.1112.1790.910.0000.00000.0000	Other Special Payments	.00	.00	.00	2,902.01	(.01)	100
27.1112.1920.910.0000.00000.0000	Professional-Education	100.00	.00	.00	7,601.05	(.05)	100
27.1112.2110.910.0000.00000.0000	Group Life	347.00	17.83	.00	57.87	289.13	17
27.1112.2120.910.0000.00000.0000	Group Disability	1,337.00	66.26	.00	220.35	1,116.65	16
27.1112.2130.910.0000.00000.0000	Group Health and Accident	80,203.00	4,362.63	.00	13,141.19	67,061.81	16
27.1112.2140.910.0000.00000.0000	Dental Health Care	7,375.00	386.59	.00	1,164.03	6,210.97	16
27.1112.2150.910.0000.00000.0000	Vision Care	1,753.00	91.81	.00	276.43	1,476.57	16
27.1112.2390.910.0000.00000.0000	Other Special Allowances	.00	.00	.00	.00	.00	+++
27.1112.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	219,909.00	12,075.09	.00	40,565.50	179,343.50	18
27.1112.2830.910.0000.00000.0000	Employer Social Security	40,702.00	2,215.32	.00	7,926.15	32,775.85	19
Function 1112 - Middle/Junior High Totals		\$883,617.00	\$49,086.53	\$0.00	\$172,299.98	\$721,720.02	19%
Function 1113 - High School							
27.1113.1240.910.0000.00000.0000	Teaching	2,021,151.00	150,189.25	.00	471,124.54	1,550,026.46	23
27.1113.1790.910.0000.00000.0000	Other Special Payments	.00	.00	.00	7,563.53	.47	100
27.1113.1920.910.0000.00000.0000	Professional-Education	.00	2,500.00	.00	9,503.95	(2,499.95)	136
27.1113.1920.910.3494.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1113.2110.910.0000.00000.0000	Group Life	1,245.00	100.61	.00	306.99	938.01	25
27.1113.2120.910.0000.00000.0000	Group Disability	4,371.00	392.62	.00	1,290.32	3,080.68	30
27.1113.2130.910.0000.00000.0000	Group Health and Accident	238,985.00	17,788.04	.00	52,722.57	186,262.43	22
27.1113.2140.910.0000.00000.0000	Dental Health Care	22,318.00	1,557.80	.00	4,875.52	17,442.48	22
27.1113.2150.910.0000.00000.0000	Vision Care	5,318.00	412.58	.00	1,285.06	4,032.94	24
27.1113.2390.910.0000.00000.0000	Other Special Allowances	.00	.00	.00	.00	.00	+++
27.1113.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	821,931.00	61,983.01	.00	183,261.28	638,669.72	22
27.1113.2820.910.3494.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1113.2830.910.0000.00000.0000	Employer Social Security	154,651.00	11,481.79	.00	35,996.44	118,654.56	23
27.1113.2830.910.3494.00000.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
27.1113.2850.910.0000.00000.0000	Unemployment Compensation	.00	.00	.00	.00	.00	+++
27.1113.3110.910.0000.00000.0000	Instructional Services	.00	.00	.00	981.99	.01	100
27.1113.3190.910.0000.00000.0000	Other Prof & Technical Services	537.00	.00	.00	.00	537.00	0
27.1113.3210.910.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1113.3210.910.3494.00000.0000	Regular Duty Travel	.00	.00	.00	.00	.00	+++
27.1113.3220.910.0000.00000.0000	Workshops and Conf Travel	30,000.00	4,098.09	.00	25,639.48	64,360.52	28
27.1113.3450.910.0000.00000.0000	Software Lic/Agmts Serv	27,835.00	.00	.00	4,232.45	23,602.55	15
27.1113.3610.910.0000.00000.0000	Printing Serv	8,100.00	.00	2,584.50	3,415.50	2,100.00	74
27.1113.4120.910.0000.00000.0000	Equip Repair Serv	537.00	.00	.00	.00	537.00	0
27.1113.4140.910.0000.00000.0000	Software Maint Agmts Serv	7,518.00	.00	.00	1,028.33	6,489.67	14
27.1113.5110.910.0000.00000.0000	Teaching/Testing Supplies	60,000.00	.00	7,014.71	17,244.75	55,740.54	30



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27.1113.5210.910.0000.00000.0000	Textbook Supp	5,370.00	.00	.00	2,350.02	12,649.98	16
27.1113.5990.910.3494.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
27.1113.5990.910.9868.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
27.1113.6420.910.0000.00000.0000	Capital-New Equip <\$5000	40,000.00	.00	.00	.00	75,000.00	0
27.1113.7410.910.0000.00000.0000	Dues and Fees	34,021.00	.00	.00	21,710.85	12,310.15	64
27.1113.7410.910.3494.00000.0000	Dues and Fees	.00	.00	.00	.00	.00	+++
Function 1113 - High School Totals		\$3,484,157.00	\$250,503.79	\$9,599.21	\$844,533.57	\$2,770,204.22	24%
Function 1212 - Guidance Services							
27.1212.1220.910.0000.00000.0000	Counseling	215,544.00	17,473.59	.00	41,981.25	173,562.75	19
27.1212.1790.910.0000.00000.0000	Other Special Payments	.00	.00	.00	900.14	(.14)	100
27.1212.2110.910.0000.00000.0000	Group Life	132.00	10.80	.00	23.40	108.60	18
27.1212.2120.910.0000.00000.0000	Group Disability	516.00	43.58	.00	91.94	424.06	18
27.1212.2130.910.0000.00000.0000	Group Health and Accident	37,143.00	4,007.60	.00	8,990.11	28,152.89	24
27.1212.2140.910.0000.00000.0000	Dental Health Care	2,780.00	324.16	.00	717.78	2,062.22	26
27.1212.2150.910.0000.00000.0000	Vision Care	664.00	76.60	.00	169.53	494.47	26
27.1212.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	89,498.00	7,268.38	.00	15,192.21	74,305.79	17
27.1212.2830.910.0000.00000.0000	Employer Social Security	16,492.00	1,221.45	.00	2,914.12	13,577.88	18
27.1212.3210.910.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1212.3220.910.0000.00000.0000	Workshops and Conf Travel	2,062.00	.00	.00	.00	2,062.00	0
Function 1212 - Guidance Services Totals		\$365,100.00	\$30,426.16	\$0.00	\$70,980.48	\$295,019.52	19%
Function 1216 - Social Work Services							
27.1216.1440.910.0000.00000.0000	Social Work	.00	.00	.00	.00	59,856.00	0
27.1216.1920.910.0000.00000.0000	Professional-Education	925.00	.00	.00	.00	925.00	0
27.1216.2110.910.0000.00000.0000	Group Life	.00	.00	.00	.00	1,650.00	0
27.1216.2120.910.0000.00000.0000	Group Disability	.00	.00	.00	.00	342.00	0
27.1216.2130.910.0000.00000.0000	Group Health and Accident	.00	.00	.00	.00	21,557.00	0
27.1216.2140.910.0000.00000.0000	Dental Health Care	.00	.00	.00	.00	1,637.00	0
27.1216.2150.910.0000.00000.0000	Vision Care	.00	.00	.00	.00	456.00	0
27.1216.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	21,795.00	0
27.1216.2830.910.0000.00000.0000	Employer Social Security	.00	.00	.00	.00	4,580.00	0
27.1216.3210.910.0000.00000.0000	Regular Duty Travel	.00	.00	.00	.00	200.00	0
27.1216.3220.910.0000.00000.0000	Workshops and Conf Travel	.00	.00	.00	.00	500.00	0
Function 1216 - Social Work Services Totals		\$925.00	\$0.00	\$0.00	\$0.00	\$113,498.00	0%
Function 1218 - Teacher Consultant							
27.1218.8220.910.0000.00000.0000	Pmt to Another Public School District for Serv	28,000.00	.00	.00	.00	28,000.00	0
Function 1218 - Teacher Consultant Totals		\$28,000.00	\$0.00	\$0.00	\$0.00	\$28,000.00	0%
Function 1219 - Other Pupil Support Serv							
27.1219.1290.910.0000.00000.0000	Other Professional Educational	59,856.00	.00	.00	.00	.00	+++
27.1219.2110.910.0000.00000.0000	Group Life	1,650.00	.00	.00	.00	.00	+++
27.1219.2120.910.0000.00000.0000	Group Disability	342.00	.00	.00	.00	.00	+++
27.1219.2130.910.0000.00000.0000	Group Health and Accident	21,557.00	.00	.00	.00	.00	+++
27.1219.2140.910.0000.00000.0000	Dental Health Care	1,637.00	.00	.00	.00	.00	+++
27.1219.2150.910.0000.00000.0000	Vision Care	456.00	.00	.00	.00	.00	+++
27.1219.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	21,795.00	.00	.00	.00	.00	+++
27.1219.2830.910.0000.00000.0000	Employer Social Security	4,580.00	.00	.00	.00	.00	+++
Function 1219 - Other Pupil Support Serv Totals		\$111,873.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1221 - Improvement of Instruction							
27.1221.3110.910.0000.00000.0000	Instructional Services	1,000.00	.00	.00	.00	1,000.00	0
27.1221.3220.910.0000.00000.0000	Workshops and Conf Travel	400.00	.00	.00	.00	400.00	0
Function 1221 - Improvement of Instruction Totals		\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1620.910.0000.00000.0000	Secretary-Clerical-Bookkeeper	234,261.00	12,555.56	.00	62,777.80	171,483.20	27
27.1226.1790.910.0000.00000.0000	Other Special Payments	.00	.00	.00	579.27	(.27)	100



Cooperative Activities (Detail)

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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1226.1920.910.0000.00000.0000	Professional-Education	.00	.00	.00	400.00	.00	100
27.1226.2110.910.0000.00000.0000	Group Life	176.00	10.80	.00	54.00	122.00	31
27.1226.2120.910.0000.00000.0000	Group Disability	524.00	29.90	.00	149.50	374.50	29
27.1226.2130.910.0000.00000.0000	Group Health and Accident	27,938.00	3,526.68	.00	17,633.40	10,304.60	63
27.1226.2140.910.0000.00000.0000	Dental Health Care	5,004.00	388.98	.00	1,944.90	3,059.10	39
27.1226.2150.910.0000.00000.0000	Vision Care	1,176.00	91.56	.00	457.80	718.20	39
27.1226.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	94,641.00	5,143.37	.00	25,770.48	68,870.52	27
27.1226.2830.910.0000.00000.0000	Employer Social Security	17,925.00	904.39	.00	4,547.88	13,377.12	25
27.1226.3150.910.0000.00000.0000	Management Services	30,000.00	1,757.50	15,190.00	4,810.00	25,000.00	44
27.1226.3190.910.0000.00000.0000	Other Prof & Technical Services	250.00	.00	.00	.00	250.00	0
27.1226.3210.910.0000.00000.0000	Regular Duty Travel	261.00	.00	.00	.00	261.00	0
27.1226.3430.910.0000.00000.0000	Mail/Postage Serv	1,500.00	.00	.00	.00	1,500.00	0
27.1226.3450.910.0000.00000.0000	Software Lic/Agmts Serv	3,500.00	1,327.24	.00	1,327.24	2,172.76	38
27.1226.3610.910.0000.00000.0000	Printing Serv	12,000.00	451.74	4,096.52	903.48	7,000.00	42
27.1226.4120.910.0000.00000.0000	Equip Repair Serv	250.00	.00	.00	.00	250.00	0
27.1226.5910.910.0000.00000.0000	Office Supplies	6,000.00	.00	.00	1,171.22	4,828.78	20
Function 1226 - SupervisionDirection of Instr Staff Totals		\$435,406.00	\$26,187.72	\$19,286.52	\$122,526.97	\$309,571.51	31%
Function 1241 - Office of the Principal							
27.1241.1160.910.0000.00000.0000	Supervision/Direction-Staff	235,288.00	19,607.28	.00	98,036.40	137,251.60	42
27.1241.1790.910.0000.00000.0000	Other Special Payments	.00	.00	.00	2,330.76	.24	100
27.1241.2110.910.0000.00000.0000	Group Life	1,694.00	7.20	.00	36.00	1,658.00	2
27.1241.2120.910.0000.00000.0000	Group Disability	852.00	38.90	.00	194.50	657.50	23
27.1241.2130.910.0000.00000.0000	Group Health and Accident	21,557.00	.00	.00	.00	21,557.00	0
27.1241.2140.910.0000.00000.0000	Dental Health Care	3,305.00	138.92	.00	694.60	2,610.40	21
27.1241.2150.910.0000.00000.0000	Vision Care	848.00	32.66	.00	163.30	684.70	19
27.1241.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	100,833.00	8,336.00	.00	40,806.78	60,026.22	40
27.1241.2830.910.0000.00000.0000	Employer Social Security	18,002.00	1,499.54	.00	7,599.28	10,402.72	42
27.1241.3210.910.0000.00000.0000	Regular Duty Travel	100.00	.00	.00	.00	100.00	0
27.1241.3220.910.0000.00000.0000	Workshops and Conf Travel	2,062.00	.00	.00	765.00	6,235.00	11
27.1241.7410.910.0000.00000.0000	Dues and Fees	773.00	.00	.00	.00	5,773.00	0
Function 1241 - Office of the Principal Totals		\$385,314.00	\$29,660.50	\$0.00	\$150,626.62	\$246,956.38	38%
Function 1249 - Other School Administration							
27.1249.5990.910.0000.00000.0000	Misc. Supp & Matls	5,000.00	.00	.00	1,063.16	3,936.84	21
Function 1249 - Other School Administration Totals		\$5,000.00	\$0.00	\$0.00	\$1,063.16	\$3,936.84	21%
Function 1261 - Operating Buildings Services							
27.1261.3840.910.0000.00000.0000	Waste/Trash Serv	11,000.00	.00	.00	2,287.12	8,712.88	21
27.1261.4110.910.0000.00000.0000	Building Repair Serv	225,000.00	13,657.00	124,291.00	75,861.95	24,847.05	89
27.1261.4210.910.0000.00000.0000	Land/Building Rental Serv	420,000.00	770,000.00	.00	770,000.00	.00	100
27.1261.5510.910.0000.00000.0000	Natural Gas Supp	30,000.00	.00	.00	.00	30,000.00	0
27.1261.5520.910.0000.00000.0000	Electricity Supp	48,000.00	.00	.00	.00	48,000.00	0
27.1261.5990.910.0000.00000.0000	Misc. Supp & Matls	537.00	.00	.00	.00	537.00	0
Function 1261 - Operating Buildings Services Totals		\$734,537.00	\$783,657.00	\$124,291.00	\$848,149.07	\$112,096.93	90%
Function 1266 - Security Services							
27.1266.5990.910.0000.00000.0000	Misc. Supp & Matls	269.00	.00	.00	.00	269.00	0
Function 1266 - Security Services Totals		\$269.00	\$0.00	\$0.00	\$0.00	\$269.00	0%
Function 1271 - Pupil Transportation Services							
27.1271.3310.910.0000.00000.0000	Transportation Serv-Cont Carrier	250.00	.00	.00	.00	250.00	0
Function 1271 - Pupil Transportation Services Totals		\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0%
Function 1284 - Non-Instr Technology Services							
27.1284.1510.910.0000.00000.0000	Information Management	60,130.00	5,010.77	.00	25,053.81	35,076.19	42
27.1284.2110.910.0000.00000.0000	Group Life	44.00	3.60	.00	18.00	26.00	41
27.1284.2120.910.0000.00000.0000	Group Disability	151.00	12.54	.00	62.70	88.30	42
27.1284.2130.910.0000.00000.0000	Group Health and Accident	7,484.00	594.64	.00	2,973.20	4,510.80	40



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27.1284.2140.910.0000.00000.0000	Dental Health Care	556.00	46.32	.00	231.60	324.40	42
27.1284.2150.910.0000.00000.0000	Vision Care	136.00	11.28	.00	56.40	79.60	41
27.1284.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	23,579.00	1,965.74	.00	10,025.12	13,553.88	43
27.1284.2830.910.0000.00000.0000	Employer Social Security	4,601.00	383.33	.00	1,916.62	2,684.38	42
27.1284.3450.910.0000.00000.0000	Software Lic/Agmts Serv	4,296.00	.00	.00	.00	4,296.00	0
Function 1284 - Non-Instr Technology Services Totals		\$100,977.00	\$8,028.22	\$0.00	\$40,337.45	\$60,639.55	40%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.910.0000.00000.0000	Sub-Grantee / Flow through Disbursements	481,499.00	.00	.00	.00	480,100.00	0
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$481,499.00	\$0.00	\$0.00	\$0.00	\$480,100.00	0%
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.910.0000.00000.0000	Indirect Cost Recovery	25,551.00	.00	.00	.00	26,147.00	0
Function 1611 - Fund Modif to General Ed Fund Totals		\$25,551.00	\$0.00	\$0.00	\$0.00	\$26,147.00	0%
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.910.0000.00000.0000	Indirect Cost Recovery	134,142.00	.00	.00	.00	137,273.00	0
Function 1622 - Fund Modif to Special Ed Fund Totals		\$134,142.00	\$0.00	\$0.00	\$0.00	\$137,273.00	0%
Function 1647 - Fund Mod to WEOC							
27.1647.8110.910.0000.00000.0000	Fund Modifications	25,000.00	.00	.00	.00	25,000.00	0
Function 1647 - Fund Mod to WEOC Totals		\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0%
Account Type Expense Totals		\$7,203,017.00	\$1,177,549.92	\$153,176.73	\$2,250,517.30	\$5,332,081.97	31%
Program 910 - WIHI - IB Program Totals		\$359,914.00	(\$460,551.74)	(\$153,176.73)	\$749,551.94	(\$971,228.21)	10%



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Program 913 - ECA Program							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.913.0000.00000.0000	Earnings on Investments and Deposits	48,746.00	6,483.26	.00	20,713.37	28,032.63	42
27.0312.0000.913.2083.00000.0000	Restricted State Revenues Received as Grants	250,000.00	80,726.64	.00	87,536.72	162,463.28	35
27.0511.0000.913.0000.00000.0000	Tuition Payments Received from Other Public Schools	270,000.00	.00	.00	.00	270,000.00	0
27.0511.0000.913.0000.81010.0000	Tuition Payments Received from Other Public Schools	845,500.00	68,457.00	.00	342,285.00	555,180.00	38
27.0511.0000.913.0000.81020.0000	Tuition Payments Received from Other Public Schools	1,235,000.00	100,403.60	.00	502,018.00	813,150.00	38
27.0511.0000.913.0000.81040.0000	Tuition Payments Received from Other Public Schools	85,500.00	6,845.70	.00	34,228.50	42,151.50	45
27.0511.0000.913.0000.81050.0000	Tuition Payments Received from Other Public Schools	57,000.00	.00	.00	.00	85,928.00	0
27.0511.0000.913.0000.81070.0000	Tuition Payments Received from Other Public Schools	1,140,000.00	93,557.90	.00	542,352.86	708,370.14	43
27.0511.0000.913.0000.81080.0000	Tuition Payments Received from Other Public Schools	142,500.00	12,170.13	.00	60,850.65	63,266.35	49
27.0511.0000.913.0000.81100.0000	Tuition Payments Received from Other Public Schools	323,000.00	26,622.17	.00	133,110.85	143,766.15	48
27.0511.0000.913.0000.81120.0000	Tuition Payments Received from Other Public Schools	294,500.00	23,579.63	.00	117,898.15	216,264.85	35
27.0511.0000.913.0000.81140.0000	Tuition Payments Received from Other Public Schools	104,500.00	8,366.97	.00	41,834.85	110,934.15	27
27.0511.0000.913.0000.82430.0000	Tuition Payments Received from Other Public Schools	630,000.00	.00	.00	.00	537,675.00	0
Function 0000 - Revenue Totals		\$5,426,246.00	\$427,213.00	\$0.00	\$1,882,828.95	\$3,737,182.05	34%
Account Type Revenue Totals		\$5,426,246.00	\$427,213.00	\$0.00	\$1,882,828.95	\$3,737,182.05	34%
Account Type Expense							
Function 1113 - High School							
27.1113.1240.913.0000.00000.0000	Teaching	1,193,261.00	99,028.10	.00	306,659.26	886,601.74	26
27.1113.1790.913.0000.00000.0000	Other Special Payments	.00	.00	.00	6,317.13	(.13)	100
27.1113.1920.913.0000.00000.0000	Professional-Education	.00	300.00	.00	2,900.00	(300.00)	112
27.1113.2110.913.0000.00000.0000	Group Life	748.00	61.20	.00	196.20	551.80	26
27.1113.2120.913.0000.00000.0000	Group Disability	2,835.00	266.12	.00	894.54	1,940.46	32
27.1113.2130.913.0000.00000.0000	Group Health and Accident	197,197.00	13,917.70	.00	42,942.38	154,254.62	22
27.1113.2140.913.0000.00000.0000	Dental Health Care	16,234.00	1,213.34	.00	3,732.66	12,501.34	23
27.1113.2150.913.0000.00000.0000	Vision Care	3,857.00	288.32	.00	887.52	2,969.48	23
27.1113.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	514,868.00	41,053.30	.00	124,195.63	390,672.37	24
27.1113.2830.913.0000.00000.0000	Employer Social Security	95,894.00	7,251.63	.00	22,173.16	73,720.84	23
27.1113.3190.913.0000.00000.0000	Other Prof & Technical Services	1,119,492.00	875.00	.00	2,899.10	1,116,592.90	0
27.1113.3210.913.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1113.3220.913.0000.00000.0000	Workshops and Conf Travel	6,122.00	.00	.00	1,575.00	8,425.00	16
27.1113.3450.913.0000.00000.0000	Software Lic/Agmts Serv	10,000.00	.00	.00	205.37	9,794.63	2
27.1113.3610.913.0000.00000.0000	Printing Serv	20,000.00	.00	2,089.05	7,135.64	10,775.31	46
27.1113.3710.913.0000.00000.0000	Tuition Services	22,000.00	.00	.00	3,968.63	18,031.37	18
27.1113.5110.913.0000.00000.0000	Teaching/Testing Supplies	120,000.00	223.59	3,519.61	43,399.07	73,081.32	39
27.1113.5990.913.0000.00000.0000	Misc. Supp & Matls	11,000.00	.00	.00	17.09	10,982.91	0
27.1113.6420.913.0000.00000.0000	Capital-New Equip <\$5000	17,000.00	.00	.00	1,599.00	15,401.00	9
27.1113.6460.913.0000.00000.0000	Capital-Repl Equip <\$5000	1,546.00	.00	.00	.00	1,546.00	0
Function 1113 - High School Totals		\$3,352,323.00	\$164,478.30	\$5,608.66	\$571,697.38	\$2,787,811.96	17%
Function 1212 - Guidance Services							
27.1212.1220.913.0000.00000.0000	Counseling	163,647.00	13,927.46	.00	68,759.84	94,887.16	42
27.1212.1790.913.0000.00000.0000	Other Special Payments	.00	.00	.00	2,198.32	(.32)	100
27.1212.1920.913.0000.00000.0000	Professional-Education	3,550.00	.00	.00	.00	3,550.00	0
27.1212.2110.913.0000.00000.0000	Group Life	88.00	7.20	.00	36.00	52.00	41
27.1212.2120.913.0000.00000.0000	Group Disability	392.00	32.58	.00	162.90	229.10	42
27.1212.2130.913.0000.00000.0000	Group Health and Accident	43,380.00	3,446.94	.00	17,234.70	26,145.30	40
27.1212.2140.913.0000.00000.0000	Dental Health Care	3,336.00	277.84	.00	1,389.20	1,946.80	42
27.1212.2150.913.0000.00000.0000	Vision Care	784.00	65.32	.00	326.60	457.40	42
27.1212.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	73,496.00	6,257.60	.00	29,669.35	43,826.65	40
27.1212.2830.913.0000.00000.0000	Employer Social Security	12,521.00	1,016.19	.00	5,088.11	7,432.89	41
27.1212.3220.913.0000.00000.0000	Workshops and Conf Travel	1,568.00	.00	.00	.00	1,568.00	0
27.1212.7410.913.0000.00000.0000	Dues and Fees	.00	.00	.00	.00	.00	+++
Function 1212 - Guidance Services Totals		\$302,762.00	\$25,031.13	\$0.00	\$124,865.02	\$180,094.98	41%

Function 1216 - Social Work Services



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27.1216.1440.913.0000.00000.0000	Social Work	59,856.00	.00	.00	2,941.01	(2,941.01)	+++
27.1216.2110.913.0000.00000.0000	Group Life	44.00	.00	.00	.00	.00	+++
27.1216.2120.913.0000.00000.0000	Group Disability	144.00	.00	.00	.00	.00	+++
27.1216.2130.913.0000.00000.0000	Group Health and Accident	7,484.00	.00	.00	.00	.00	+++
27.1216.2140.913.0000.00000.0000	Dental Health Care	556.00	.00	.00	.00	.00	+++
27.1216.2150.913.0000.00000.0000	Vision Care	136.00	.00	.00	.00	.00	+++
27.1216.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	23,592.00	.00	.00	1,198.17	(1,198.17)	+++
27.1216.2830.913.0000.00000.0000	Employer Social Security	4,580.00	.00	.00	224.25	(224.25)	+++
Function 1216 - Social Work Services Totals		\$96,392.00	\$0.00	\$0.00	\$4,363.43	(\$4,363.43)	+++
Function 1218 - Teacher Consultant							
27.1218.8220.913.0000.00000.0000	Pmt to Another Public School District for Serv	15,000.00	.00	.00	.00	15,000.00	0
Function 1218 - Teacher Consultant Totals		\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1170.913.0000.00000.0000	Program/Department Direction	82,746.00	6,895.46	.00	34,477.30	48,268.70	42
27.1226.1620.913.0000.00000.0000	Secretary-Clerical-Bookkeeper	111,300.00	9,536.74	.00	40,160.22	71,139.78	36
27.1226.1790.913.0000.00000.0000	Other Special Payments	.00	.00	.00	1,194.82	.18	100
27.1226.1920.913.0000.00000.0000	Professional-Education	2,350.00	.00	.00	.00	2,350.00	0
27.1226.2110.913.0000.00000.0000	Group Life	1,690.00	10.80	.00	45.00	1,645.00	3
27.1226.2120.913.0000.00000.0000	Group Disability	613.00	39.72	.00	176.75	436.25	29
27.1226.2130.913.0000.00000.0000	Group Health and Accident	29,041.00	594.64	.00	2,973.20	26,067.80	10
27.1226.2140.913.0000.00000.0000	Dental Health Care	3,695.00	157.46	.00	787.30	2,907.70	21
27.1226.2150.913.0000.00000.0000	Vision Care	907.00	37.52	.00	187.60	719.40	21
27.1226.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	81,299.00	7,061.34	.00	31,278.68	50,020.32	38
27.1226.2830.913.0000.00000.0000	Employer Social Security	14,846.00	1,254.27	.00	5,731.07	9,114.93	39
27.1226.3150.913.0000.00000.0000	Management Services	2,686.00	.00	.00	.00	2,686.00	0
27.1226.3190.913.0000.00000.0000	Other Prof & Technical Services	6,788.00	.00	.00	1,833.00	4,955.00	27
27.1226.3210.913.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1226.3220.913.0000.00000.0000	Workshops and Conf Travel	4,020.00	.00	.00	4,939.66	(919.66)	123
27.1226.3610.913.0000.00000.0000	Printing Serv	3,500.00	.00	.00	.00	3,500.00	0
27.1226.4120.913.0000.00000.0000	Equip Repair Serv	644.00	.00	.00	.00	644.00	0
27.1226.5910.913.0000.00000.0000	Office Supplies	7,000.00	.00	.00	2,464.54	4,535.46	35
27.1226.6420.913.0000.00000.0000	Capital-New Equip <\$5000	537.00	.00	.00	.00	537.00	0
27.1226.7410.913.0000.00000.0000	Dues and Fees	.00	.00	.00	.00	.00	+++
27.1226.7910.913.0000.00000.0000	Misc Expenditures	8,000.00	.00	8,371.67	6,976.92	4,651.41	77
Function 1226 - SupervisionDirection of Instr Staff Totals		\$361,931.00	\$25,587.95	\$8,371.67	\$133,226.06	\$233,528.27	38%
Function 1241 - Office of the Principal							
27.1241.1160.913.0000.00000.0000	Supervision/Direction-Staff	242,679.00	20,223.19	.00	101,115.99	141,563.01	42
27.1241.1790.913.0000.00000.0000	Other Special Payments	.00	.00	.00	3,226.23	(.23)	100
27.1241.1920.913.0000.00000.0000	Professional-Education	200.00	.00	.00	1,500.00	.00	100
27.1241.2110.913.0000.00000.0000	Group Life	88.00	7.20	.00	36.00	52.00	41
27.1241.2120.913.0000.00000.0000	Group Disability	538.00	44.74	.00	223.70	314.30	42
27.1241.2130.913.0000.00000.0000	Group Health and Accident	38,593.00	3,066.50	.00	15,332.50	23,260.50	40
27.1241.2140.913.0000.00000.0000	Dental Health Care	3,002.00	250.06	.00	1,250.30	1,751.70	42
27.1241.2150.913.0000.00000.0000	Vision Care	707.00	58.90	.00	294.50	412.50	42
27.1241.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	108,989.00	9,086.28	.00	44,244.44	64,744.56	41
27.1241.2830.913.0000.00000.0000	Employer Social Security	18,567.00	1,427.75	.00	7,357.62	11,209.38	40
27.1241.3190.913.0000.00000.0000	Other Prof & Technical Services	.00	.00	.00	658.75	341.25	66
27.1241.3210.913.0000.00000.0000	Regular Duty Travel	967.00	.00	.00	.00	967.00	0
27.1241.3220.913.0000.00000.0000	Workshops and Conf Travel	6,000.00	.00	.00	.00	6,000.00	0
27.1241.7410.913.0000.00000.0000	Dues and Fees	1,262.00	.00	.00	.00	1,262.00	0
Function 1241 - Office of the Principal Totals		\$421,592.00	\$34,164.62	\$0.00	\$175,240.03	\$251,877.97	41%
Function 1249 - Other School Administration							
27.1249.5990.913.0000.00000.0000	Misc. Supp & Matls	20,000.00	.00	.00	6,036.04	13,963.96	30
Function 1249 - Other School Administration Totals		\$20,000.00	\$0.00	\$0.00	\$6,036.04	\$13,963.96	30%



Cooperative Activities (Detail)

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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1271 - Pupil Transportation Services							
27.1271.3310.913.0000.00000.0000	Transportation Serv-Cont Carrier	2,000.00	.00	.00	168.60	1,831.40	8
Function 1271 - Pupil Transportation Services Totals		\$2,000.00	\$0.00	\$0.00	\$168.60	\$1,831.40	8%
Function 1281 - Planning, Research and Evaluation							
27.1281.5910.913.0000.00000.0000	Office Supplies	.00	.00	.00	.00	.00	+++
Function 1281 - Planning, Research and Evaluation Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1284 - Non-Instr Technology Services							
27.1284.1510.913.0000.00000.0000	Information Management	50,640.00	4,220.17	.00	21,100.83	29,539.17	42
27.1284.2110.913.0000.00000.0000	Group Life	44.00	3.60	.00	18.00	26.00	41
27.1284.2120.913.0000.00000.0000	Group Disability	121.00	10.04	.00	50.20	70.80	41
27.1284.2130.913.0000.00000.0000	Group Health and Accident	7,484.00	594.64	.00	2,973.20	4,510.80	40
27.1284.2140.913.0000.00000.0000	Dental Health Care	556.00	46.32	.00	231.60	324.40	42
27.1284.2150.913.0000.00000.0000	Vision Care	136.00	11.28	.00	56.40	79.60	41
27.1284.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	19,857.00	1,655.57	.00	8,443.30	11,413.70	43
27.1284.2830.913.0000.00000.0000	Employer Social Security	3,875.00	322.47	.00	1,612.37	2,262.63	42
27.1284.3450.913.0000.00000.0000	Software Lic/Agmts Serv	4,381.00	1,327.25	.00	2,355.59	2,025.41	54
Function 1284 - Non-Instr Technology Services Totals		\$87,094.00	\$8,191.34	\$0.00	\$36,841.49	\$50,252.51	42%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.913.0000.00000.0000	Sub-Grantee / Flow through Disbursements	280,508.00	.00	.00	.00	355,679.00	0
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$280,508.00	\$0.00	\$0.00	\$0.00	\$355,679.00	0%
Function 1599 - Miscellaneous Other Financing So							
27.1599.7190.913.0000.00000.0000	Other LT Debt Principal	280,508.00	.00	.00	.00	280,508.00	0
Function 1599 - Miscellaneous Other Financing So Totals		\$280,508.00	\$0.00	\$0.00	\$0.00	\$280,508.00	0%
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.913.0000.00000.0000	Indirect Cost Recovery	19,182.00	.00	.00	.00	18,636.00	0
Function 1611 - Fund Modif to General Ed Fund Totals		\$19,182.00	\$0.00	\$0.00	\$0.00	\$18,636.00	0%
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.913.0000.00000.0000	Indirect Cost Recovery	100,705.00	.00	.00	.00	97,841.00	0
Function 1622 - Fund Modif to Special Ed Fund Totals		\$100,705.00	\$0.00	\$0.00	\$0.00	\$97,841.00	0%
Function 1647 - Fund Mod to WEOC							
27.1647.8110.913.0000.00000.0000	Fund Modifications	25,000.00	.00	.00	.00	25,000.00	0
Function 1647 - Fund Mod to WEOC Totals		\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0%
Account Type Expense Totals		\$5,364,997.00	\$257,453.34	\$13,980.33	\$1,052,438.05	\$4,307,661.62	20%
Program 913 - ECA Program Totals		\$61,249.00	\$169,759.66	(\$13,980.33)	\$830,390.90	(\$570,479.57)	14%



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Program 915 - WAVE Program							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.915.0000.00000.0000	Earnings on Investments and Deposits	39,452.00	8,938.09	.00	28,536.86	10,915.14	72
27.0192.0000.915.9861.00000.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
27.0192.0000.915.9868.00000.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
27.0192.0000.915.9915.00000.0000	Private Sources (Contributions)	.00	.00	.00	26,548.53	(.53)	100
27.0199.0000.915.0000.00000.0000	Miscellaneous Local Revenues	535.00	921.86	.00	2,162.94	(1,627.94)	404
27.0312.0000.915.2083.00000.0000	Restricted State Revenues Received as Grants	258,956.00	67,202.85	.00	72,872.06	186,083.94	28
27.0511.0000.915.0000.81010.0000	Tuition Payments Received from Other Public Schools	484,500.00	38,792.30	.00	193,961.50	450,494.50	30
27.0511.0000.915.0000.81020.0000	Tuition Payments Received from Other Public Schools	1,149,500.00	92,607.11	.00	463,035.55	725,628.45	39
27.0511.0000.915.0000.81040.0000	Tuition Payments Received from Other Public Schools	47,500.00	3,803.17	.00	19,015.85	38,269.15	33
27.0511.0000.915.0000.81050.0000	Tuition Payments Received from Other Public Schools	66,500.00	.00	.00	.00	57,285.00	0
27.0511.0000.915.0000.81070.0000	Tuition Payments Received from Other Public Schools	836,000.00	67,506.21	.00	337,531.05	564,707.95	37
27.0511.0000.915.0000.81080.0000	Tuition Payments Received from Other Public Schools	209,000.00	17,494.57	.00	87,472.85	79,608.15	52
27.0511.0000.915.0000.81100.0000	Tuition Payments Received from Other Public Schools	627,000.00	50,201.80	.00	251,009.00	188,176.00	57
27.0511.0000.915.0000.81120.0000	Tuition Payments Received from Other Public Schools	152,000.00	12,170.13	.00	60,850.65	34,624.35	64
27.0511.0000.915.0000.81140.0000	Tuition Payments Received from Other Public Schools	57,000.00	4,563.80	.00	22,819.00	48,787.00	32
Function 0000 - Revenue Totals		\$3,927,943.00	\$364,201.89	\$0.00	\$1,565,815.84	\$2,382,951.16	40%
Account Type Revenue Totals		\$3,927,943.00	\$364,201.89	\$0.00	\$1,565,815.84	\$2,382,951.16	40%
Account Type Expense							
Function 1112 - Middle/Junior High							
27.1112.1240.915.0000.00000.0000	Teaching	123,694.00	11,216.30	.00	53,264.74	70,429.26	43
27.1112.1790.915.0000.00000.0000	Other Special Payments	.00	.00	.00	1,094.05	(.05)	100
27.1112.1920.915.0000.00000.0000	Professional-Education	.00	1,050.00	.00	2,100.00	(1,050.00)	200
27.1112.2110.915.0000.00000.0000	Group Life	69.00	6.02	.00	29.02	39.98	42
27.1112.2120.915.0000.00000.0000	Group Disability	296.00	26.40	.00	126.72	169.28	43
27.1112.2130.915.0000.00000.0000	Group Health and Accident	26,225.00	2,142.12	.00	10,535.52	15,689.48	40
27.1112.2140.915.0000.00000.0000	Dental Health Care	1,985.00	169.96	.00	835.88	1,149.12	42
27.1112.2150.915.0000.00000.0000	Vision Care	470.00	40.22	.00	197.68	272.32	42
27.1112.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	50,010.00	4,962.57	.00	22,050.17	27,959.83	44
27.1112.2830.915.0000.00000.0000	Employer Social Security	9,465.00	886.20	.00	4,022.80	5,442.20	43
27.1112.3210.915.0000.00000.0000	Regular Duty Travel	515.00	.00	.00	.00	515.00	0
27.1112.3220.915.0000.00000.0000	Workshops and Conf Travel	2,577.00	.00	.00	.00	2,577.00	0
27.1112.5110.915.0000.00000.0000	Teaching/Testing Supplies	5,670.00	.00	.00	.00	5,670.00	0
27.1112.5210.915.0000.00000.0000	Textbook Supp	515.00	.00	.00	.00	515.00	0
27.1112.6420.915.9915.00000.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	6,548.00	0
27.1112.6460.915.0000.00000.0000	Capital-Repl Equip <\$5000	1,031.00	.00	.00	.00	1,031.00	0
27.1112.7910.915.0000.00000.0000	Misc Expenditures	515.00	.00	.00	.00	515.00	0
Function 1112 - Middle/Junior High Totals		\$223,037.00	\$20,499.79	\$0.00	\$94,256.58	\$137,472.42	41%
Function 1113 - High School							
27.1113.1240.915.0000.00000.0000	Teaching	950,299.00	79,071.97	.00	337,031.59	713,268.41	32
27.1113.1790.915.0000.00000.0000	Other Special Payments	.00	.00	.00	4,106.38	(.38)	100
27.1113.1920.915.0000.00000.0000	Professional-Education	.00	.00	.00	1,875.00	.00	100
27.1113.1920.915.9915.00000.0000	Professional-Education	.00	.00	.00	.00	15,000.00	0
27.1113.2110.915.0000.00000.0000	Group Life	2,002.00	34.16	.00	162.40	1,839.60	8
27.1113.2120.915.0000.00000.0000	Group Disability	1,804.00	158.38	.00	750.42	1,053.58	42
27.1113.2130.915.0000.00000.0000	Group Health and Accident	123,642.00	7,164.77	.00	36,244.84	87,397.16	29
27.1113.2140.915.0000.00000.0000	Dental Health Care	9,579.00	542.79	.00	2,732.20	6,846.80	29
27.1113.2150.915.0000.00000.0000	Vision Care	2,432.00	137.83	.00	691.63	1,740.37	28
27.1113.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	383,935.00	32,869.89	.00	140,785.58	243,149.42	37
27.1113.2820.915.9915.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	3,000.00	0
27.1113.2830.915.0000.00000.0000	Employer Social Security	72,710.00	5,941.68	.00	25,534.92	47,175.08	35
27.1113.2830.915.9915.00000.0000	Employer Social Security	.00	.00	.00	.00	2,000.00	0
27.1113.3190.915.0000.00000.0000	Other Prof & Technical Services	269.00	.00	.00	.00	269.00	0
27.1113.3210.915.0000.00000.0000	Regular Duty Travel	269.00	794.63	.00	794.63	(525.63)	295



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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1113.3220.915.0000.00000.0000	Workshops and Conf Travel	4,639.00	2,840.00	.00	2,840.00	1,799.00	61
27.1113.3450.915.0000.00000.0000	Software Lic/Agmts Serv	2,784.00	.00	.00	201.16	2,582.84	7
27.1113.3610.915.0000.00000.0000	Printing Serv	2,000.00	.00	1,007.19	252.05	740.76	63
27.1113.3710.915.0000.00000.0000	Tuition Services	15,000.00	.00	6,367.75	.00	8,632.25	42
27.1113.4140.915.0000.00000.0000	Software Maint Agmts Serv	2,784.00	.00	2,151.44	2,151.44	(1,518.88)	155
27.1113.5110.915.0000.00000.0000	Teaching/Testing Supplies	1,649.00	.00	.00	2,649.99	2,350.01	53
27.1113.5210.915.0000.00000.0000	Textbook Supp	806.00	.00	.00	.00	806.00	0
27.1113.6420.915.0000.00000.0000	Capital-New Equip <\$5000	52,000.00	.00	14,398.06	14,398.06	51,203.88	36
27.1113.6460.915.0000.00000.0000	Capital-Repl Equip <\$5000	1,546.00	.00	.00	.00	1,546.00	0
27.1113.7910.915.0000.00000.0000	Misc Expenditures	1,031.00	.00	.00	.00	1,031.00	0
Function 1113 - High School Totals		\$1,631,180.00	\$129,556.10	\$23,924.44	\$573,202.29	\$1,191,386.27	33%
Function 1212 - Guidance Services							
27.1212.1220.915.0000.00000.0000	Counseling	160,656.00	13,918.70	.00	68,487.10	92,168.90	43
27.1212.1790.915.0000.00000.0000	Other Special Payments	.00	.00	.00	2,225.17	(.17)	100
27.1212.1920.915.0000.00000.0000	Professional-Education	1,000.00	.00	.00	.00	1,000.00	0
27.1212.2110.915.0000.00000.0000	Group Life	88.00	7.20	.00	36.00	52.00	41
27.1212.2120.915.0000.00000.0000	Group Disability	384.00	31.96	.00	159.80	224.20	42
27.1212.2130.915.0000.00000.0000	Group Health and Accident	24,976.00	1,984.54	.00	9,922.70	15,053.30	40
27.1212.2140.915.0000.00000.0000	Dental Health Care	1,890.00	157.46	.00	787.30	1,102.70	42
27.1212.2150.915.0000.00000.0000	Vision Care	451.00	37.52	.00	187.60	263.40	42
27.1212.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	72,154.00	6,253.68	.00	29,554.46	42,599.54	41
27.1212.2830.915.0000.00000.0000	Employer Social Security	12,292.00	1,016.49	.00	5,074.80	7,217.20	41
27.1212.3220.915.0000.00000.0000	Workshops and Conf Travel	2,577.00	.00	.00	.00	2,577.00	0
27.1212.6420.915.9868.00000.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	+++
27.1212.7410.915.0000.00000.0000	Dues and Fees	269.00	.00	.00	.00	269.00	0
Function 1212 - Guidance Services Totals		\$276,737.00	\$23,407.55	\$0.00	\$116,434.93	\$162,527.07	42%
Function 1216 - Social Work Services							
27.1216.1440.915.0000.00000.0000	Social Work	22,510.00	2,542.10	.00	11,201.42	11,308.58	50
27.1216.2110.915.0000.00000.0000	Group Life	23.00	2.16	.00	9.84	13.16	43
27.1216.2120.915.0000.00000.0000	Group Disability	90.00	4.06	.00	18.44	71.56	20
27.1216.2390.915.0000.00000.0000	Other Special Allowances	.00	.00	.00	.00	.00	+++
27.1216.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	8,745.00	1,000.56	.00	4,438.61	4,306.39	51
27.1216.2830.915.0000.00000.0000	Employer Social Security	1,723.00	194.46	.00	856.89	866.11	50
27.1216.3210.915.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1216.3220.915.0000.00000.0000	Workshops and Conf Travel	1,546.00	.00	.00	.00	1,546.00	0
Function 1216 - Social Work Services Totals		\$34,906.00	\$3,743.34	\$0.00	\$16,525.20	\$18,380.80	47%
Function 1218 - Teacher Consultant							
27.1218.8220.915.0000.00000.0000	Pmt to Another Public School District for Serv	55,000.00	.00	.00	.00	55,000.00	0
Function 1218 - Teacher Consultant Totals		\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00	0%
Function 1221 - Improvement of Instruction							
27.1221.3120.915.0000.00000.0000	Employee Training & Devel Serv	2,793.00	.00	.00	.00	2,793.00	0
Function 1221 - Improvement of Instruction Totals		\$2,793.00	\$0.00	\$0.00	\$0.00	\$2,793.00	0%
Function 1225 - Instructional Technology							
27.1225.3190.915.0000.00000.0000	Other Prof & Technical Services	537.00	.00	.00	.00	537.00	0
27.1225.3450.915.0000.00000.0000	Software Lic/Agmts Serv	25,773.00	.00	185.78	14,542.02	11,045.20	57
27.1225.3490.915.0000.00000.0000	Other Communic Serv	90,000.00	5,809.07	.00	22,673.98	67,326.02	25
27.1225.4120.915.0000.00000.0000	Equip Repair Serv	537.00	.00	.00	.00	537.00	0
27.1225.4140.915.0000.00000.0000	Software Maint Agmts Serv	537.00	.00	.00	.00	537.00	0
Function 1225 - Instructional Technology Totals		\$117,384.00	\$5,809.07	\$185.78	\$37,216.00	\$79,982.22	32%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1170.915.0000.00000.0000	Program/Department Direction	116,130.00	9,677.50	.00	48,387.50	67,742.50	42
27.1226.1620.915.0000.00000.0000	Secretary-Clerical-Bookkeeper	113,056.00	9,421.24	.00	47,106.20	65,949.80	42
27.1226.1790.915.0000.00000.0000	Other Special Payments	.00	.00	.00	3,018.93	.07	100



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G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1226.1920.915.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1226.2110.915.0000.00000.0000	Group Life	132.00	10.80	.00	54.00	78.00	41
27.1226.2120.915.0000.00000.0000	Group Disability	542.00	45.06	.00	225.30	316.70	42
27.1226.2140.915.0000.00000.0000	Dental Health Care	3,336.00	277.84	.00	1,389.20	1,946.80	42
27.1226.2150.915.0000.00000.0000	Vision Care	392.00	32.66	.00	163.30	228.70	42
27.1226.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	102,931.00	8,581.06	.00	41,190.27	61,740.73	40
27.1226.2830.915.0000.00000.0000	Employer Social Security	17,535.00	1,449.77	.00	7,348.35	10,186.65	42
27.1226.3190.915.0000.00000.0000	Other Prof & Technical Services	2,416.00	.00	.00	.00	2,416.00	0
27.1226.3210.915.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	.00	269.00	0
27.1226.3220.915.0000.00000.0000	Workshops and Conf Travel	5,155.00	.00	.00	1,030.52	4,124.48	20
27.1226.3430.915.0000.00000.0000	Mail/Postage Serv	600.00	.00	.00	.00	600.00	0
27.1226.3610.915.0000.00000.0000	Printing Serv	323.00	35.16	.00	155.71	167.29	48
27.1226.5910.915.0000.00000.0000	Office Supplies	9,000.00	.00	.00	4,174.20	4,825.80	46
27.1226.5990.915.0000.00000.0000	Misc. Supp & Matls	3,093.00	.00	.00	1,073.71	2,019.29	35
27.1226.6420.915.0000.00000.0000	Capital-New Equip <\$5000	2,577.00	.00	.00	.00	2,577.00	0
27.1226.7410.915.0000.00000.0000	Dues and Fees	773.00	.00	.00	.00	773.00	0
Function 1226 - SupervisionDirection of Instr Staff Totals		\$378,260.00	\$29,531.09	\$0.00	\$155,317.19	\$225,961.81	41%
Function 1249 - Other School Administration							
27.1249.5990.915.0000.00000.0000	Misc. Supp & Matls	1,546.00	.00	.00	.00	1,546.00	0
Function 1249 - Other School Administration Totals		\$1,546.00	\$0.00	\$0.00	\$0.00	\$1,546.00	0%
Function 1261 - Operating Buildings Services							
27.1261.4110.915.0000.00000.0000	Building Repair Serv	1,200.00	.00	.00	.00	1,200.00	0
Function 1261 - Operating Buildings Services Totals		\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0%
Function 1271 - Pupil Transportation Services							
27.1271.3310.915.0000.00000.0000	Transportation Serv-Cont Carrier	2,686.00	.00	.00	.00	2,686.00	0
27.1271.3310.915.9861.00000.0000	Transportation Serv-Cont Carrier	.00	.00	.00	.00	.00	+++
27.1271.5990.915.9868.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
Function 1271 - Pupil Transportation Services Totals		\$2,686.00	\$0.00	\$0.00	\$0.00	\$2,686.00	0%
Function 1283 - Staff/Personnel Services							
27.1283.3220.915.0000.00000.0000	Workshops and Conf Travel	1,665.00	.00	.00	.00	1,665.00	0
Function 1283 - Staff/Personnel Services Totals		\$1,665.00	\$0.00	\$0.00	\$0.00	\$1,665.00	0%
Function 1284 - Non-Instr Technology Services							
27.1284.1590.915.0000.00000.0000	Other Technical	60,130.00	5,010.77	.00	25,053.81	35,076.19	42
27.1284.1790.915.0000.00000.0000	Other Special Payments	.00	.00	.00	795.61	.39	100
27.1284.2110.915.0000.00000.0000	Group Life	44.00	3.60	.00	18.00	26.00	41
27.1284.2120.915.0000.00000.0000	Group Disability	148.00	12.26	.00	61.30	86.70	41
27.1284.2130.915.0000.00000.0000	Group Health and Accident	7,346.00	583.68	.00	2,918.40	4,427.60	40
27.1284.2140.915.0000.00000.0000	Dental Health Care	556.00	46.32	.00	231.60	324.40	42
27.1284.2150.915.0000.00000.0000	Vision Care	136.00	11.28	.00	56.40	79.60	41
27.1284.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	27,005.00	2,251.34	.00	10,806.74	16,198.26	40
27.1284.2830.915.0000.00000.0000	Employer Social Security	4,601.00	381.30	.00	1,932.87	2,668.13	42
27.1284.3450.915.0000.00000.0000	Software Lic/Agmts Serv	5,155.00	1,327.25	.00	2,355.89	2,799.11	46
Function 1284 - Non-Instr Technology Services Totals		\$105,121.00	\$9,627.80	\$0.00	\$44,230.62	\$61,686.38	42%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.915.0000.00000.0000	Sub-Grantee / Flow through Disbursements	240,749.00	.00	.00	.00	256,955.00	0
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$240,749.00	\$0.00	\$0.00	\$0.00	\$256,955.00	0%
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7190.915.0000.00000.0000	Other LT Debt Principal	218,784.00	18,232.00	.00	91,160.00	127,624.00	42
Function 1511 - Debt Service - Long Term Only - Principal Totals		\$218,784.00	\$18,232.00	\$0.00	\$91,160.00	\$127,624.00	42%
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.915.0000.00000.0000	Indirect Cost Recovery	12,432.00	.00	.00	.00	11,326.00	0



Cooperative Activities (Detail)

Fiscal Year to Date 11/30/25

G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1611 - Fund Modif to General Ed Fund Totals		\$12,432.00	\$0.00	\$0.00	\$0.00	\$11,326.00	0%
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.915.0000.00000.0000	Indirect Cost Recovery	65,269.00	.00	.00	.00	59,462.00	0
Function 1622 - Fund Modif to Special Ed Fund Totals		\$65,269.00	\$0.00	\$0.00	\$0.00	\$59,462.00	0%
Function 1647 - Fund Mod to WEOC							
27.1647.8110.915.0000.00000.0000	Fund Modifications	25,000.00	.00	.00	.00	25,000.00	0
Function 1647 - Fund Mod to WEOC Totals		\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0%
Account Type Expense Totals		\$3,393,749.00	\$240,406.74	\$24,110.22	\$1,128,342.81	\$2,422,653.97	32%
Program 915 - WAVE Program Totals		\$534,194.00	\$123,795.15	(\$24,110.22)	\$437,473.03	(\$39,702.81)	7%



Cooperative Activities (Detail)

Fiscal Year to Date 11/30/25

G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 917 - Washtenaw County Tech Consortium							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.917.0000.00000.0000	Earnings on Investments and Deposits	37,000.00	5,350.27	.00	17,063.22	19,936.78	46
27.0312.0000.917.2083.00000.0000	Restricted State Revenues Received as Grants	35,275.00	9,154.57	.00	9,926.85	25,348.15	28
27.0518.0000.917.0000.00000.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	4,636.00	.00	.00	.00	4,636.00	0
27.0518.0000.917.0000.81010.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	284,988.00	.00	.00	.00	284,988.00	0
27.0518.0000.917.0000.81020.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	70,984.00	.00	.00	.00	70,984.00	0
27.0518.0000.917.0000.81040.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	43,244.00	.00	.00	.00	43,244.00	0
27.0518.0000.917.0000.81050.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	65,521.00	.00	.00	.00	65,521.00	0
27.0518.0000.917.0000.81070.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	65,398.00	.00	.00	.00	65,398.00	0
27.0518.0000.917.0000.81080.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	13,718.00	.00	.00	.00	13,718.00	0
27.0518.0000.917.0000.81100.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	35,150.00	.00	.00	.00	35,150.00	0
27.0518.0000.917.0000.81120.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	90,497.00	.00	.00	.00	90,497.00	0
27.0518.0000.917.0000.81140.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	12,635.00	.00	.00	.00	12,635.00	0
27.0518.0000.917.0000.81901.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	4,731.00	.00	.00	4,731.00	.00	100
Function 0000 - Revenue Totals		\$763,777.00	\$14,504.84	\$0.00	\$31,721.07	\$732,055.93	4%
Account Type Revenue Totals		\$763,777.00	\$14,504.84	\$0.00	\$31,721.07	\$732,055.93	4%
Account Type Expense							
Function 1284 - Non-Instr Technology Services							
27.1284.1510.917.0000.00000.0000	Information Management	232,453.00	19,979.20	.00	96,147.44	136,305.56	41
27.1284.1790.917.0000.00000.0000	Other Special Payments	.00	.00	.00	198.44	(198.44)	+++
27.1284.1920.917.0000.00000.0000	Professional-Education	1,646.00	.00	.00	.00	1,646.00	0
27.1284.2110.917.0000.00000.0000	Group Life	611.00	47.68	.00	238.38	372.62	39
27.1284.2120.917.0000.00000.0000	Group Disability	522.00	40.78	.00	203.90	318.10	39
27.1284.2130.917.0000.00000.0000	Group Health and Accident	20,594.00	1,356.26	.00	6,781.27	13,812.73	33
27.1284.2140.917.0000.00000.0000	Dental Health Care	2,966.00	226.06	.00	1,130.32	1,835.68	38
27.1284.2150.917.0000.00000.0000	Vision Care	703.00	53.46	.00	267.28	435.72	38
27.1284.2820.917.0000.00000.0000	Contribution to State and Local Retirement Funds	90,512.00	7,411.34	.00	37,716.54	52,795.46	42
27.1284.2830.917.0000.00000.0000	Employer Social Security	17,936.00	1,515.20	.00	7,294.69	10,641.31	41
27.1284.2920.917.0000.00000.0000	Cash in Lieu of Benefits	1,251.00	104.18	.00	520.90	730.10	42
27.1284.3190.917.0000.00000.0000	Other Prof & Technical Services	20,000.00	.00	.00	.00	20,000.00	0
27.1284.4190.917.0000.00000.0000	Other Repair & Maint Serv	300,000.00	2,418.50	20,038.75	5,957.44	274,003.81	9
Function 1284 - Non-Instr Technology Services Totals		\$689,194.00	\$33,152.66	\$20,038.75	\$156,456.60	\$512,698.65	26%
Account Type Expense Totals		\$689,194.00	\$33,152.66	\$20,038.75	\$156,456.60	\$512,698.65	26%
Program 917 - Washtenaw County Tech Consortium Totals		\$74,583.00	(\$18,647.82)	(\$20,038.75)	(\$124,735.53)	\$219,357.28	-21%



Cooperative Activities (Detail)

Fiscal Year to Date 11/30/25

G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 918 - New World Software							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.918.0000.00000.0000	Earnings on Investments and Deposits	21,000.00	2,580.72	.00	8,224.75	12,775.25	39
27.0312.0000.918.2083.00000.0000	Restricted State Revenues Received as Grants	6,556.00	1,872.53	.00	2,030.50	4,525.50	31
27.0519.0000.918.0000.00000.0000	Other Distributions Received from Other Public Schools	48,260.00	.00	.00	.00	48,260.00	0
27.0519.0000.918.0000.81010.0000	Other Distributions Received from Other Public Schools	141,890.00	.00	.00	.00	141,890.00	0
27.0519.0000.918.0000.81020.0000	Other Distributions Received from Other Public Schools	29,376.00	.00	.00	.00	29,376.00	0
27.0519.0000.918.0000.81040.0000	Other Distributions Received from Other Public Schools	19,894.00	.00	.00	.00	19,894.00	0
27.0519.0000.918.0000.81050.0000	Other Distributions Received from Other Public Schools	28,011.00	.00	.00	.00	28,011.00	0
27.0519.0000.918.0000.81070.0000	Other Distributions Received from Other Public Schools	27,768.00	.00	.00	.00	27,768.00	0
27.0519.0000.918.0000.81080.0000	Other Distributions Received from Other Public Schools	5,453.00	.00	.00	.00	5,453.00	0
27.0519.0000.918.0000.81100.0000	Other Distributions Received from Other Public Schools	15,563.00	.00	.00	.00	15,563.00	0
27.0519.0000.918.0000.81120.0000	Other Distributions Received from Other Public Schools	39,554.00	.00	.00	.00	39,554.00	0
27.0519.0000.918.0000.81140.0000	Other Distributions Received from Other Public Schools	6,811.00	.00	.00	.00	6,811.00	0
27.0519.0000.918.0000.81901.0000	Other Distributions Received from Other Public Schools	2,079.00	.00	.00	.00	2,079.00	0
27.0519.0000.918.0000.81903.0000	Other Distributions Received from Other Public Schools	7,122.00	.00	.00	.00	7,122.00	0
Function 0000 - Revenue Totals		\$399,337.00	\$4,453.25	\$0.00	\$10,255.25	\$389,081.75	3%
Account Type Revenue Totals		\$399,337.00	\$4,453.25	\$0.00	\$10,255.25	\$389,081.75	3%
Account Type Expense							
Function 1284 - Non-Instr Technology Services							
27.1284.1510.918.0000.00000.0000	Information Management	43,341.00	3,996.67	.00	19,353.00	23,988.00	45
27.1284.1790.918.0000.00000.0000	Other Special Payments	.00	.00	.00	29.77	(29.77)	+++
27.1284.1920.918.0000.00000.0000	Professional-Education	132.00	.00	.00	.00	132.00	0
27.1284.2110.918.0000.00000.0000	Group Life	115.00	9.38	.00	46.92	68.08	41
27.1284.2120.918.0000.00000.0000	Group Disability	100.00	8.04	.00	40.20	59.80	40
27.1284.2130.918.0000.00000.0000	Group Health and Accident	2,234.00	174.80	.00	873.99	1,360.01	39
27.1284.2140.918.0000.00000.0000	Dental Health Care	683.00	56.76	.00	283.80	399.20	42
27.1284.2150.918.0000.00000.0000	Vision Care	162.00	13.38	.00	66.88	95.12	41
27.1284.2820.918.0000.00000.0000	Contribution to State and Local Retirement Funds	16,465.00	1,454.36	.00	7,477.81	8,987.19	45
27.1284.2830.918.0000.00000.0000	Employer Social Security	3,364.00	306.32	.00	1,484.26	1,879.74	44
27.1284.2920.918.0000.00000.0000	Cash in Lieu of Benefits	500.00	41.66	.00	208.30	291.70	42
27.1284.3190.918.0000.00000.0000	Other Prof & Technical Services	75,000.00	.00	.00	.00	75,000.00	0
27.1284.4140.918.0000.00000.0000	Software Maint Agmts Serv	193,587.00	.00	.00	203,263.87	(9,676.87)	105
27.1284.6450.918.0000.00000.0000	Capital-Repl Equip >\$5000	36,639.00	.00	.00	.00	36,639.00	0
Function 1284 - Non-Instr Technology Services Totals		\$372,322.00	\$6,061.37	\$0.00	\$233,128.80	\$139,193.20	63%
Account Type Expense Totals		\$372,322.00	\$6,061.37	\$0.00	\$233,128.80	\$139,193.20	63%
Program 918 - New World Software Totals		\$27,015.00	(\$1,608.12)	\$0.00	(\$222,873.55)	\$249,888.55	-60%



Cooperative Activities (Detail)

Fiscal Year to Date 11/30/25

G/L Account Number	Account Description	Adopted Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 919 - Medicaid Programs							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.919.0000.00000.0000	Earnings on Investments and Deposits	998,250.00	177,628.82	.00	567,140.01	431,109.99	57
27.0181.0000.919.0000.00000.0000	Revenue from Community Service Activities	6,000,000.00	551,295.00	.00	2,753,839.00	3,246,161.00	46
27.0181.0000.919.0000.10920.0000	Revenue from Community Service Activities	200,000.00	.00	.00	.00	200,000.00	0
27.0312.0000.919.2083.00000.0000	Restricted State Revenues Received as Grants	21,000.00	4,785.34	.00	5,189.03	15,810.97	25
27.0412.0000.919.0000.10919.0000	Unrestricted Received from Federal Government Through State	300,000.00	.00	.00	(139,774.01)	439,774.01	-47
Function 0000 - Revenue Totals		\$7,519,250.00	\$733,709.16	\$0.00	\$3,186,394.03	\$4,332,855.97	42%
Account Type Revenue Totals		\$7,519,250.00	\$733,709.16	\$0.00	\$3,186,394.03	\$4,332,855.97	42%
Account Type Expense							
Function 1213 - Health Services							
27.1213.3130.919.0000.00000.0000	Pupil Services	19,590.00	420.00	19,040.00	960.00	(410.00)	102
Function 1213 - Health Services Totals		\$19,590.00	\$420.00	\$19,040.00	\$960.00	(\$410.00)	102%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1620.919.0000.00000.0000	Secretary-Clerical-Bookkeeper	76,145.00	6,358.39	.00	22,914.76	53,230.24	30
27.1226.1790.919.0000.00000.0000	Other Special Payments	.00	.00	.00	.00	.00	+++
27.1226.2110.919.0000.00000.0000	Group Life	205.00	17.52	.00	60.84	144.16	30
27.1226.2120.919.0000.00000.0000	Group Disability	177.00	15.14	.00	52.55	124.45	30
27.1226.2130.919.0000.00000.0000	Group Health and Accident	21,404.00	1,665.00	.00	5,863.18	15,540.82	27
27.1226.2140.919.0000.00000.0000	Dental Health Care	1,668.00	138.92	.00	486.22	1,181.78	29
27.1226.2150.919.0000.00000.0000	Vision Care	392.00	32.66	.00	114.31	277.69	29
27.1226.2820.919.0000.00000.0000	Contribution to State and Local Retirement Funds	29,858.00	2,507.39	.00	9,157.20	20,700.80	31
27.1226.2830.919.0000.00000.0000	Employer Social Security	5,833.00	458.76	.00	1,672.36	4,160.64	29
27.1226.3190.919.0000.00000.0000	Other Prof & Technical Services	.00	.00	3,400.00	600.00	(4,000.00)	+++
27.1226.3210.919.0000.00000.0000	Regular Duty Travel	300.00	.00	.00	.00	300.00	0
27.1226.3430.919.0000.00000.0000	Mail/Postage Serv	150.00	.00	.00	267.49	(117.49)	178
27.1226.4140.919.0000.00000.0000	Software Maint Agmts Serv	57,000.00	.00	.00	58,638.06	(1,638.06)	103
27.1226.5990.919.0000.00000.0000	Misc. Supp & Matls	145.00	.00	.00	147.79	7.21	95
27.1226.6460.919.0000.00000.0000	Capital-Repl Equip <\$5000	525.00	.00	.00	.00	515.00	0
Function 1226 - SupervisionDirection of Instr Staff Totals		\$193,802.00	\$11,193.78	\$3,400.00	\$99,974.76	\$90,427.24	53%
Function 1231 - Board of Education							
27.1231.3180.919.0000.00000.0000	Audit Services	4,728.00	.00	.00	.00	4,728.00	0
Function 1231 - Board of Education Totals		\$4,728.00	\$0.00	\$0.00	\$0.00	\$4,728.00	0%
Function 1283 - Staff/Personnel Services							
27.1283.3220.919.0000.00000.0000	Workshops and Conf Travel	594.00	.00	.00	.00	594.00	0
27.1283.3220.919.0000.10919.0000	Workshops and Conf Travel	1,972.00	.00	.00	.00	1,972.00	0
Function 1283 - Staff/Personnel Services Totals		\$2,566.00	\$0.00	\$0.00	\$0.00	\$2,566.00	0%
Function 1284 - Non-Instr Technology Services							
27.1284.3160.919.0000.10919.0000	Management Info Services	20,540.00	.00	.00	5,520.99	15,019.01	27
Function 1284 - Non-Instr Technology Services Totals		\$20,540.00	\$0.00	\$0.00	\$5,520.99	\$15,019.01	27%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.919.0000.00000.0000	Sub-Grantee / Flow through Disbursements	6,000,000.00	.00	200,000.00	150,000.00	5,650,000.00	6
27.1411.8510.919.0000.10919.0000	Sub-Grantee / Flow through Disbursements	275,000.00	.00	.00	.00	275,000.00	0
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$6,275,000.00	\$0.00	\$200,000.00	\$150,000.00	\$5,925,000.00	6%
Account Type Expense Totals		\$6,516,226.00	\$11,613.78	\$222,440.00	\$256,455.75	\$6,037,330.25	7%
Program 919 - Medicaid Programs Totals		\$1,003,024.00	\$722,095.38	(\$222,440.00)	\$2,929,938.28	(\$1,704,474.28)	35%
Grand Totals		\$2,063,665.00	\$464,062.81	(\$473,271.82)	\$4,251,172.69	(\$2,428,540.87)	13%

Washtenaw Intermediate School District
Investments
11/30/2025

General Education

Investment	Settlement Date	Maturity Date	Principal	Int. Rate
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MILAF Investment

Cash Movement	Beginning Balance	in/(out)	Ending Balance
MILAF GE Investment Max	4,035,762.36	10,032,792.92	14,068,555.28
MILAF GE Investment Term	5,000,000.00	-	5,000,000.00

Special Education

Investment	Settlement Date	Maturity Date	Principal	Int. Rate
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Old National Bank			\$ -	
			\$ -	

Cash Movement	Beginning Balance	in/(out)	Ending Balance
Investments	282,769.34	(282,769.34)	\$ -
Comerica	3,093.07	9.60	\$ 3,102.67
MBIA	2,585.33	8.68	\$ 2,594.01
MILAF SE Investment Max	20,027,441.89	30,124,312.34	50,151,754.23
MILAF SE Investment Term	15,000,000.00	5,150,205.48	20,150,205.48
MILAF SUB Investment Max	357,113.84	875.89	357,989.73
MILAF Lunch Investment Max	6,850.65	22.43	6,873.08
MILAF COOP Investment Max	22,421,963.14	73,417.95	22,495,381.09
MILAF COOP Investment Term	12,000,000.00	120,164.98	12,120,164.98
MILAF 2019 School Bond Debt Retirement Investment Max	2,933,546.89	9,605.54	2,943,152.43
MILAF Capital Projects Investment Max	4,198,709.45	13,748.16	4,212,457.61
MILAF 2019 Bond Capital Projects Fund	4,702,760.72	15,398.61	4,718,159.33
MILAF Agency Investment	35,168.76	115.16	35,283.92
MILAF AP Investment Max	1,334,784.19	4,370.59	1,339,154.78

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AP - Accounts Payable MILAF									
<u>Check</u>									
208109	05/10/2022	Open			Accounts Payable	MAER	\$575.00		
208604	07/25/2022	Open			Accounts Payable	BENTLEY, CALEB JON	\$100.00		
209831	12/22/2022	Open			Accounts Payable	ALNUR	\$125.00		
210277	02/27/2023	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$200.00		
210322	03/10/2023	Open			Accounts Payable	CULP, LYLE	\$54.00		
210456	03/24/2023	Open			Accounts Payable	KOHL'S, KIMBERLY	\$837.50		
210608	04/10/2023	Open			Accounts Payable	STARCHER, SAMANTHA K.	\$139.00		
211131	06/28/2023	Open			Accounts Payable	AE CITY OF HOPE	\$150.00		
211398	07/26/2023	Open			Accounts Payable	KARORIS, SPYROS	\$2,400.00		
211546	07/26/2023	Open			Accounts Payable	PACHOLKE, KRISTEN	\$750.00		
211669	08/10/2023	Open			Accounts Payable	THOMAS, CENTIA	\$200.00		
211877	08/25/2023	Open			Accounts Payable	ARKSEY, KALLIE	\$450.00		
212423	10/26/2023	Open			Accounts Payable	DAVIS, LATASHA	\$7,500.00		
212628	11/21/2023	Open			Accounts Payable	CARTER, CHE	\$63.00		
212989	01/25/2024	Open			Accounts Payable	ESTATE OF SANDRA WILKINSON	\$603.91		
213280	03/08/2024	Open			Accounts Payable	DMARCIA INC	\$5,089.80		
213282	03/08/2024	Open			Accounts Payable	DOUDNEY, CLAUDIA	\$172.52		
213604	04/25/2024	Open			Accounts Payable	DOUDNEY, CLAUDIA	\$285.45		
213827	05/24/2024	Open			Accounts Payable	HILL, MARK, A	\$35.00		
213832	05/24/2024	Open			Accounts Payable	KENNEDY, DU JUAN	\$150.00		
214017	06/25/2024	Open			Accounts Payable	FARHA, SABRINA	\$40.00		
214170	07/10/2024	Open			Accounts Payable	EYET LLC	\$375.00		
214172	07/10/2024	Open			Accounts Payable	FAST SIGNS	\$2,567.32		
214227	07/10/2024	Open			Accounts Payable	MCGILL, JENNIFER, ANN	\$750.00		
214297	07/10/2024	Open			Accounts Payable	TOUSSANT, ROBIN	\$550.00		
214345	07/25/2024	Open			Accounts Payable	AL-HAMATI, EINAS, ALI	\$225.00		
214363	07/25/2024	Open			Accounts Payable	BURKETT, EMILY	\$2,400.00		
214373	07/25/2024	Open			Accounts Payable	COMPUTECH SERVICES INC	\$1,500.00		
214521	08/09/2024	Open			Accounts Payable	BLOOMING BUTTERCUP LLC	\$250.00		
214578	08/09/2024	Open			Accounts Payable	MANSOOR, TOOBA	\$18.89		
214617	08/09/2024	Open			Accounts Payable	SIGNS IN ONE DAY	\$44.00		
214792	09/10/2024	Open			Accounts Payable	HOLLENBECK, ASHLEY	\$200.00		
214824	09/10/2024	Open			Accounts Payable	PABERZS, MOLLY	\$150.00		
214900	09/25/2024	Open			Accounts Payable	CLARK RD FAMILY LTD DIVIDEND HOUSING ASSOC LP	\$3,176.00		
214938	09/25/2024	Open			Accounts Payable	PERRIN EDUCATION GROUP, LLC	\$2,000.00		
214954	09/25/2024	Open			Accounts Payable	UNITED STATES TREASURY	\$517.75		
215019	10/10/2024	Open			Accounts Payable	HOLLIBAUGH, AMANDA, JANE	\$450.00		
215106	10/10/2024	Open			Accounts Payable	WILDEBOER, KIMBERLY	\$450.00		
215273	11/08/2024	Open			Accounts Payable	DOUDNEY, CLAUDIA	\$296.03		
215306	11/08/2024	Open			Accounts Payable	MOORE, DAISHA	\$18.00		
215337	11/08/2024	Open			Accounts Payable	THOMPSON, TIMIA	\$40.00		
215345	11/08/2024	Open			Accounts Payable	YOUNG, RHONDA, RENEE	\$150.00		

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215390	11/25/2024	Open			Accounts Payable	GIBBS JR, HERMAN	\$92.46		
215538	12/16/2024	Open			Accounts Payable	MIDDLETON, JANAYA	\$562.50		
215572	12/16/2024	Open			Accounts Payable	SLAUGHTER WILSON , SHAYNA	\$25.00		
215573	12/16/2024	Open			Accounts Payable	SMITH , QUINCY	\$150.00		
215656	01/10/2025	Open			Accounts Payable	CARTER , CHE	\$57.00		
215742	01/10/2025	Open			Accounts Payable	SCHOLASTIC INC	\$263.56		
215947	02/25/2025	Open			Accounts Payable	CRUM , KARLA	\$75.00		
216049	02/25/2025	Open			Accounts Payable	VENKATARAMAN , VIJAYAPRIYA	\$75.00		
216233	03/20/2025	Open			Accounts Payable	PRITCHARD , CLARE	\$70.00		
216236	03/20/2025	Open			Accounts Payable	ROBINSON, KIMBERLEYN	\$75.00		
216239	03/20/2025	Open			Accounts Payable	SCALZO, RICHELE	\$58.14		
216357	04/10/2025	Open			Accounts Payable	NATIONAL ASSOCIATION OF SCHOOL NURSES	\$445.00		
216458	04/25/2025	Open			Accounts Payable	DOZIER , DEAHJAE, DESHAWN	\$225.00		
216612	05/09/2025	Open			Accounts Payable	MI ASSOC OF SCHOOL ADMIN	\$500.00		
216638	05/09/2025	Open			Accounts Payable	SLOAT , BRADLEY	\$225.00		
216645	05/09/2025	Open			Accounts Payable	THE MIGHTY OAK PROJECT, INC	\$5,000.00		
216706	05/22/2025	Open			Accounts Payable	HONOS , SARAH, M	\$40.00		
216845	06/10/2025	Open			Accounts Payable	GHRBAL, HIBA	\$10.00		
216848	06/10/2025	Open			Accounts Payable	GRISHAM-GREGORY, ASHTON	\$225.00		
217022	06/24/2025	Open			Accounts Payable	RODRIGUEZ , AYSIA	\$180.00		
217060	07/01/2025	Open			Accounts Payable	KEHOE, BARBARA	\$200.00		
217061	07/01/2025	Open			Accounts Payable	LAYTON, CATHY	\$200.00		
217248	07/24/2025	Open			Accounts Payable	DESKOVITZ, KELLY , LOUISE	\$750.00		
217278	07/24/2025	Open			Accounts Payable	FLOWERS , KENDALL, LENORA	\$750.00		
217314	07/24/2025	Open			Accounts Payable	HOGAN, JACQUELINE	\$600.00		
217375	07/24/2025	Open			Accounts Payable	MI ASSOC OF SECONDARY SCH PRINCI	\$100.00		
217439	07/24/2025	Open			Accounts Payable	SLOAT , BRADLEY	\$150.00		
217449	07/24/2025	Open			Accounts Payable	STINES , CASSANDRA	\$750.00		
217455	07/24/2025	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$165.00		
217663	08/07/2025	Open			Accounts Payable	KILDOW, TIMARIE	\$40.00		
217706	08/07/2025	Open			Accounts Payable	TOTAL ENERGY SYSTEMS, LLC	\$575.00		
217771	08/22/2025	Open			Accounts Payable	EDYNAMIC HOLDINGS LP	\$15,000.00		
217873	09/10/2025	Open			Accounts Payable	ADAIR, DAHLIA	\$64.75		
217886	09/10/2025	Open			Accounts Payable	BIRDSONG, TROY	\$100.00		
217970	09/10/2025	Open			Accounts Payable	RICHARDSON, JAMES	\$500.00		
217982	09/10/2025	Open			Accounts Payable	THOMAS , BRANDON	\$50.00		
218021	09/25/2025	Open			Accounts Payable	BENN, JANE	\$200.00		
218034	09/25/2025	Open			Accounts Payable	DUCKIETOWN INC	\$1,691.87		
218054	09/25/2025	Open			Accounts Payable	HOLLENBECK , ASHLEY	\$200.00		
218093	09/25/2025	Open			Accounts Payable	ROPERTI, ANTHONY	\$50.00		
218148	10/08/2025	Open			Accounts Payable	CENTIVANY, CHARLES B	\$75.00		
218218	10/08/2025	Open			Accounts Payable	THE JAMES AND GRACE LEE BOGGS SCHOOL	\$8,640.00		

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218230	10/08/2025	Open			Accounts Payable	WHITE , TYLER	\$600.00		
218251	10/24/2025	Open			Accounts Payable	BRUNSON, PHILLIPS AND DAY INC	\$200.00		
218267	10/24/2025	Open			Accounts Payable	EDGE PARTNERSHIPS LLC	\$300.00		
218272	10/24/2025	Open			Accounts Payable	GEE COMPASS ACADEMY	\$22,184.00		
218273	10/24/2025	Open			Accounts Payable	GLOBAL TECH ACADEMY	\$19,262.00		
218277	10/24/2025	Open			Accounts Payable	GREAT LAKES STEWARDSHIP INITIATIVE	\$1,450.00		
218305	10/24/2025	Open			Accounts Payable	PITTSFIELD ACRES ACADEMY	\$2,904.00		
218309	10/24/2025	Open			Accounts Payable	PROPIO LS, LLC	\$4,280.20		
218318	10/24/2025	Open			Accounts Payable	RUSHLOW, LILY	\$120.00		
218330	10/24/2025	Open			Accounts Payable	THE REGENTS OF THE UNIVERSITY OF MICHIGAN	\$150.00		
218373	11/07/2025	Open			Accounts Payable	BEVERIDGE , ALISSA	\$750.00		
218376	11/07/2025	Open			Accounts Payable	BLOOMING BUTTERCUP LLC	\$250.00		
218382	11/07/2025	Open			Accounts Payable	BRUNSON, PHILLIPS AND DAY INC	\$100.00		
218387	11/07/2025	Open			Accounts Payable	CENTIVANY, CHARLES B	\$660.00		
218391	11/07/2025	Open			Accounts Payable	DAVIS , THERESA	\$150.00		
218394	11/07/2025	Open			Accounts Payable	EASTERN MICHIGAN UNIVERSITY	\$13,272.74		
218396	11/07/2025	Open			Accounts Payable	EL-AMIN, MAYA G	\$225.00		
218403	11/07/2025	Open			Accounts Payable	GROVE STUDIOS	\$3,000.00		
218406	11/07/2025	Open			Accounts Payable	KATTERMAN, NORA	\$120.00		
218407	11/07/2025	Open			Accounts Payable	KEN COOK'S PLUMBING & HEATING, INC	\$3,864.00		
218415	11/07/2025	Open			Accounts Payable	LESSER FARMS LLC	\$80.00		
218428	11/07/2025	Open			Accounts Payable	PROCARE SOFTWARE LLC	\$15,000.00		
218434	11/07/2025	Open			Accounts Payable	RUSHLOW, LILY	\$60.00		
218437	11/07/2025	Open			Accounts Payable	SCHOOL EQUITY CAUCUS	\$1,100.00		
218439	11/07/2025	Open			Accounts Payable	SLY , JUSTIN	\$450.00		
218470	11/07/2025	Open			Accounts Payable	WHITE , TYLER	\$750.00		
218477	11/17/2025	Open			Accounts Payable	CHAPTER 13 TRUSTEE MARILYN O. MARSHALL	\$1,400.00		
218479	11/17/2025	Open			Accounts Payable	Roosen, Varchetti & Olivier, PLLC	\$351.58		
218480	11/21/2025	Open			Accounts Payable	ABSOPURE WATER COMPANY, LLC	\$142.85		
218481	11/21/2025	Open			Accounts Payable	ADVENTURE CENTER CHILD CARE INC	\$64,596.00		
218482	11/21/2025	Open			Accounts Payable	AFFAS , AYA	\$300.00		
218483	11/21/2025	Open			Accounts Payable	ANN ARBOR/YPSILANTI REGIONAL CHAMBER	\$1,000.00		
218484	11/21/2025	Open			Accounts Payable	ARCH ENVIRONMENTAL GROUP, INC	\$5,648.54		
218485	11/21/2025	Open			Accounts Payable	ASSOC FOR CAREER AND TECHNICAL EDUCATION	\$910.00		
218486	11/21/2025	Open			Accounts Payable	AT&T	\$786.63		
218487	11/21/2025	Open			Accounts Payable	AT&T LONG DISTANCE	\$5.19		
218488	11/21/2025	Open			Accounts Payable	BARNES & NOBLE BOOKSELLERS	\$629.25		
218489	11/21/2025	Open			Accounts Payable	BELLE ARBOR COMMONS LLC	\$2,723.54		

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218491	11/21/2025	Open			Accounts Payable	BROWN, JASMIN, AKBARALI	\$900.00		
218492	11/21/2025	Open			Accounts Payable	BROWN, JEFFREY	\$157.95		
218493	11/21/2025	Open			Accounts Payable	CADWELL , STEPHEN	\$100.00		
218494	11/21/2025	Open			Accounts Payable	CANON FINANCIAL SERVICES INC	\$34.66		
218495	11/21/2025	Open			Accounts Payable	CARADINE, MARKELL , TERRELL	\$75.00		
218496	11/21/2025	Open			Accounts Payable	CASTRO, MARISOL	\$900.00		
218497	11/21/2025	Open			Accounts Payable	CGC HOME SERVICES / CGC WATER TREAT& PLUMBING	\$10,400.00		
218498	11/21/2025	Open			Accounts Payable	CHARTER UP LLC	\$2,372.86		
218499	11/21/2025	Open			Accounts Payable	CHIV , KAHLIA	\$1,800.00		
218500	11/21/2025	Open			Accounts Payable	CONTINUED.COM LLC	\$1,250.00		
218502	11/21/2025	Open			Accounts Payable	DEAF EDUCATION AND ASL RESOURCES	\$450.00		
218503	11/21/2025	Open			Accounts Payable	DETROIT AREA PRE-COLLEGE ENG PROGRAM, INC	\$17,721.50		
218504	11/21/2025	Open			Accounts Payable	DETROIT SALT COMPANY LLC	\$10,739.09		
218505	11/21/2025	Open			Accounts Payable	DISCOUNT SCHOOL SUPPLY	\$829.68		
218506	11/21/2025	Open			Accounts Payable	DOLLAR BILL PRINTING	\$770.04		
218508	11/21/2025	Open			Accounts Payable	DUCKWORTH, TRISCHE	\$150.00		
218509	11/21/2025	Open			Accounts Payable	ECAMPUS.COM	\$223.59		
218510	11/21/2025	Open			Accounts Payable	EDUCATION EVOLVING	\$10,840.00		
218511	11/21/2025	Open			Accounts Payable	EL-AMIN, MAYA G	\$75.00		
218512	11/21/2025	Open			Accounts Payable	EMS LINQ INC	\$5,308.99		
218513	11/21/2025	Open			Accounts Payable	EVERYDAY SPEECH LLC	\$6,479.89		
218515	11/21/2025	Open			Accounts Payable	FLORENTINO, EMERY	\$280.00		
218516	11/21/2025	Open			Accounts Payable	FRONTLINE TECHNOLOGIES GROUP, LLC	\$9,417.95		
218517	11/21/2025	Open			Accounts Payable	FUN AND FUNCTION LLC	\$2,291.53		
218518	11/21/2025	Open			Accounts Payable	GRAINGER	\$159.45		
218519	11/21/2025	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$208.00		
218520	11/21/2025	Open			Accounts Payable	HOCHREIN , HEIDI M	\$331.80		
218521	11/21/2025	Open			Accounts Payable	HOCKETT, DIANE	\$333.20		
218522	11/21/2025	Open			Accounts Payable	HULINGS AND ASSOCIATES LLC	\$1,757.50		
218523	11/21/2025	Open			Accounts Payable	HURON VALLEY TELECOMMUNICATIONS	\$132.65		
218524	11/21/2025	Open			Accounts Payable	INSECTECH INC	\$165.00		
218525	11/21/2025	Open			Accounts Payable	INTERNATIONAL BACCALAUREATE	\$246.00		
218526	11/21/2025	Open			Accounts Payable	J&B MEDICAL	\$754.09		
218528	11/21/2025	Open			Accounts Payable	JOHNSON, JULIA, TAYLOR	\$225.00		
218529	11/21/2025	Open			Accounts Payable	KATTERMAN, NORA	\$180.00		
218530	11/21/2025	Open			Accounts Payable	KAYMBU INC	\$11,137.00		
218531	11/21/2025	Open			Accounts Payable	KEYGUARD ASSISTIVE TECHNOLOGY	\$79.96		
218532	11/21/2025	Open			Accounts Payable	LAKESHORE LEARNING MATERIALS LLC	\$37.99		
218534	11/21/2025	Open			Accounts Payable	LEATHERWOOD, ICSHAI RENEE	\$615.00		

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218535	11/21/2025	Open			Accounts Payable	LESLIE SCIENCE AND NATURE CENTER	\$570.00		
218537	11/21/2025	Open			Accounts Payable	MASSEY, WILLIAM	\$159.91		
218539	11/21/2025	Open			Accounts Payable	MICHIGAN DEPT OF ENVIRONMENTAL QUALITY	\$89.00		
218540	11/21/2025	Open			Accounts Payable	MONROE CO INTERMEDIATE SCHOOL	\$24,000.00		
218544	11/21/2025	Open			Accounts Payable	OAKLAND SCHOOLS	\$1,213.88		
218545	11/21/2025	Open			Accounts Payable	OLSEN, R. STEPHEN	\$885.46		
218549	11/21/2025	Open			Accounts Payable	POWERSCHOOL GROUP, LLC	\$9,665.42		
218550	11/21/2025	Open			Accounts Payable	PROCARE THERAPY	\$6,581.00		
218551	11/21/2025	Open			Accounts Payable	PROPIO LS, LLC	\$4,357.30		
218552	11/21/2025	Open			Accounts Payable	RJ COOPER & ASSOCIATES INC	\$733.00		
218553	11/21/2025	Open			Accounts Payable	ROSE PEST SOLUTIONS	\$561.00		
218554	11/21/2025	Open			Accounts Payable	RUSHLOW, LILY	\$180.00		
218555	11/21/2025	Open			Accounts Payable	SAFFER, ANN, M	\$270.00		
218556	11/21/2025	Open			Accounts Payable	SAWICKI & SON, INC	\$3,170.00		
218557	11/21/2025	Open			Accounts Payable	SECURITY DESIGNS	\$6,519.00		
218558	11/21/2025	Open			Accounts Payable	SELBY, SHAQUAY	\$55.73		
218559	11/21/2025	Open			Accounts Payable	SLOAT , BRADLEY	\$675.00		
218560	11/21/2025	Open			Accounts Payable	SOWASH VENTURES, LLC	\$4,500.00		
218561	11/21/2025	Open			Accounts Payable	SPARKS, TORY	\$2,800.00		
218562	11/21/2025	Open			Accounts Payable	SPAULDING, JAMIE	\$144.26		
218563	11/21/2025	Open			Accounts Payable	SPIO, INC	\$169.98		
218564	11/21/2025	Open			Accounts Payable	STATE OF MICHIGAN - POLICE	\$11,450.00		
218565	11/21/2025	Open			Accounts Payable	TEL SYSTEMS	\$3,575.00		
218566	11/21/2025	Open			Accounts Payable	THE INFORMED SLP, LLC	\$4,070.00		
218567	11/21/2025	Open			Accounts Payable	TODD , ALAYNA	\$75.00		
218568	11/21/2025	Open			Accounts Payable	TOWN AND COUNTRY POOLS INC	\$668.50		
218569	11/21/2025	Open			Accounts Payable	TRACE3 LLC	\$400.00		
218570	11/21/2025	Open			Accounts Payable	UNIVERSITY MUSICAL SOCIETY	\$875.00		
218571	11/21/2025	Open			Accounts Payable	UNIVERSITY OF MICHIGAN	\$3,869.20		
218572	11/21/2025	Open			Accounts Payable	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$18,753.68		
218573	11/21/2025	Open			Accounts Payable	VANCE , BROOKLYN	\$600.00		
218575	11/21/2025	Open			Accounts Payable	VERIZON WIRELESS	\$11,037.93		
218576	11/21/2025	Open			Accounts Payable	VOSS ELECTRIC CO	\$67.30		
218577	11/21/2025	Open			Accounts Payable	WASHTENAW COMMUNITY COLLEGE	\$4,605.53		
218578	11/21/2025	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$51,795.14		
218579	11/21/2025	Open			Accounts Payable	WASHTENAW GLASS COMPANY INC	\$1,196.47		
218580	11/21/2025	Open			Accounts Payable	WASTE MANAGEMENT OF MICHIGAN	\$683.37		
218581	11/21/2025	Open			Accounts Payable	WELLS FARGO VENDOR FINANCIAL SERVICES LLC	\$351.74		

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218582	11/21/2025	Open			Accounts Payable	WHITE , TYLER	\$900.00		
218583	11/21/2025	Open			Accounts Payable	WILSON , JONEE	\$8,730.19		
218584	11/21/2025	Open			Accounts Payable	WILSON , KAMARIA , SHANIECE	\$230.00		
218586	11/21/2025	Open			Accounts Payable	YARBROUGH, MATELYN	\$183.82		
218587	11/21/2025	Open			Accounts Payable	YOUNG , SIERRA , NICOLE	\$375.00		
218588	11/21/2025	Open			Accounts Payable	FERGUSON ENTERPRISES, LLC	\$93.04		
218589	11/21/2025	Open			Accounts Payable	KI PALLAS TEXTILES	\$218.89		
218590	11/21/2025	Open			Accounts Payable	GENOVA DEVELOPMENT	\$1,655.75		
218591	11/21/2025	Open			Accounts Payable	INCLUSIVE TLC, INC.	\$580.00		
218593	11/28/2025	Open			Accounts Payable	CHAPTER 13 TRUSTEE MARILYN O. MARSHALL	\$1,400.00		
218594	11/28/2025	Open			Accounts Payable	LITTLE ANGELS	\$49,130.79		
218595	11/28/2025	Open			Accounts Payable	Roosen, Varchetti & Olivier, PLLC	\$351.58		
218596	11/28/2025	Open			Accounts Payable	VILLAREAL, BENJAMIN, EDWARD	\$1,250.00		
Type Check Totals:							\$591,432.20		
AP - Accounts Payable MILAF Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	212	\$591,432.20	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	212	\$591,432.20	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	212	\$591,432.20	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	212	\$591,432.20	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	212	\$591,432.20	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	212	\$591,432.20	\$0.00
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	212	\$591,432.20	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	212	\$591,432.20	\$0.00

Coversheet

Approval: Minutes

Section:	VII. Consent Agenda
Item:	A. Approval: Minutes
Purpose:	
Submitted by:	
Related Material:	12-9-25 Minutes.pdf



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING MINUTES**

Tuesday, December 9, 2025

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, December 9, 2025, in Washtenaw ISD's Teaching and Learning Center Board Room at 1819 South Wagner Road in Ann Arbor, Michigan.

CALL TO ORDER

The meeting was called to order at 5:00 PM by President Mary Jane Tramontin

ATTENDANCE

The following members were present:

Mary Jane Tramontin, President
Steve Olsen, Vice President
Dorcas Musili, Secretary

The following member was absent:

Sarena Shivers, Treasurer
Diane Hockett, Trustee

Quorum was met.

Also present:

Naomi Norman, Superintendent
Brian Marcel, Associate Superintendent
Edward Manuszak, Executive Director of Early Childhood
Margy Long, Director of Success By 6
LaDawn White, Early Childhood Grant Manager
Tanner Rowe, Director of Operations
Jennifer Banks, Director of Instruction
Sarah Hierman, Grants and Special Project Coordinator
Melissa Cischke, Project Specialist for Technology
Shannon Novara, Program Manager for Bridge Team
Audrey Norman, Member of the Public
TJ Greggs, Administrative Assistant to the Superintendent

APPROVAL OF THE AGENDA

Steve Olsen moved, Dorcas Musili seconded, to approve the agenda, as presented.

Ayes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

COMMUNICATIONS: There were no communications.

PUBLIC PARTICIPATION: There was no public participation.

Page 2 – Regular Meeting– 12/9/2025

PRESENTATION: Program Manager Shannon Novara and Project Specialist Melissa Cischke presented the details on the 2025 Courageous Conversations Summit.

FINANCIAL REPORTS: Early Childhood LaDawn White reviewed the Head Start financial reports for November 2025.

Steve Olsen moved, Dorcas Musili seconded, that the Board of Education approve the November 2025 Head Start financial report, as presented.

Voting yes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Voting no: None.

Motion carried.

EQUITY, INCLUSION, AND SOCIAL JUSTICE DIALOGUE: Superintendent Naomi Norman stated that the earlier Courageous Conversation presentation addressed the equity, inclusion and social justice topic for this meeting and there was nothing more to discuss at this time.

CONSENT AGENDA

Dorcas Musili motioned, Steve Olsen seconded, that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented.

Voting yes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Voting no: None.

Motion carried.

Approval of Minutes

The Board approved the minutes of the November 25, 2025, regular meeting.

063-25-26

The Board approved the following employment recommendations:

- Alexander Moore as a Technical Assistant.
- Breanna Moore as School Social Worker.
- Cara Jurado as an ASD Teacher Assistant.
- Jason Natale as Teaching Assistant – Local Based Milan.
- Lance Cunningham as Teaching Assistant – YA Chelsea.
- Ryan Furlage as a Technical Assistant.
- Thomas Strasz for employment as an Orientation and Mobility Specialist.
- William Clapp as Teaching Assistant.

064-25-26

The Board approved the following reclassification requests:

- Carla Green, current position: YA Out Center Floater, 1.0 FTE, 185 workdays, Unit I.
Recommended position: Teacher Assistant – EMU YA, 1.0 FTE, 185 workdays, Unit I.
- Gina Ward, current position: DHH TA – Preschool, 1.0 FTE, 185 workdays, Unit I. Recommended position: DHH TA – K-8, 1.0 FTE, 185 workdays, Unit I.
- Regina Roza, current position: TA for Washtenaw News YA, 1.0 FTE, 185 workdays, Unit I.
Recommended position: Teacher Assistant – Dexter YA, 1.0 FTE, 185 workdays, Unit I.

Page 3 – Regular Meeting– 12/9/2025

065-25-26

The Board approved the following staff resignations:

- Denise Thrasher, effective December 14, 2025.

066-25-26

The Board approved the following staff retirements:

- Patricia Zalewski, effective November 30, 2025.

067-25-26

The Board approved Tanner Rowe to act as and take on the responsibilities of the WISD Asbestos Designated Person and indemnify him in this role, as presented.

068-25-26

The Board authorized the administration to approve the contract with Detroit Area Pre-College Engineering Program for an additional \$44,824.00 and a total not to exceed \$80,350.38, as presented.

069-25-26

The Board authorized administration to accept the grant from Community & Economic Development Association of Michigan in the amount of \$100,000.00, as presented.

NEW BUSINESS – University of Michigan Zero to Thrive Contract: Director of Success by 6 Margy Long discussed details about the 3-year contract with Zero to Thrive.

Steve Olsen motioned, Dorcas Musili seconded, that the Board of Education approve the three-year contract with Zero to Thrive for the amount of \$139,358.00, as presented.

Voting yes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Voting no: None.

Motion carried.

NEW BUSINESS – Stormwater Management Plan Board Resolution: Director of Operations Tanner Rowe shared the details of the stormwater resolution.

Dorcas Musili motioned, Steve Olsen seconded, that the Board of Education approve the resolution in support of the WISD Stormwater Management Plan, as presented.

Voting yes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Voting no: None.

Motion carried.

NEW BUSINESS – Washtenaw Community College Adult Education Services Contract: Grants & Special Project Coordinator Sarah Hierman shared the details of the continuation contract with Washtenaw Community College.

Steve Olsen motioned, Dorcas Musili seconded, that the Board of Education approve contract with Washtenaw Community College in an amount not to exceed \$301,342.00, as presented.

Page 4 – Regular Meeting– 12/9/2025

Voting yes: Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Voting no: None.

Motion carried.

OTHER ITEMS OF BUSINESS – There were no other items of business.

BOARD OF EDUCATION REPORTS:

Trustees of the Board of Education spoke about the following:

- Trustee Olsen wished everyone a merry Christmas and happy holidays.
- The Board shared their experiences at the AESA Annual Conference.

ADMINISTRATIVE REPORTS – Superintendent’s Report:

Administration spoke about the following:

- Superintendent Norman shared details about her lunch with the other region ISD Superintendents on 12/8/2025.
- Superintendent Norman met with Camille Wilson, professor, and research from the University of Michigan to discuss how the education system in Washtenaw County has impacted kids of color.
- Superintendent Norman thanked the Board and shared gratitude for attending the AESA Annual conference.

ADJOURNMENT

The meeting was adjourned at 6:12 PM

Respectfully submitted,

Dorcas Musili, Secretary
Washtenaw ISD Board of Education

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	B. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	New Hire_A. Creten.pdf New Hire_A. Senkmajer.pdf New Hire_C. Knox.pdf New Hire_D. Mudloff.pdf New Hire_Student Worker_E. Crowley.pdf New Hire_J. Shepard.pdf New Hire_K. Christensen.pdf New Hire_L. Cousino.pdf New Hire_M. Lanier-Durkins.pdf



DATE: Thursday, December 4, 2025

TO: Cassandra D. Harmon-Higgins, Executive Director of Human Resources and Legal Services

FROM: Sarah Igonin, Special Education Coordinator

RE: New Hire Recommendation – Amy Creten – Flex Teacher, Various WISD Locations

I would like to recommend Amy Creten for employment as Flex Teacher for various WISD locations. Amy is currently employed a teacher consultant with Ann Arbor Public Schools. She has been in education since 1995.

If approved by the Board, Amy's salary would \$93,317 (MA Step 15);. All other fringe benefits are set forth in the Unit II agreement.

Please let me know if you require additional information.

Amy S. Creten

TEACHER CONSULTANT

Education

MASTER IN ARTS

Learning Disabilities
Eastern Michigan University

BACHELOR OF SCIENCE

Special Education and Elementary
Education
Cognitive Impairments
Western Michigan University

Certifications

TEACHING CERTIFICATION

State of Michigan
Professional Certificate
Current and Valid

Cognitive Impairments K-12
Psychology 6-8
Elementary K-5 All Subjects

Professional Profile

My strength as an educator is my ability to make connections with students and their families and find creative ways for students to meet their individual goals. Throughout my career, I have exhibited flexibility and a willingness to step into and create unique roles in school buildings to address unmet needs as they arose in the student population.

Teaching Experience

Teacher Consultant | February 2022 - Present

Tappan Middle School, Ann Arbor Public Schools

- Department Lead 2023-present
- Mentor for new Special Education staff
- Provide push in support for students in general education classes
- Case-manage students to ensure access to general education curriculum
- Build positive relationships with students and their families
- Communicate regularly with students and families
- Establish connections between families and outside agencies
- Develop compliant IEPs focusing on student success and inclusion
- Collaborate with classroom teachers to accommodate materials and lessons to meet the needs of students with disabilities
- Monitor implementation of IEPs and required accommodations
- Collect and interpret multiple data points to determine student growth

Teacher Consultant | August 1995 - February 2022

Milan Area Schools

Throughout my career at Milan Area Schools, I held many roles including Self-Contained Classroom Teacher at the elementary and high school levels, Teacher Consultant at the secondary level, Interventionist for At-Risk 9th and 10th grade students, and Credit Recovery Coordinator

- Homebound instructor for students with medical needs
- Design online and in person credit recovery courses for individual students
- Gay-Straight Alliance Faculty Advisor, Milan High School



DATE: 11/25/2025

TO: Cassandra D. Harmon-Higgins
Executive Director of Human Resources and Legal Services

FROM: Lyn Arons, Special Education Principal

RE: New Hire Recommendation Orientation and Mobility Provider

I would like to recommend Anna Senkmajer for the Orientation and Mobility Provider position. In 2024 Anna received her bachelor's degree from Ohio University in Child and Family Studies. She is currently enrolled in the Orientation and Mobility Master's program at Western Michigan University with an anticipated graduation in December 2025. Past work experience includes working at Woodland Development Center as a teaching assistant where she gained experience working in a M.O.V.E. (Mobility Opportunities Via Experience/Education) model site with severely multiply impaired students. This recommendation for hire would be contingent on her graduating from the program and passing all licensing requirements. If approved by the Board, Anna's salary will be \$52,016 annually, BA Step 2. All other fringe benefits are set forth in the Unit II bargaining contract.

Please let me know if you require additional information.

Anna Senkmajer

Education

Western Michigan University Dec 2025
Master's Degree in Orientation and Mobility for Children

Ohio University May 2024
Ohio Honors Program
Bachelor of Science in Child and Family Studies / Recreation Management Minor

Professional Experience

Ingham ISD and Shiawassee RESD Aug 2025 – Dec 2025
Intern/Practicum Student

- Assisting with instruction of orientation and mobility techniques for students with visual impairments
- Collaborating with teachers, parents, administrators, and paraprofessionals to determine expectations and standards for each student's individual needs
- Writing and working toward achieving appropriate IEP goals
- Implementing the Expanded Core Curriculum (ECC) to encourage independent living skills for students who lack incidental learning compared to their peers

Woodland Developmental Center May 2023 – Jun 2025
Teacher Aide

- Working with students ages 3-26 who have moderate to severe cognitive, behavioral, and/or physical disabilities in a classroom and community setting
- Using AAC, ASL, PODD, and various other methods of communication with non-speaking students to encourage decision making and autonomy
- Assisting teachers with daily instruction, IEP goals, and special activities
- Assisting students with hygiene and daily living skills alongside educational goals
- Implementing behavioral supports in accordance with IEP goals and BIPs

Lions Bear Lake Camp Jun 2024 – Jul 2024
Assistant Program Coordinator

- Planning adapted camp activities for children with vision loss
- Training staff on the basics of working with children who have vision loss
- Providing support to campers through daily routines, mealtimes, and activities
- Communicating with staff about unique needs of campers, especially those with multiple disabilities

Hocking Valley Community Residential Center Jan 2024 – May 2024
Intern

- Collaborating with staff on behavior assessments and analyzing individualized support needs of residents
- Enforcing routine and adherence to rules in order to establish a safe environment for rehabilitation and individual growth
- Introducing a partnership between Ohio University students and HVCRC to update parenting curriculum as part of the rehabilitation process

Jefferson Marketplace, Ohio University

Mar 2021 – May 2024

Student Coordinator

- Overseeing and delegating student employees and everyday operations
- Creating a weekly schedule in accordance with students' classes and other obligations to ensure adequate staffing on each shift
- Training 5-15 new employees per week in multiple specialties
- Ensuring communication between multiple teams of students and managers
- Maintaining adherence to health and safety regulations for food service

Additional Training

Crisis Prevention Institute – Nonviolent Crisis Intervention

Nov 2024

- Provides training on deescalation techniques to prevent behavioral crises
- Trains staff to safely use seclusion and restraint when a crisis evolves past the point of deescalation, in accordance with individual student BIPs.

American Red Cross – CPR/First Aid

Sep 2024

American Heart Association – CPR/First Aid

Jun 2024

Community Service

Beacon School

Aug 2022 – Dec 2022

Volunteer

- Adapting physical education classes to fit the individual needs of students aged 3-21 who have developmental and/or physical disabilities
- Facilitating a community outing for students to engage in recreation outside of their typical school setting

Skills

Leadership

Seeking out opportunities for growth and leadership in jobs and organizations that I care about makes my voice and experiences count.

Adaptability

Asking relevant questions and learning about day-to-day operations helps me adapt my previous experiences to make timely and informed decisions.

Time-Management

I have a long history of managing multiple jobs, volunteer experiences, and educational endeavors at the same time and managing my success in each.

Dependability

It is important to me that the people around me can count on me to be present and consistent in my performance in any setting.

References



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Jamall Bufford, WMBK Supervisor

DATE: 11/17/25

RE: New Hire Recommendation – Christian Knox, WMBK Project Specialist

I would like to recommend Christian Knox for employment as a WMBK Project Specialist. Christian Knox received his bachelor's degree in Sports Management from Lakeland University. Christian Knox is currently self-employed and part-time lead coach for CLR Academy sports and wellness program.

If approved by the Board, Christian Knox salary will be \$46,864, Step 1 and Grade 4. All other fringe benefits are set forth in the non-affiliated contract.

Please let me know if you require additional information.

CHRISTIAN KNOX

PROFESSIONAL SUMMARY

Dynamic and results-driven professional with a diverse background in entrepreneurship, athletic coaching, and youth mentorship. Proven track record of leading and motivating teams, designing impactful training programs, and fostering personal growth in teens. Skilled at building strong relationships, creating engaging environments, and developing innovative solutions to drive individual and organizational success. Passionate about empowering others through leadership, discipline, and a positive mindset.

SKILLS

- Relationship building
- Goal setting
- Time management
- Leadership
- Communication skills
- Public speaking
- Interpersonal skills
- Program management

EDUCATION

Bachelor of Arts: Sports Management, 05/2023

Lakeland University - Sheboygan, WI

WORK HISTORY

Founder/CEO, 01/2021 - Current

Thrift.Activist,LLC – Ypsilanti , MI

- Developed and implemented a comprehensive business plan to launch the company.
- Managed and executed all day-to-day activities.
- Maintained up-to-date knowledge of relevant laws, regulations, best practices, and industry developments.
- Implemented scalable processes and systems to support business operations and facilitate efficient growth.

Lead Coach , 06/2022 - Current

CLR Academy – Ann Arbor, MI

- Provided a daily practice plan for coaches to execute in each sport, while still giving each coach the autonomy to make changes as needed.
- Provided guidance on nutrition, fitness, injury prevention, and rehabilitation programs for athletes.
- Created culture of good sportsmanship, cooperation and responsibility among athletes and coaching staff.
- Communicated rules and expectations to student athletes and performed necessary corrective actions.

Summer Camp Counselor, 05/2022 - 08/2023

Washtenaw Community College – Ypsilanti , MI

- Supervised groups of children during recreational activities.
- Organized and facilitated recreational activities for children of various ages.
- Engaged in conversations with individual children about their interests, concerns, goals.
- Organized games and sports activities to keep campers entertained.
- Provided guidance and support to campers in a safe, encouraging environment.
- Assisted with meal preparation and served meals in an organized manner.
- Encouraged positive behavior among campers through role modeling and reinforcement techniques.
- Resolved conflicts between campers using effective communication strategies.

Teen Specialist. , 09/2023 - 03/2024

Washtenaw Community College – Ann Arbor, MI

- Developed a curriculum to help middle school and high school students learn the soft skills needed to be successful in the classroom and the workplace.
- Mentored teens on a variety of topics such as career exploration, goal setting, decision making and time management.
- Cultivated a safe space where teens could express themselves without fear of judgment or ridicule.
- Facilitated check-ins focused on gaining feedback and identifying specific challenges that we could help address.
- Organized and facilitated group activities that promoted socialization and self-esteem building among participants.



DATE: Thursday, December 4, 2025

TO: Cassandra D. Harmon-Higgins, Executive Director of Human Resources and Legal Services

FROM: Sarah Igonin, Special Education Coordinator

RE: New Hire Recommendation – Deanna Mudloff, Teaching Assistant – Local Based Dexter

I would like to recommend Deanna Mudloff for employment as Teaching Assistant – Local Based Dexter. Deanna is currently employed as the pupil accounting secretary at Dexter High School. Her past experience has been in both the legal and real estate fields. She is currently working on a degree in healthcare studies at the University of Michigan – Flint.

If approved by the Board, Deanna’s salary would be \$35,455, Step 2. All other fringe benefits are set forth in the Unit I agreement.

Please let me know if you require additional information.

DEANNA MUDLOFF

PROFESSIONAL SUMMARY

Dedicated and detail-oriented administrative professional with over 15 years of experience supporting executives, educators, and legal professionals. Seeking a position of responsibility that leverages my organizational expertise, interpersonal skills, and commitment to confidentiality—with opportunities for continued growth and advancement.

WORK HISTORY

02/2023 to Current **Pupil Accounting Secretary, Dexter High School**

Dexter Community Schools – Dexter, MI

- Coordinate and execute Michigan's bi-annual pupil count process, ensuring accurate reporting for state funding compliance
- Maintain and audit all student CA60 records, including intake of 8th-grade files and purging of senior files post-graduation
- Serve as the primary liaison for student records requests, including transcripts, education verification, and military documentation
- Administer and document daily and emergency medications for students, ensuring compliance with health and safety protocols
- Reconcile daily attendance records and collaborate with staff to resolve discrepancies
- Provide front-line support to students, staff, and visitors, fostering a welcoming and professional environment
- Maintain alumni databases and ensure secure handling of all student data in accordance with FERPA regulations
- Proficient in PowerSchool and other student information systems
- Commissioned Michigan Notary Public
- Supported audit preparations by organizing documentation and responding to inquiries promptly.
- Trained new staff on office procedures and accounting software usage for improved workflow.
- Supported the timely completion of audits, working closely with external auditors to provide necessary documentation and respond to inquiries.

01/2017 to 02/2023 **Branch Manager Assistant**

Goldstar Mortgage Financial – Wellington, FL

- Supported branch operations through data entry, document preparation, and scheduling for mortgage loan officers
- Utilized mortgage software platforms to track loan progress and ensure timely processing
- Acted as a key point of contact for clients, enhancing customer satisfaction through responsive communication and follow-up
- Managed calendars, coordinated meetings, and maintained confidential client records

09/2012 to 05/2014 **Administrative Assistant**

Re/Max Complete Solutions – Boca Raton, FL

- Managed all incoming real estate closing documents and financial transactions
- Entered and updated property listings in FLEX MLS and maintained buyer/seller files
- Provided lead referrals to agents and supported marketing efforts
- Handled client concerns with professionalism and discretion
- Oversaw office supply inventory and daily opening/closing procedures

04/2008 to 07/2009 **Legal Secretary to Managing Partners**

Martin, Lister & Alvarez, PLC – Weston, FL

- Drafted legal correspondence, letters of intent, and initial filings for medical malpractice cases
- Scheduled hearings and depositions; maintained detailed litigation calendars
- Transcribed legal documents from dictation and managed high-volume filing systems
- Opened and maintained complex case files, ensuring accuracy and confidentiality
- Drafted legal documents, including pleadings, motions, and correspondence for attorneys.
- Managed attorney calendars, scheduling appointments and court dates efficiently.
- Assisted in trial preparation by organizing evidence and preparing exhibits.

10/2007 to 03/2008 **Legal Secretary to Managing Partners**

Lewis, Stroud & Deutsch, P.L. – Boca Raton, FL

- Prepared discovery documents, pleadings, and monthly billing using Time Slips
- Filed documents electronically with federal courts and coordinated court appearances
- Supported attorneys in formatting and finalizing legal documents for civil litigation and insurance defense cases
- Managed attorney calendars, scheduling appointments and court dates efficiently.

- Maintained strict confidentiality of sensitive information to protect client privacy and uphold professional ethics.
- Facilitated communication between clients and attorneys, ensuring prompt responses to inquiries.
- Organized files for court proceedings.

06/2005 to 09/2007 **Legal Secretary to Partner and Associate**

Johnson, Anselmo, et al. – Fort Lauderdale, FL

- Transcribed and prepared legal documents including motions, subpoenas, and discovery responses
- Managed litigation files and coordinated court schedules
- Utilized JURIS billing software and handled electronic court filings
- Assisted attorneys in drafting and finalizing legal pleadings and correspondence
- Assisted attorneys in trial preparations, ensuring all materials were complete.
- Facilitated efficient scheduling of court dates and client meetings.
- Prepared legal files and maintained organized case management systems.
- Maintained strict confidentiality of sensitive information to protect client privacy and uphold professional ethics.

EDUCATION

Healthcare Studies

University of Michigan–Flint - Flint, MI

In Progress

Associate of Arts: Liberal Arts

Palm Beach State College - Boca Raton, FL

SKILLS

- | | |
|---|--|
| • Student records management and FERPA compliance | • PowerSchool SIS FLEX MLS Time Slips JURIS Microsoft Office Suite |
| • Legal transcription and document preparation | • Scheduling and calendar coordination |
| • Customer service and front office operations | • Michigan Notary Public |

REFERENCES

Available upon request



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Carol A. Gray, Young Adult Program/ Project Principal

DATE: October 16,2025

RE: New Hire Recommendation - Elliot Crowley

I would like to recommend Elliot Crowley for employment as a High Point Kitchen Staff Support.. Elliot Crowley is a student a part of our Young Adult Project receiving services from the special education department .

If approved by the Board,Elliot Crowley's salary will earn minimum wage.

Please let me know if you require additional information.



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Melissa Paschall, WISD Principal

DATE: November 18, 2025

RE: New Hire Recommendation – Justin Shepard, ASD Teacher Assistant

I would like to recommend Justin Shepard for employment as an ASD Teacher Assistant. Mr. Shepard has most recently worked in the ASD Program as a substitute teacher through Edustaff. Mr. Shepard is very willing to learn and implement the strategies needed to work effectively with students with ASD while practicing safety. He has been working in the educational field since 2023.

If approved by the Board, Justin Shepard's salary will be Base, Step 2 \$35,455 with all other fringe benefits will be set forth in the Unit I contract.

Justin Shepard

EDUCATION

Central Michigan University, Mt. Pleasant, Michigan

May 2023

Bachelor of Science in Education, May 2023

Overall GPA: (3.57)

Major: Mathematics Major GPA: (3.67)

Certification

June 2023

Elementary K-5 All Subjects

Mathematics K-8

RELEVANT EXPERIENCE

Substitute Teacher, Ypsilanti/Ann Arbor, Mi
Edustaff

April 2025 - Current

- Held the role of substitute teacher in various classroom and grade levels

5th Grade Teacher, Ypsilanti, Mi
South Arbor Charter Academy

August 2024 – November 2024

- Taught Math and Reading to homeroom students as well as Social Studies to all 5th grade students
- Worked cooperatively with administration and the 5th grade teaching team to plan and implement behavior management strategies
- Coached the Junior Varsity Volleyball team

7th/8th Grade Math Teacher, Westland, Mi
American Montessori Academy

August 2023 – June 2024

- Taught 3 sections of combined 7th and 8th grade mathematics
- Worked cooperatively with administration and the middle school teaching team to plan and implement behavior management strategies
- Built relationships with more than 70 7th and 8th grade students which led to meaningful feedback and instruction

Mad Science of Los Angeles, Los Angeles, California
Detroit, Michigan

May 2022 – August 2022
May 2025 – Current

Mad Science Instructor

- Facilitated science instruction and activities for groups of 10-25 students from grades Pre-K through 6th
- Lead students in inquiry-based science discovery through hands on activities and instructor demonstrations
- Organized and prepared instruction kits for myself and other instructors to take into the field

LEADERSHIP EXPERIENCE

CMU University Theatre Production, *Dancing at Lughnasa*

Fall 2022

Stage Manager

- Facilitated communication between members of the production team including Director, Designers, Technical Director, Cast, and Crew
- Ran rehearsals ensuring the production stayed on track
- Led weekly production meetings with students and faculty
- Oversaw performances and technical rehearsals for the entire production run

CMU University Theatre Production, *Hamlet*

Spring 2022

Assistant Stage Manager

- Responsible for supporting the Stage Manager in facilitating communication between members of the production team
- Responsible for logging and distributing rehearsal reports as well as maintain the rehearsal schedule
- Attend weekly production meetings with students and faculty

Fish N Chips A Cappella, CMU

Fall 2019 – Spring 2023

President 2021-2022

- Responsible for official group communications
- Communicated with the university to acquire rehearsal and performance spaces
- Applied for funding from the Student Government Association
- Organized performance requests and opportunities both inside and outside the university
- Oversaw the other members of the executive board to ensure all responsibilities were fulfilled

CAMPUS INVOLVEMENT

STEM Education Scholar – Center for Excellence in STEM Education,

Central Michigan University

Fall 2019 – Spring 2020

- Worked with groups of elementary students on science activities and experiments
- Participated in teaching, learning, and community events surrounding STEM education

College Diabetes Network – CMU Chapter

Fall 2019 – Spring 2020

- Co-Founded the CMU chapter of the College Diabetes Network
- Participated in the recruitment of new members
- Organized meeting spaces for monthly meetings

CMU Department of Theatre and Dance

Fall 2019 – Spring 2023

- Acquired 18 elective Theatre and Interpretation credits
- Participated in the production and or performance of many Main Stage CMU Theatre productions
- Was awarded the *William E. Valle Design and Technical Theatre Award* - Spring 2022



DATE: 12/9/2025

TO: Cassandra D. Harmon-Higgins
Executive Director of Human Resources and Legal Services

FROM: Lyn Arons, Special Education Supervisor

RE: New Hire Recommendation – Kathy Christensen- O & M Specialist and Blind Low Vision TC

I would like to recommend Kathy Christensen for employment as a dual certified Orientation and Mobility Specialist and Blind Low Vision Teacher Consultant. If approved by the board Kathy's salary will be \$82.50 per hour. This position is not eligible for fringe benefits.

Please let me know if you require additional information.

KATHY CHRISTENSEN

CERTIFIED ORIENTATION & MOBILITY SPECIALIST, COMS

CAREER OBJECTIVE

Experienced and compassionate professional who cares deeply about the progress and well-being of clients with visual impairments (VI). An empathetic and intuitive listener with the goal of maximizing successful experiences of orientation & mobility training for individuals with travel challenges. My most valued goal is to help those with vision loss navigate their world with more confidence and freedom.

SKILLS

- Provide creative and targeted instruction in orientation & mobility training
- Provide interpersonal interactions to encourage client motivation and success
- Provide low vision aid training in a variety of environments
- Conduct intuitive evaluation assessments
- Connect clients with targeted community resources
- Efficient data analysis for improvement of instruction

EXPERIENCE

- **ORIENTATION & MOBILITY SPECIALIST, TC/VI** Kellogg Eye Center, University of Michigan
Ann Arbor, MI January 2025 – Present
 - Collaborate with faculty on an NIH clinical trial exploring the psychological impact when a patient receives a 3-pronged approach to rehabilitation.... Low vision aids and training, orientation & mobility training, and emotional regulation therapy
 - Provide O&M training for patients with retinal dystrophy
 - Meet with research team to provide feedback on challenges and successes of patients in the clinical trial study
- **ORIENTATION & MOBILITY SPECIALIST, TC/VI** Washtenaw Intermediate School District
Ann Arbor, MI January 1996 – October 2023
 - Provided evaluations and direct instruction in travel and independence skill training for students with visual impairments (VI)
 - Provided instruction and technology support in the classroom for students with VI
 - Mentored and supervised Western Michigan University O&M Specialists new to the field
 - Conducted in-service workshops for related educational staff
 - Created and planned educational and community events to engage and support families of students with VI
 - Attended low vision exams with students to maximize medical/vision support in the school environment
 - Provided instruction in daily living skills such as cooking, cleaning, personal hygiene, networking, etc.

TEACHER CONSULTANT FOR THE VISUALLY IMPAIRED [Michigan Great Lakes Virtual Academy](#)

Virtual , MI

September 2019 - Present

- Provide online low vision instruction and strategies for students with VI
- Provide reading grade level evaluations to determine remedial needs
- Provide learning media assessments to determine best adaptations for students with VI
- Consult with related virtual educational staff and family for input and team support

ORIENTATION & MOBILITY SPECIALIST [Michigan Bureau of Services for Blind Persons \(BSBP\)](#)

Lansing, MI

January 1994 - Present

- Provides orientation & mobility evaluations and training for adults around the state of Michigan
- Provides orientation to new work locations and college campuses for clients.
- Provides training and shares local and state resources for adults with VI to support independence in daily living skills
- Creates large print tactile maps and braille maps for clients.

ORIENTATION & MOBILITY SPECIALIST [City of Ann Arbor Traffic Engineer Dept. and MDOT Traffic & Safety](#)

Ann Arbor , MI

April 2022 - May 2022

- Hired by Ann Arbor City Traffic Engineering Department to evaluate traffic intersections for accessibility barriers for the visually impaired
- Created illustrated detailed report to be referenced for future intersection construction
- Worked collaboratively with team of engineers to provide adequate affordable solutions
- Recruited individuals with VI to test new intersection construction ideas for safety and ease of use

ORIENTATION & MOBILITY SPECIALIST [Lenawee Intermediate School District, Lapeer Intermediate School District, Livingston Education Service Agency](#)

Adrian, Lapeer, Howell, MI

September 1991 - June 1996

- Contracted with multiple school districts providing orientation and mobility services to students with VI
- Conducted in-service workshops for related educational staff
- Provided evaluations and direct instruction for both travel skills and low vision assistance in the classroom
- Provided in-home training for students with VI and their families in daily living skills.

ORIENTATION & MOBILITY SPECIALIST [LarcLane School, Lucas County Dept. of Developmental Disabilities](#)

Toledo, OH

September 1991 - June 1994

- Conducted evaluations and direct instruction in orientation and mobility training for students with VI
- Provided support for classroom teachers with adaptive aids for students with VI
- Provided in-service training for related school staff
- Adapted print and map material into braille and large print for students

ORIENTATION & MOBILITY SPECIALIST [University of Michigan, Office of Services for Students with Disabilities](#)
Ann Arbor, MI September 1992 - June 1994

- Contracted with Office of Services for Students with VI to provide orientation to new classes on campus
- Assisted students with VI in learning how to navigate a variety of lighted intersections on routes to class
- Created large print and braille maps for students with VI
- Provided instruction on how to use the city and campus fixed route bus systems

ORIENTATION & MOBILITY SPECIALIST [Governor Morehead School for the Blind](#)
Raleigh, NC September 1987 - June 1991

- Provided evaluations and orientation and mobility training for residential students
- Provided in-service workshops for related educational staff
- Created and provided orientation for new students to the campus
- Created large print and braille maps of the campus and residential areas for students

ORIENTATION & MOBILITY SPECIALIST [Region 10 Education Service Center](#)
Dallas, TX September 1979 - June 1984

- Conducted evaluations and direct instruction in orientation and mobility skills
- Provided low vision evaluations and made recommendations for students with VI
- Provided in-service training for related educational staff
- Adapted material into large print and braille for students.

EDUCATION

MASTER OF ARTS (M.A.) IN LEARNING DISABILITIES
[Eastern Michigan University](#), Ypsilanti, MI May 1996

B.S. IN VISION IMPAIRMENT
[Florida State University](#), Tallahassee, FL May 1978

CERTIFICATIONS

- Michigan Professional Teaching Certification, Endorsement in Visual Impairment/Learning Disabilities
- AER Certified Orientation & Mobility Credential, COMS #2111

AWARDS

- 2019 Bureau of Services for Blind Persons (BSBP) Achievement Honor Roll Award. (Community partners recognized for their collaboration with BSBP and increasing opportunities for people who are blind or visually impaired to achieve independence and/or employment.)
- 2018 Ann Arbor Host Lions Club Leo Advisor Award of Excellence (Going above and beyond to mentor Leo's to excel in service to the community)



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Carol A. Gray

DATE: 12/11/2025

RE: New Hire Recommendation - TA YA Floater - Job RR-143933)

I would like to recommend Linda Cousino for employment as a YA Floater Teacher Assistant. Linda Cousino received a Secondary Certificate from Eastern Michigan University. Linda Cousino is currently employed as a paratransit driver at A-Ride.

If approved by the Board, Linda Cousino salary will be \$35,455 Step 2. All other fringe benefits are set forth in the Unit 1 contract.

Please let me know if you require additional information.

Linda Cousino

Professional Summary

Dedicated professional with more than 25 years in service to the Ann Arbor community working as part of a team to provide an essential service for people with diverse abilities and disabilities

Experience

MV Transportation, Ypsilanti, Michigan

A-Ride paratransit driver, September 2021-present

RideCorp, Inc., Ann Arbor, Michigan

A-Ride paratransit driver, August 2016-March 2020

Convenience Auto Service, Ann Arbor, Michigan

Mechanic, September 2015-July 2016

Select Ride, Inc., Ann Arbor, Michigan

A-Ride fleet maintenance manager and mechanic, January 1996-August 2015

Elko High School, Elko, Nevada

English teacher, September 1994-June 1995

Education

Eastern Michigan University, Ypsilanti, Michigan

College of Education, Secondary Certificate, 1994

University of Michigan, Ann Arbor, Michigan

Bachelor of Arts in English, 1990

Certification

State of Michigan Mechanic Certification M225481

License

Commercial Driver License, C250 522 585 775, Group B, Endorsement P

Languages

English

Spanish (B2)



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Jackson Greenstone, Supervisor of CTE, Special Populations

DATE: 10/20/2025

RE: New Hire Recommendation - Mia Lanier-Durkins, Coordinator of Experiential Learning

I would like to recommend Mia Lanier-Durkins for employment as a Coordinator of Experiential Learning. Mia received her Master of Arts in Educational Leadership (M.A.Ed) and is currently employed as the College and Career Readiness Manager at Washtenaw Community College.

If approved by the Board, Mia's salary will be \$88,491 Grade 10 Step 2 (210-Days). All other fringe benefits are set forth in the non-affiliated bargaining agreement contract.

Please let me know if you require additional information.

MIA LANIER-DURKINS (M.A.ED)

EDUCATION ~ LEADERSHIP

Dedicated education professional and community leader with extensive experience in the K-12 setting, seeking to leverage my passion and leadership skills to create and cultivate inclusive, achievement-focused environments for youth to excel, in and out of school.

AREAS OF EXPERIENCE

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> ▪ Program Design ▪ Outreach & Recruitment ▪ Event Planning ▪ Collaborative Teamwork ▪ Interpersonal Skills | <ul style="list-style-type: none"> ▪ Diverse Populations ▪ Data Analysis ▪ Cultural Competency ▪ Program Management ▪ Community Networking | <ul style="list-style-type: none"> ▪ Instructional Delivery ▪ Character Development Initiatives ▪ Staff Management ▪ Positive Behavior Intervention Support |
|--|---|---|

RELEVANT EXPERIENCE

WASHTENAW COMMUNITY COLLEGE, ANN ARBOR, MI

2022 - PRESENT

COLLEGE AND CAREER READINESS MANAGER

Provide leadership and direction to staff and faculty assigned to the Parkridge Community Center, ensuring that established program goals and objectives are achieved. Develop and implement comprehensive academic, skill-building, career readiness, and social-emotional programs for K-12 students, enhancing student engagement and achievement. Developed a soft skills, college, and career readiness, in and out-of-school program for local middle and high school students. Establish and maintain relationships with key community partners, stakeholders, educational leaders, and local politicians to promote the college's mission and enhance the visibility of its on and off-campus programs and services. Collaborate with college administration, faculty, and staff to identify credit and non-credit program opportunities to be housed at Parkridge, resulting in increased enrollment. Serve as manager and behavior specialist during summer STEM camp for students aged 6-12. Manage the daily operations of the Parkridge building. Co-manage the department budget and contribute to the development of the annual budget in alignment with the college's community engagement and development plan. Create and conduct program assessments and evaluations to collect and analyze data. Develop monthly progress reports on goals and objectives for submission to the college, and when necessary, contribute to submissions to Washtenaw County leadership. Stay updated on industry and educational trends, and actively participate in relevant professional committees and groups to recommend continuous improvements in academic, skill-building, social-emotional awareness, career, and college preparedness programs. Provide promotional/marketing materials and support for programming through the use of graphic design platforms and social media.

WASHTENAW COMMUNITY COLLEGE, ANN ARBOR, MI

2021 - 2022

COORDINATOR OF STUDENT ENGAGEMENT -

Developed, hosted, and collaborated with community organizations and multiple WCC departments to execute successful programs and events that brought awareness of the college and career opportunities available at Washtenaw Community College (WCC). Facilitated partnerships/connections with local school districts, surrounding universities, and various WCC departments, such as the Workforce and Community Development Division, Career Services, Recruitment & Outreach, and Academic Advising. Provided positive and professional mentorship to students. Served as the inaugural coordinator of WCC's HBCU Pathway program, internal/external recruitment; organized outreach initiatives throughout Washtenaw County; created marketing materials for program events and activities. Facilitated student engagement activities to build community. Assisted with transfer advising for students transferring to an HBCU. Provided support in building relationships with various HBCUs and contributed to developing effective MOUs.

ANN ARBOR LEARNING COMMUNITY, ANN ARBOR, MI

2019- 2021

SOCIAL STUDIES TEACHER

Created daily lesson plans for 1st through 4th grade social studies. Maintained a high level of classroom safety and management. Assessed student learning formally and informally using a variety of assessments and grading techniques. Implemented student activities and projects using collaborative and individual learning approaches.

Strengthened comprehension skills using multiple strategies. Encouraged critical thinking skills through stimulating discussions, journals, and projects/assignments. Collaborated with teaching staff for class event planning. Collaborated in team meetings to prepare lesson plans and assess student progress. Acted as the Student Council/Ambassador advisor. Participated in various student and parent activities that occurred in school, including PTO & other school activities. Used restorative practices to build community within the classroom and the entire school.

EDU STAFF, ANN ARBOR, MI/HOPE OF DETROIT ACADEMY, DETROIT, MI

2018- 2019

SUBSTITUTE TEACHER

Reported to the building principal or school secretary upon arrival at the school. Maintained as fully as possible the established routines and procedures of the school and classroom to which I was assigned. Taught lesson plans as outlined by the absent teacher or myself. Maintained a high level of classroom and student management. Performed all extra duties for the absent teacher as required by the building principal. Modeled non-discriminatory practices in all activities.

KIPP MEMPHIS COLLEGIATE HIGH SCHOOL, MEMPHIS, TN

2014- 2017

GUIDANCE COUNSELOR/SEMINAR TEACHER/INTERVENTIONIST/ALUMNI ADVISOR

Created and executed effective academic intervention plans for “at-risk” students in danger of failing. Collaborated with teachers and parents to develop individualized support plans, enhancing student achievement and well-being. Utilized restorative practices to build community in my classrooms. Managed students with behavior challenges and assisted students with conflict resolution. Provided counseling to students based on individual needs and made weekly parent contacts. Allowed students time for after-school academic support. Supervised school bus arrival, school entry, and dismissal. Created and distributed educational content to prepare students for college and future careers. Developed daily lessons and classroom activities. Presented comprehensive lessons using visual/audio means to facilitate learning. Assisted students with classwork, adhered to daily lesson plans, and maintained an up-to-date grade book for each class. Evaluated assignments and provided fair grades. Supervised school bus arrival, entry, and dismissal, ensuring a positive and orderly student environment. Modeled non-discriminatory practices in all activities.

ADDITIONAL EXPERIENCE

My Future Fund Advisory Committee Member	2024 - Current
Washtenaw Community College Human Service Workers Advisory Board	2024 - Current
The Michigan American Council on Education Women’s Network (MI-ACE)	2023 - Current
Women and Men Working for Change (Community Liaison), Ypsilanti, MI	2022-2024
Admissions Counselor, Norfolk State University (NSU), Norfolk, VA,	2012-2014
Student Support Specialist, Washtenaw Community College (WCC), Ann Arbor, MI	2010-2013
Student Support Specialist, Eastern Michigan University (Bright Futures), Ypsilanti, MI	2010-2011

EDUCATION & TRAINING

CivicLab Systems Leadership Academy (2024)

Community Education Coalition

Mental Health First Aid USA (2024)

National Council for Behavioral Health

Bravo Award Recipient (2023)

Washtenaw Community College

Restorative Practice Method Training (2015 & 2024)

KIPP Memphis Collegiate Schools

Dispute Resolution Center

Doctor of Education in Organizational Leadership (Ed.D. expected 2027)

Oakland University, Rochester, MI

Master of Arts in Education Leadership (M.A.Ed)

Eastern Michigan University, Ypsilanti, MI

Bachelor of Arts in Business Administration (BBA)

Bennett College for Women, Greensboro, NC

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	C. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Position Change_B. Chea.pdf Position Change_C. Kjar.pdf Position Change_E. Bottai.pdf Position Change_L. Ferris.pdf Position Change_M. Krzysik.pdf

Washtenaw ISD Position Change / Upgrade Form

The supervisor of the position should complete and sign this form if you are anticipating an upgrade /reclassification, title/duties change and/or a salary/market increase for the position. Please note that the final decision on classification of the subject position will be made by the Executive Cabinet and the Superintendent.

Change Requested

Please select all that apply

☒ Position/Classification change

☒ Wage/Salary Level

☒ Location/Assignment

☐ FTE

☐ Employment Group

☐ Work days

☐ Account Split

☐ Other

Employee Name:

Please enter the employee name, incumbent name, or "Vacant"

Bahjee Chiva

Department

Early Childhood

Supervisor

Athrea Wilson

Current Position Title

Family Support Specialist Early Head Start

Recommended Position Title

Family and Community Partnership Specialist

Current Position Number

52,00,351.12

Recommended Position Number

52,00,351.04

Current Bargaining Unit

Non-Affiliated

Recommended Bargaining Unit

Non-Affiliated

Current Account 1

11,1351,1220,987,7236,90711,0000

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Pay Rate/ Salary Level

Grade 2/Step 5 Salary - 59,765

Recommended Pay Rate/ Salary Level

Grade 3/Step 5 Salary - 65,238

Current FTE

1

Recommended FTE

1

Current Number of Work Days

230

Recommended Number of Work Days

230

Should the Current Position Remain?

☒ Remain

☐ Delete

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location

WISD/TLC

Recommended Location

Worksite/Desk Location

WISD-TLC/Whitmore Lake Elementary

Rational for Position Change

Briefly explain how this position has changed, giving concrete examples of the changes

This is an internal candidate that applied and interviewed for the Family Community Partnership Specialist position and has been selected for the position. The current Family Support Specialist position that she is in will need to be posted.

Current Account 4 Split

Recommended Account 1

11,1351,1440,000,7236,90711,0000

Recommended Account 1 Split

90

Recommended Account 2

11,1351,1440,987,7236,90711,0000

Recommended Account 2 Split

10

Recommended Account 3

Recommended Account Split 3

Powered by BoardOnTrack

104 of 230

Finance Comments

Finance

SAP

12/11/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

EC Schedule, Gr 2, Step 5

Human Resources / Executive Admin Review

CD Harmon-Higgins

12/10/2025

Superintendent Comments

I'm not clear about the pay level. Can we discuss?

Effective Date

Date new duties were assigned or changes made

12/08/2025

List Positions/Employees Performing Similar Work

Do you know of/are you aware of any other positions or employees assigned/performing work similar to that of this position in its new description? If so, please list position titles or names of incumbents

Department Head Comments

Department Head

Dr. Edward G. Mauszalski II

12/01/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Family and Community Partnerships Specialist, 1.0 FTE
Department: Head Start
Reports to: Preschool and Early Education Coordinator
FLSA Status: Non-Exempt (230 days)
Prepared By: Kimberly Whiren
Preparation Date: October 6, 2025
Approved By: Cassandra D. Harmon-Higgins, Esq.
Executive Director, HR and Legal Services
Approval Date: October 23, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools, and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

The WISD's Vision is to be a leader in empowering, facilitating, and delivering high-quality, boundary spanning, educational system that educates all children through an equitable, inclusive, holistic approach.

SUMMARY:

The Family and Community Partnerships position of the Head Start program is an integral part of the larger system of services provided by Head Start and supports the goals of the program in many ways. This position is responsible for oversight and development of systems to provide opportunities for and support the growth of Head Start families so they may identify their own strengths, needs and interests; that they may find their own solutions.

Developing a parent and community volunteer program and developing relationships with community partners, to whom families can be referred for services, is a key function of this position. This position is responsible for ensuring Family and Community Partnership services are supported by staff and/or consultants with training and experience in field(s) related to social, human, or family services. The Family and Community Partnership Specialist role oversees and manages the area of Program Governance for the Head Start program including supporting the Parent Policy Council. The position is responsible for collaborating on the development and implementation of the program, tracking and recordkeeping, community relations and outreach.

May be assigned a caseload of families based on program needs. Caseload will be no more than 25 families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Establishes policies and procedures for the family and community partnership portion of the program that supports the effective implementation of services to families.
- Keeps up-to-date and informed of Head Start Program Performance Standards and related regulations, with specific knowledge of Family and Community Partnerships.

- Develops a system for the provision of case management and referral for social services to Head Start families in cooperation with other social services, health and mental health agencies and providers through community partnership agreements.
- Develops and implements a plan and system of continuous monitoring and evaluation to ensure that policies and procedures are being followed and that programs address families' needs.
- Maintains system of direct services that includes the Family Partnership Agreement process, case management process, and referral and follow-up activities.
- Ensures that the Head Start Parent, Family, and Community Engagement Framework is understood and followed by staff.
- Establishes relationships with community partners and identifies resources that can be made available to families.
- Initiates and tracks community partnership agreements.
- Establishes partnerships and connections to local universities and community colleges.
- Collaborates with coordinators and assists with facilitates meetings and events to address the collective training needs of the family services staff and home visiting staff.
- Meets with Family Support Specialist staff monthly.
- Coordinates and facilitates monthly Policy Council meetings.
- Works with the managers, specialists, coordinators, and directors to maintain the child tracking system, which includes implementation of family partnership agreements and the tracking of referrals, individual contacts, and follow-ups (Child Plus).
- Provides reports and documents to Head Start Policy Council and supports the Policy Council Chair in the facilitation of meetings.
- Monitors Policy Council attendance and representation from sites.
- Attends and supports Parent Policy Committee work/meetings at sites.
- Attends community networks and other community organization meetings for the purpose of sharing information and establishing linkages.
- Assists managers, specialists, coordinators, directors, and teaching staff with transition of Head Start children to kindergarten, and children transitioning into Head Start.
- Designs, implements, and monitors volunteer programs to include the recruitment and orientation of parent and community volunteers for the program.
- Supports the site directors and classroom staff in ensuring Parent Committee activities and Family Nights are coordinated and offered monthly.
- Submits verbal and/or written reports on monitoring and follow up to supervisor and/or Program Director on the area activities and status as needed.
- Assists the staff person responsible to track data and provide accurate information for the annual Program Information Report (PIR) as well as for monthly reports.
- Works in collaboration with the Health Specialist to establish a system for providing health and nutrition education to families through workshops, parent meetings, handouts, etc.
- Provides resource information to staff and families on an as-needed basis.
- Assists in providing current information for the Community Resource Guide.
- Provides direct Family Support Specialist services to partner programs as needed.
- Maintains regular and predictable attendance.
- **OTHER RELATED DUTIES MAY BE ASSIGNED.**

SUPERVISORY RESPONSIBILITIES:

N/A

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential

functions.

**EDUCATION and/or EXPERIENCE:
REQUIRED**

- Bachelor's degree in Early Childhood, Social Work or related field is required.
- Three (3) years or more of relevant experience in early childhood, social work or a related field is required.
- Three (3) years or more experience with Head Start is required.

PREFERRED

- Bilingual is preferred.

LANGUAGE SKILLS:

- Demonstrates ability to communicate ideas and instructions orally and in writing.
- Demonstrates ability to communicate clearly and concisely both in oral and written form.
- Demonstrates ability to write reports and business correspondence.
- Demonstrates ability to read, analyze, and interpret general social services related to journals and technical procedures.
- Demonstrates ability to speak before groups of individuals.

TECHNICAL SKILLS:

- Demonstrates ability to work with computer programs as they relate to program responsibilities.
- Demonstrates ability to follow data collection to support program goals.
- Demonstrates ability to accurately use district-wide electronic reporting systems (Child Plus, MICR, Power-school).
- Demonstrates ability to use a personal computer (PC) in a networked environment to utilize the internet and other electronic communications mechanisms, such as email conferencing or messaging boards, perform research and data management.

MATHEMATICAL SKILLS:

- Demonstrates ability to work within the contractual budget.
- Demonstrates ability to calculate figures and amounts such as percentages.
- Demonstrates ability to produce and interpret graphs, charts, spreadsheets, and other mathematical reports.

REASONING ABILITY:

- Demonstrates ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrates ability to interpret an extensive variety of instructions.
- Demonstrates ability to summarize conclusions and instructions, then make recommendations and develop implementation strategies.
- Demonstrates ability to perform duties with awareness of all district requirements and Board of Education policies.

INTERPERSONAL SKILLS:

- Demonstrates ability to establish and maintain effective working relationships with children, families, and the community.
- Demonstrates ability to build rapport with others and to serve diverse publics.
- Demonstrates ability to take initiative; work well with others as a collaborative team member and exhibit good communication skills.
- Demonstrates ability to work effectively and collaboratively with other departments, agencies, and individuals.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear.
- Travel by car, bus, airplane, or train associated with attendance at conferences, meetings, and other duties carried out at distant locations in and out of state and in some cases where overnight travel may be required.
- May be required to lift up to 25 pounds.
- Some exposure to communicable diseases.
- Noise level in work environment may be moderate to loud.
- Work is generally performed in a classroom setting or in an office environment, involving face-to-face communication.
- Some evenings and weekend work is required for events such as home visits, parent-teacher conferences, Parent Committee meetings, Family Nights, socializations and other Head Start/Early Head Start activities including social and community activities.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee may be required to be outdoors for periods of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

Salary and other employment conditions to be established by the Board of Education as reflected in the Non-Affiliated and Early Childhood Personnel 2025-2028 Manual. Starting Salary ranging from (dependent upon experience) \$50,322 - \$61,857.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodation to qualified individuals with disabilities and will encourage both prospective and current employees to discuss potential accommodations with the employer.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Current Pay Rate/ Salary Level

2 - \$37,796.00

Recommended Pay Rate/ Salary Level

2 - \$37,796.00

Current FTE

1

Recommended FTE

1

Current Number of Work Days

185

Recommended Number of Work Days

185

Should the Current Position Remain?

Remain

Delete

Supervisor

Jennifer Parrelly

Current Position Title

TA YA

Recommended Position Title

TA DHH

Current Position Number

10,871,122.18

Recommended Position Number

10,971,122.06

Current Bargaining Unit

Unit 1

Recommended Bargaining Unit

Unit 1

Washtenaw ISD Position Change / Upgrade Form

The supervisor of the position should complete and sign this form if you are anticipating an upgrade /reclassification, title/duties change and/or a salary/market increase for the position. Please note that the final decision on classification of the subject position will be made by the Executive Cabinet and the Superintendent.

Change Requested

Please select all that apply

☒ Position/Classification change

☐ Wage/Salary Level

☒ Location/Assignment

☐ FTE

☐ Employment Group

☐ Work days

☒ Account Split

☐ Other

Employee Name:

Please enter the employee name, incumbent name, or "Vacant"

Cassandra Kjar

Department

Special Education

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location

Red Oak

Recommended Location

Worksite/Desk Location

High Point Room 14

Rational for Position Change

Briefly explain how this position has changed, giving concrete examples of the changes

Cassandra interviewed for the open position.

Current Account 4 Split

Recommended Account 1

22.1122.1630.160.0000.01797.3600

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Current Account 1

22.1122.1630.120.0000.07487.2009

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Effective Date

Date new duties were assigned or changes made

01/05/2026

Superintendent

Naomi Norman

01/02/2026

Finance Comments

Finance

SAP

12/11/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

12/09/2025

Superintendent Comments

List Positions/Employees Performing Similar Work

Do you know of/are you aware of any other positions or employees assigned/performing work similar to that of this position in its new description? If so, please list position titles or names of incumbents

Krysta Spaulding, DHH TA

Department Head Comments

Department Head

Deborah Hester-Washington

12/04/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Teacher Assistant – Deaf and Hard of Hearing (DHH)
Department: Special Education Services
Reports To: Supervisor, Deaf and Hard of Hearing County-Wide Program
FLSA Status: Non-exempt (185 Day)
Prepared By: Jennifer Parrelly
Special Education Principal
Prepared Date: October 7, 2025
Approved By: Cassandra Harmon-Higgins Esq.
Executive Director of Human Resources and Legal Services
Approved Date: October 20, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools, and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

The WISD's Vision is to be a leader in empowering, facilitating, and delivering high-quality, boundary-spanning, educational system that educates all children through an equitable, inclusive, and holistic approach.

SUMMARY:

Assists teachers in the Deaf and Hard of Hearing County-wide Program by performing a variety of duties designed to carry out individual student education and communication programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Provides group or individualized academic instruction, remediation or guided practice using instructional objectives and lessons developed by the teacher.
- Aids in meeting students' needs in toileting and personal hygiene care.
- Provide medical interventions under the guidance from nursing staff.
- Supervises and monitors students within non-structured settings (i.e. arrival, departure, lunch and recess).
- Collects information on and summarizes student progress toward achievement of IEP goals/objectives under the direction of classroom teachers.
- Assists in the development, maintenance, and adaptation of instructional materials under the direction of classroom teachers.
- Records attendance, maintains records, and performs other clerical tasks under the direction of classroom teachers.
- Assists in the use of instructional technology under the direction of classroom teachers.
- Helps to facilitate student needs, including implementation of ancillary designed service programs under the direction of professional staff.
- Participates in building and district level activities, staff meetings, student staff meetings, program meetings, in-service activities, and other meetings as determined necessary for assigned students.
- Assists teachers and support staff in preparing materials, housekeeping, keeping records, and recording student progress in an objective manner.

- Assists in the operation of the total school program.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Adheres to District and school rules and procedures.
- Conducts behavior to demonstrate collegiality and professionalism.
- Maintains regular predictable attendance.
- **Performs other duties as assigned.**

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalent is required.
- Highly qualified status is required (possess one of the following: Associate degree, 60 hours of college credits, *WorkKeys*, *MTTC Basic Skills*, or *ETS*).
- Two years successful experience working as a teacher assistant in a program for students with hearing impairments or equivalent experience is preferred.
- Experience and ability to communicate basic information in America Sign Language (ASL) is preferred.
- Engaged in continuous learning as it relates to instructional and communication interventions is preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

LANGUAGE SKILLS:

- Demonstrates ability to read, analyze and comprehend instructions, professional journals, and correspondence.
- Demonstrates ability to effectively present information and respond to questions from groups of educators, parents, students, and the general public.
- Demonstrates ability to express self clearly, both orally and in writing.
- Demonstrates ability to read, analyze and interpret information.
- Demonstrates knowledge of American Sign Language (ASL).
- Demonstrates ability to learn American Sign Language (ASL) through a combination of staff and classroom interactions, online / in-person courses, and mentoring, etc..
- Demonstrates ability to write clear, concise, objective notes regarding activities during the instructional day to third parties (families, outside agencies, others).

TECHNICAL SKILLS:

- Demonstrates ability to integrate technology into the everyday workflow if necessary.
- Demonstrates ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Demonstrates ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Exhibits knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database, and presentation software) is required.
- Demonstrates ability to follow data collection information to support functional behavioral assessment.
- Demonstrates ability to accurately use district-wide electronic reporting systems for attendance, etc.

MATHEMATICAL SKILLS:

- Demonstrates ability to apply the concepts of basic math, algebra, and geometry consistent with the duties

of this position.

REASONING ABILITY:

- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibits a high level of professionalism with the ability to handle confidential information, use good judgment, plan, handle complex projects, and maintain a flexible attitude.
- Demonstrates ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Demonstrates ability to use positive behavior support intervention techniques autonomously.
- Demonstrates ability to make reasonable student focused decisions autonomously.
- Demonstrates ability to implement various student plans simultaneously and report factually to the teacher.

INTERPERSONAL SKILLS:

- Demonstrates ability to build rapport with others and to serve diverse publics.
- Demonstrates ability to take the initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Demonstrates ability to work creatively and skillfully with students.
- Demonstrates ability to demonstrate initiative and understanding in working with students, staff, and parents/guardians.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is regularly required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material. Specific vision abilities required by this job include close vision, distant vision, and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work out-put of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills, and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct

and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

Position subject to terms, conditions, and calendar of the Collective Bargaining Agreement between the District and Unit I AFT Local 3760. Starting salary ranging (dependent upon experience) from \$35,455 - \$39,941.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Washtenaw ISD Position Change / Upgrade Form

The supervisor of the position should complete and sign this form if you are anticipating an upgrade /reclassification, title/duties change and/or a salary/market increase for the position. Please note that the final decision on classification of the subject position will be made by the Executive Cabinet and the Superintendent.

Change Requested

Please select all that apply

- ☐ Position/Classification change
- ☐ Wage/Salary Level
- ☒ Location/Assignment
- ☐ FTE
- ☐ Employment Group
- ☐ Work days
- ☐ Account Split
- ☐ Other

Employee Name:

Please enter the employee name, incumbent name, or "Vacant"

Elizabeth Bottal

Department

Special Education Department

Supervisor

Carol A. Gray

Current Position Title

Teacher Assistant for Chelsea Our Center

Recommended Position Title

Teacher Assistant for Wash News Our Center

Current Position Number

10.87.122.02

Recommended Position Number

10.07.122.02

Current Bargaining Unit

Unit 1

Recommended Bargaining Unit

Unit 1

Should the Current Position Remain?

- ☒ Remain
- ☐ Delete

Current Pay Rate/ Salary Level

5 - \$41,184.00

Recommended Pay Rate/ Salary Level

5 - \$41,184.00

Current FTE

1

Recommended FTE

1

Current Number of Work Days

185

Recommended Number of Work Days

185

Current Account 1

22.1122.1630.120.0000.07487.2000

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Account 4 Split

Recommended Account 1

22.1122.1630.120.0000.07487.2007

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location

Chelsea YA Our Center

Recommended Location

Worksite/Desk Location

Wash News YA Our Center

Rational for Position Change

Briefly explain how this position has changed, giving concrete examples of the changes

Position became available and employee asked to move.

Effective Date <small>Date new duties were assigned or changes made</small> 01/05/2026	Finance Comments <div></div>	Superintendent <i>Naomi Norman</i> 12/18/2025
List Positions/Employees Performing Similar Work <small>Do you know of/are you aware of any other positions or employees assigned/performing work similar to that of this position in its new description? If so, please list position titles or names of incumbents</small>	Finance <i>SAP</i> 12/18/2025	
Elizabeth Botal	Human Resources Approval <input checked="" type="radio"/> Approve <input type="radio"/> Adjust, See Comments	
Department Head Comments <div></div>	Human Resources Comments <div>Lateral Transfer into vacancy (at employee's request).</div>	
Department Head <i>Deborah Hester-Washington</i> 12/12/2025	Human Resources / Executive Admin Review <i>CD Harmon-Higgins</i> 12/12/2025	
Finance Approval <input checked="" type="radio"/> Approve <input type="radio"/> Adjust, See Comments	Superintendent Comments <div></div>	

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Teaching Assistant
Department: Special Education Services
Program: Young Adult Program – Washtenaw News
Reports To: Supervisor, Special Education Services
FLSA Status: Non-exempt
Prepared By: Deborah Hester-Washington
Prepared Date: Executive Director of Special Education
Approved By: July 21, 2025
Approved By: Cassandra Harmon-Higgins, Esq.
Approved Date: Executive Director of Human Resources and Legal Services
Approved Date: July 21, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

The WISD's Vision is to be a leader in empowering, facilitating, and delivering high-quality, boundary-spanning, educational system that educates all children through an equitable, inclusive and holistic approach.

SUMMARY:

The Teaching Assistant supports the professional staff in implementing a personalized individualized student program for young adult students placed in Young Adult Classrooms throughout Washtenaw County including collaborating with professional staff from WISD and other Adult Service Agencies, as well as student families, employers and other community resources. This position involves assisting the classroom teacher with all the students in the classroom under the teacher's direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Demonstrates a strong commitment to social justice and inclusive educational practices.
- Supports WISD vision and mission to enhance achievement for all students.
- Demonstrates excellent customer service.
- Follows individual behavior intervention plans.
- Integrates students into functional, community-based environments (i.e., work/job sites, student's home, recreational facilities, public transportation vehicles, public buildings, etc.).
- Implements strategies for student independence.
- Assists in implementing and monitoring IEP through group and individual instruction, including following IEP goals related to specific related service areas (PT, OT, Speech, augmentative devices, etc.).
- Supervises students in classes and/or in the community, individually and with small and/or large groups.
- Manages and instructs students on appropriate behavior, using positive behavior support strategies consistent with board policy and the student's behavior plan, if applicable.
- Integrates support services activities into the program's curriculum and the school day.
- Monitors health needs and implements specialized care programs under the direction of professional staff.
- Works as a team member to solve problems and develop and implement quality programming.

- Communicates with families, outside agencies and other staff in an objective and effective manner.
- Participates in special instructional activities to meet program and student goals (e.g., vocational training, transitioning to adult life, swimming, job training activities in business environment, etc.).
- Assists teachers and support staff in preparing materials, housekeeping, keeping records and recording student progress in an objective manner.
- Assists with self-care, eating/feeding, dressing as well as medical intervention if necessary.
- Communicates effectively and objectively with students, parents, and administration in advocacy of student growth.
- Provides assistance to the operation of the total school program.
- Participates in professional development, maintains appropriate certification and qualifications and keeps current in changing pedagogy.
- Participates in building and district level activities, staff meetings, student staff meetings, program meetings, in-service activities and other meetings as determined necessary for assigned students.
- Participates in district and school initiatives, adheres to building and district school improvement plans.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Adheres to district and school rules and procedures.
- Conducts behavior to demonstrate appropriate role-modeling, collegiality and professionalism.
- Maintains regular, predictable attendance.
- **PERFORMS OTHER DUTIES MAY BE ASSIGNED.**

SUPERVISORY RESPONSIBILITIES:

- N/A

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalent – (Required).
- Associate's degree, 60 hours of college credits, WorkKeys, MTTC Basic Skills, or ETS - (preferred).
- Possesses experience working with young adult students with moderate and severe disabilities – (Preferred).
- Possesses experience working with students who have significant medical, physical, and other needs.
- Possesses experience working with young adult students in community-based locations – (Preferred).
- Possesses experience working with families, community resources and adult service agencies – (Preferred).
- Possesses experience with occupational training, job readiness and community-based instruction – (Preferred).
- Possesses experience using “*Non-Violent Crisis Intervention*” techniques and other behavior strategies (which will be used frequently in this classroom).
- Possesses exceptional knowledge and skills in working with student behavior management – (Required).
- Possesses ability to work with students with multiple need areas autonomously in various community settings – (Preferred).
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

- N/A.

LANGUAGE SKILLS:

- Demonstrates ability to read and comprehend simple instructions, short correspondence, and memos.

- Demonstrates ability to effectively present information and respond to questions from groups of educators, students, and the general public.
- Demonstrates ability to write clear, concise, objective notes regarding activities during the instructional day to third parties (families, outside agencies, others).
- Demonstrates ability to write simple correspondence.
- Demonstrates ability to express self clearly, both orally and in writing.
- Demonstrates ability to effectively present information in one-on-one and small group situations.

TECHNICAL SKILLS:

- Demonstrates ability to integrate technology into the everyday workflow if necessary.
- Demonstrates ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Demonstrates ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.
- Demonstrates ability to follow data collection information to support functional behavioral assessment.
- Demonstrates ability to accurately use district-wide electronic reporting systems for attendance, Medicaid logging, lunch count, etc.
- Demonstrates ability to work in a virtual online instructional setting.
- Demonstrates skills and comfort using the latest instructional online tools and technology.
- Ability to use online instructional tools and technology.

MATHEMATICAL SKILLS:

- Ability to apply the concepts of basic math, algebra, and geometry consistent with the duties of this position.

REASONING ABILITY:

- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibits a high level of professionalism with the ability to handle confidential information, use good judgment, plan, and handle complex projects and maintain a flexible attitude.
- Demonstrates ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrates ability to apply common sense understanding to carry out detailed written or oral instructions.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Demonstrates ability to use positive behavior support intervention techniques autonomously.
- Demonstrates ability to make reasonable student focused decisions autonomously.
- Demonstrates ability to implement various student plans simultaneously and report factually to the teacher.

INTERPERSONAL SKILLS:

- Demonstrates ability to build rapport with others and to serve diverse publics.
- Demonstrates ability to take initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Demonstrates ability to work collaboratively and cooperatively with others in a team.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk and stand. The employee is occasionally required to bend and or twist at the trunk more than the average person. The employee is continuously repeating the same hand, arm, or finger motion many times. The employee is frequently required to talk or listen. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material or when assisting in student interventions. Specific vision abilities required by this job include close vision, distant vision, and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

The position requires the individual to have the ability to manage the medical, physical, and emotional needs of students in a positive, student-centered manner while communicating with several different people (parents, community members, professional staff, advocates, related service staff and outside service agencies) with consistency and objectivity.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work output of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for the purpose of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills, and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

Position subject to terms, conditions, and calendar of the Master Agreement between the District and Unit I AFT Local 3760. Starting salary ranging (dependent upon experience) from \$26,702 - \$31,102.

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It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Supervisor

Chandra Dumas

Current Position Title

TA YA Red Oak

Recommended Position Title

TA YA Chelsea

Current Position Number

10,871,122.13

Recommended Position Number

10,871,122.37

Current Bargaining Unit

Unit 1

Recommended Bargaining Unit

Unit 1

Current Pay Rate/ Salary Level

Step 7-42,574.00

Recommended Pay Rate/ Salary Level

Step 7-42,574.00

Current FTE

1

Recommended FTE

1

Current Number of Work Days

185

Recommended Number of Work Days

185

Should the Current Position Remain?

☒ Remain

☐ Delete

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location

Red Oak

Recommended Location

Worksite/Desk Location

Chelsea Our Center

Rational for Position Change

Briefly explain how this position has changed, giving concrete examples of the changes

Staff Interview

Supervisor

Chandra Dumas

Current Position Title

TA YA Red Oak

Recommended Position Title

TA YA Chelsea

Current Position Number

10,871,122.13

Recommended Position Number

10,871,122.37

Current Bargaining Unit

Unit 1

Recommended Bargaining Unit

Unit 1

Current Pay Rate/ Salary Level

Step 7-42,574.00

Recommended Pay Rate/ Salary Level

Step 7-42,574.00

Current FTE

1

Recommended FTE

1

Current Number of Work Days

185

Recommended Number of Work Days

185

Should the Current Position Remain?

☒ Remain

☐ Delete

Current Account 4 Split

Recommended Account 1

22.1122.1630.120.0000.07487.2000

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Washtenaw ISD Position Change / Upgrade Form

The supervisor of the position should complete and sign this form if you are anticipating an upgrade /reclassification, title/duties change and/or a salary/market increase for the position. Please note that the final decision on classification of the subject position will be made by the Executive Cabinet and the Superintendent.

Change Requested

Please select all that apply

- ☐ Position/Classification change
- ☐ Wage/Salary Level
- ☒ Location/Assignment
- ☐ FTE
- ☐ Employment Group
- ☐ Work days
- ☐ Account Split
- ☐ Other

Employee Name:

Please enter the employee name, incumbent name, or "Vacant"

Laurie Ferris

Department

Special Education Department

Current Account 1

22.1122.1630.120.0000.07487.2009

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Effective Date

Date new duties were assigned or changes made

10/27/2025

Superintendent

Naomi Norman

12/03/2025

Finance Comments

Finance

SAP

11/12/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Please confirm transfer date: listed as 10/27/25.

Human Resources / Executive Admin Review

CD Harmon-Higgins

11/11/2025

Superintendent Comments

List Positions/Employees Performing Similar Work

Do you know of/are you aware of any other positions or employees assigned/performing work similar to that of this position in its new description? If so, please list position titles or names of incumbents

Pennie Ward

Department Head Comments

Department Head

Deborah Hester-Washington

11/11/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Teaching Assistant
Department: Special Education Services
Program: Young Adult Program – Chelsea
Reports To: Supervisor, Special Education Services
FLSA Status: Non-exempt
Prepared By: Deborah Hester-Washington
Executive Director of Special Education
Prepared Date: July 21, 2025
Approved By: Cassandra Harmon-Higgins, Esq.
Executive Director of Human Resources and Legal Services
Approved Date: July 21, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

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SUMMARY:

The Teaching Assistant supports the professional staff in implementing a personalized individualized student program for young adult students placed in Young Adult Classrooms throughout Washtenaw County including collaborating with professional staff from WISD and other Adult Service Agencies, as well as student families, employers and other community resources. This position involves assisting the classroom teacher with all the students in the classroom under the teacher's direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Demonstrates a strong commitment to social justice and inclusive educational practices.
- Supports WISD vision and mission to enhance achievement for all students.
- Demonstrates excellent customer service.
- Follows individual behavior intervention plans.
- Integrates students into functional, community-based environments (i.e., work/job sites, student's home, recreational facilities, public transportation vehicles, public buildings, etc.).
- Implements strategies for student independence.
- Assists in implementing and monitoring IEP through group and individual instruction, including following IEP goals related to specific related service areas (PT, OT, Speech, augmentative devices, etc.).
- Supervises students in classes and/or in the community, individually and with small and/or large groups.
- Manages and instructs students on appropriate behavior, using positive behavior support strategies consistent with board policy and the student's behavior plan, if applicable.
- Integrates support services activities into the program's curriculum and the school day.
- Monitors health needs and implements specialized care programs under the direction of professional staff.
- Works as a team member to solve problems and develop and implement quality programming.

- Communicates with families, outside agencies and other staff in an objective and effective manner.
- Participates in special instructional activities to meet program and student goals (e.g., vocational training, transitioning to adult life, swimming, job training activities in business environment, etc.).
- Assists teachers and support staff in preparing materials, housekeeping, keeping records and recording student progress in an objective manner.
- Assists with self-care, eating/feeding, dressing as well as medical intervention if necessary.
- Communicates effectively and objectively with students, parents, and administration in advocacy of student growth.
- Provides assistance to the operation of the total school program.
- Participates in professional development, maintains appropriate certification and qualifications and keeps current in changing pedagogy.
- Participates in building and district level activities, staff meetings, student staff meetings, program meetings, in-service activities and other meetings as determined necessary for assigned students.
- Participates in district and school initiatives, adheres to building and district school improvement plans.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Adheres to district and school rules and procedures.
- Conducts behavior to demonstrate appropriate role-modeling, collegiality and professionalism.
- Maintains regular, predictable attendance.
- **PERFORMS OTHER DUTIES MAY BE ASSIGNED.**

SUPERVISORY RESPONSIBILITIES:

- N/A

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Possesses a high School Diploma or equivalent – (Required).
- Possesses an associate's degree, 60 hours of college credits, WorkKeys, MTTC Basic Skills, or ETS - (preferred).
- Possesses experience working with young adult students with moderate and severe disabilities – (Preferred).
- Possesses experience working with students who have significant medical, physical, and other needs.
- Possesses experience working with young adult students in community-based locations – (Preferred).
- Possesses experience working with families, community resources and adult service agencies _ (Preferred).
- Possesses experience with occupational training, job readiness and community-based instruction – (Preferred).
- Possesses experience using "*Non-Violent Crisis Intervention*" techniques and other behavior strategies (which will be used frequently in this classroom).
- Possesses exceptional knowledge and skills in working with student behavior management –(Required).
- Possesses ability to work with students with multiple need areas autonomously in various community settings – (Preferred).
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

- N/A.

LANGUAGE SKILLS:

- Demonstrates ability to read and comprehend simple instructions, short correspondence, and memos.
- Demonstrates ability to effectively present information and respond to questions from groups of educators, students, and the general public.
- Demonstrates ability to write clear, concise, objective notes regarding activities during the instructional day to third parties (families, outside agencies, others).
- Demonstrates ability to write simple correspondence.
- Demonstrates ability to express self clearly, both orally and in writing.
- Demonstrates ability to effectively present information in one-on-one and small group situations.

TECHNICAL SKILLS:

- Demonstrates ability to integrate technology into the everyday workflow if necessary.
- Demonstrates ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Demonstrates ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.
- Demonstrates ability to follow data collection information to support functional behavioral assessment.
- Demonstrates ability to accurately use district-wide electronic reporting systems for attendance, Medicaid logging, lunch count, etc.
- Demonstrates ability to work in a virtual online instructional setting.
- Demonstrates skills and comfort using the latest instructional online tools and technology.
- Ability to use online instructional tools and technology.

MATHEMATICAL SKILLS:

- Ability to apply the concepts of basic math, algebra, and geometry consistent with the duties of this position.

REASONING ABILITY:

- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibits a high level of professionalism with the ability to handle confidential information, use good judgment, plan, and handle complex projects and maintain a flexible attitude.
- Demonstrates ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrates ability to apply common sense understanding to carry out detailed written or oral instructions.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Demonstrates ability to use positive behavior support intervention techniques autonomously.
- Demonstrates ability to make reasonable student focused decisions autonomously.
- Demonstrates ability to implement various student plans simultaneously and report factually to the teacher.

INTERPERSONAL SKILLS:

- Demonstrates ability to build rapport with others and to serve diverse publics.
- Demonstrates ability to take initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Demonstrates ability to work collaboratively and cooperatively with others in a team.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk and stand. The employee is occasionally required to bend and or twist at the trunk more than the average person. The employee is continuously repeating the same hand, arm, or finger motion many times. The employee is frequently required to talk or listen. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material or when assisting in student interventions. Specific vision abilities required by this job include close vision, distant vision, and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

The position requires the individual to have the ability to manage the medical, physical, and emotional needs of students in a positive, student-centered manner while communicating with several different people (parents, community members, professional staff, advocates, related service staff and outside service agencies) with consistency and objectivity.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work output of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for the purpose of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills, and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

Position subject to terms, conditions, and calendar of the Master Agreement between the District and Unit I AFT Local 3760. Starting salary ranging (dependent upon experience) from \$26,702 - \$31,102.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Current Pay Rate/ Salary Level

5 - \$52,665.00

Recommended Pay Rate/ Salary Level

same (except for +25%)

Current FTE

1.0

Recommended FTE

1.0

Current Number of Work Days

185

Recommended Number of Work Days

185

Should the Current Position Remain?

☒ Remain

☐ Delete

Supervisor

Melissa Paschall

Current Position Title

Teacher Assistant for Behavior Assistance

Recommended Position Title

Float Teacher Assistant

Current Position Number

10.23.196.03

Recommended Position Number

10.23.196.08

Current Bargaining Unit

Unit 1

Recommended Bargaining Unit

Unit 1

Washtenaw ISD Position Change / Upgrade Form

The supervisor of the position should complete and sign this form if you are anticipating an upgrade /reclassification, title/duties change and/or a salary/market increase for the position. Please note that the final decision on classification of the subject position will be made by the Executive Cabinet and the Superintendent.

Change Requested

Please select all that apply

☒ Position/Classification change

☐ Wage/Salary Level

☐ Location/Assignment

☐ FTE

☐ Employment Group

☐ Work days

☐ Account Split

☐ Other

Employee Name:

Please enter the employee name, incumbent name, or "Vacant"

Melissa Kryzysk

Department

Special Education

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location

ASD program at High Point

Recommended Location

Worksite/Desk Location

ASD program at High Point

Rational for Position Change

Briefly explain how this position has changed, giving concrete examples of the changes

Melissa is qualified and applied. She is working towards becoming a BCBA/Beh Sp.

Current Account 4 Split

Recommended Account 1

22.1215.1630.076.0000.000000.2300

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Current Account 1

22.1122.1630.193.0000.000000.2300

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Finance Comments

Finance

SAP

10/30/2025

Human Resources Approval

☐ Approve

☒ Adjust, See Comments

Human Resources Comments

Same as current - Step 5, Base +60 (\$43,535) No longer received + 21% in new (TA Flat) position.

Human Resources / Executive Admin Review

CD Harmon-Higgins

10/30/2025

Superintendent Comments

Effective Date

Date new duties were assigned or changes made

10/06/2025

List Positions/Employees Performing Similar Work

Do you know of/are you aware of any other positions or employees assigned/performing work similar to that of this position in its new description? If so, please list position titles or names of incumbents

Terri Hohman

Department Head Comments

Please remove the 25% pay.

Department Head

Deborah Hester-Washington

10/17/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Floater Teaching Assistant for Autism Spectrum Disorder Program
Department: Special Education Services
Program: High Point School
Reports To: Supervisor, Special Education Services
FLSA Status: Non-exempt
Prepared By: Melissa Paschall
Special Education Supervisor
Prepared Date: September 15, 2025
Approved By: Cassandra D. Harmon-Higgins, Esq.
Executive Director, Human Resources and Legal Services
Approved Date: September 16, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools, and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

The WISD's Vision is to be a leader in empowering, facilitating, and delivering high-quality, boundary-spanning, educational system that educates all children through an equitable, inclusive, and holistic approach.

SUMMARY:

Assists teachers and other professional staff by performing a variety of duties designed to implement the instructional program for students. The Teacher Assistant must be willing to work collaboratively with all members of the team and school community to put student needs and independence at the forefront. The teacher assistant must also be willing to continue to learn and gain professional knowledge on best strategies to teach the students in our care.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Demonstrates excellent customer service.
- Collaborates with the ASD team to provide holistic approach to teaching students with ASD.
- Supervises students in classes and/or in the community.
- Implements strategies for student independence.
- Integrates support services activities into the program's curriculum and the school day.
- Assists in implementing and monitoring IEP through group and individual instruction independently and through regular meetings and collaboration with professional staff.
- Follows individual behavior intervention plans.
- Manages and instructs students on appropriate behavior, using positive behavior support strategies consistent with Board policy and the student's behavior plan, if applicable.
- Monitors health needs and implement specialized care programs under the direction of professional staff.
- Assists in self-care, eating/feeding and dressing, as well as medical intervention if necessary.
- Assists students in the pool during Aquatic Therapy sessions.
- Provides assistance to facilitate student needs, including implementation of ancillary designed service programs under the direction of professional staff.

- Participates in building and district level activities, staff meetings, student staff meetings, program meetings, in-service activities and other meetings as determined necessary for assigned students.
- Assists teachers and support staff in preparing materials, housekeeping, keeping records and recording student progress in an objective manner.
- Participates in professional development, maintains appropriate certification and qualifications and keeps current in changing pedagogy.
- Provides assistance with the operation of the total school program.
- Participates in District and school initiatives and adheres to building and district school improvement plans.
- Supports the WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Adheres to District and school rules and procedures.
- Conducts behavior to demonstrate appropriate role-modeling, collegiality and professionalism.
- Performs such other tasks as may from time to time be assigned by the supervisor.
- Maintains regular predictable attendance.
- **Performs other duties as assigned.**

SUPERVISORY RESPONSIBILITIES:

- N/A.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalent is required.
- Associate degree, 60 hours of college credits, WorkKeys, MTTC Basic Skills, or ETS is preferred.
- Experience working with students with disabilities is preferred.
- Experience working with student behavior management and instructional support is preferred.
- Experience using "*Non-Violent Crisis Intervention*" techniques and other behavior strategies is preferred.
- Experience monitoring students with health needs, distribution of student medication, and implementation of student care plan is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- N/A.

LANGUAGE SKILLS:

- Demonstrates ability to read, analyze and comprehend instructions, professional journals, and correspondence.
- Demonstrates ability to effectively present information and respond to questions from groups of educators, parents, students, and the general public.
- Demonstrates ability to express self clearly, both orally and in writing.
- Demonstrates ability to read, analyze and interpret information.
- Demonstrates ability to write clear, concise, objective notes regarding activities during the instructional day to third parties (families, outside agencies, others).

TECHNICAL SKILLS:

- Demonstrates ability to integrate technology into the everyday workflow if necessary.

- Demonstrates ability to use online instructional tools and technology.
- Demonstrates ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Demonstrates ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Possesses knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database, and presentation software) is required.
- Demonstrates ability to follow data collection information to support functional behavioral assessment.
- Demonstrates ability to accurately use district-wide electronic reporting systems for attendance, etc.

MATHEMATICAL SKILLS:

- Demonstrates ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

REASONING ABILITY:

- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibits a high level of professionalism with the ability to handle confidential information and use good judgment.
- Demonstrates ability to plan and handle complex projects and maintain a flexible attitude.
- Demonstrates ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrates ability to apply common sense understanding to carry out detailed written or oral instructions.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Demonstrates ability to use positive behavior support intervention techniques autonomously.
- Demonstrates ability to make reasonable student focused decisions autonomously.
- Demonstrates ability to implement various student plans simultaneously and report factually to the teacher.

INTERPERSONAL SKILLS:

- Demonstrates ability to build rapport with others and to serve diverse publics.
- Demonstrates ability to take the initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Demonstrates ability to work creatively and skillfully with students.
- Demonstrates ability to demonstrate initiative and understanding in working with students, staff and parents/guardians.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; swim; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is regularly required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material or when assisting in student interventions. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

The position requires the individual to have the ability to manage the physical and emotional needs of students in a positive, student-centered manner.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work out-put of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

Position subject to terms, conditions, and calendar of the Collective Bargaining Agreement between the District and Unit I AFT Local 3760. Starting salary ranging (dependent upon experience) from \$35,455 – 39,941.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	D. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	New Position_CTE Business Specialist 3.pdf

New Position Recommendation

Position Title:	CTE Business Specialist 3
FTE:	100
# of Workdays/Year:	230
Salary:	Non-Affiliated, Grade 7 (230 days/yr)
Worksite:	Teaching & Learning Center
Bargaining Unit:	Non-Affiliated
Department:	CTE

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: CTE Business Specialist 3 (230-Work Days)
Department: Career Technical Education (CTE)
Reports To: CTE Director & CEPD Administrator
FLSA Status: Non-Exempt
Prepared By: Ryan L. Rowe, PhD
CTE Director & CEPD Administrator
Prepared Date: December 4, 2025
Approved By: Cassandra D. Harmon-Higgins, Esq.
Executive Director, Human Resources and Legal Services
Approved Date: December 5, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools, and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

The WISD's Vision is to be a leader in empowering, facilitating, and delivering high-quality, boundary-spanning, educational system that educates all children through an equitable, inclusive, and holistic approach.

SUMMARY:

The CTE Business Services Specialist 3 provides administrative, fiscal, enrollment, and data management support for Career Technical Education (CTE) programs across Washtenaw County. The Specialist supports the nine local districts, Public School Academies (PSAs), and the WISD in implementing countywide CTE programming, maintaining accurate records, managing purchasing and reimbursement processes, coordinating state and federal reporting, and ensuring compliance with state requirements.

The CTE Business Specialist 3 manages day-to-day business operations for CTE programming including enrollment, budgeting support, CTEIS expenditures, 61a(1) Added Cost processes, grant documentation, PowerSchool updates, and required reporting while providing technical assistance to District staff, teachers, and administrators to meet District, state/federal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Assists in the development, maintenance, and processing of countywide CTE enrollment applications to support the development, expansion, and implementation of county-wide CTE programming.
- Manages initial requested enrollment numbers from the nine (9) WISD CTE Districts.
- Facilitates student enrollment data, to ensure the most complete fill rate and equitable student access to programs.
- Communicates regularly with District counselors, principals, support staff and families regarding ongoing availability of CTE programs and opportunities for enrollment.

- Supports the creation and maintenance of a countywide CTE PowerSchool structure in collaboration with WISD Technology Department and CTE teams.
- Supports enrollment of CTE students into PowerSchool prior to the start of each school year.
- Assists with adding and updating CTE courses in PowerSchool, importing District data, and entering student information for countywide programming.
- Generates PowerSchool reports as requested and assists with grade submission, storage, verification, and corrections for CTE programs.
- Develops and shares processes regarding county level programming grade storage; communicates grade deadlines early and often to teachers, to ensure timely completion.
- Recommends and provides data reports as needed in collaboration with the WISD CTE team, Data and Reporting Specialist, and WISD Technology Team.
- Interprets and administers state and federal rules and informs staff, administrators, and local Districts of changes.
- Ensures that all student information management practices meet District, state, and federal requirements.
- Performs research and coordinates program opportunities.
- Performs data entry related to areas of responsibility.
- Maintains regular, predictable attendance.

FINANCE, PURCHASING, AND BUDGET COORDINATION:

- Organizes and maintains CTE allocations by District.
- Supports CTE budgeting processes for countywide, regional, and local CTE programs.
- Collects and organizes budget requests; prepares individual teacher budgets and provide budget updates.
- Works with vendors for quotes, new vendor setup, invoice corrections, and order processing.
- Prepares purchase orders, tracks balances, and processes reimbursements in collaboration with the WISD Finance Office.
- Provides processes/best practices, procedures, forms, templates, and technical assistance to District staff for budget planning, purchasing, invoicing, and reimbursement.
- Processes invoices and facilitate reimbursements for payment in collaboration with the WISD Finance Department.
- Manages PO balances.

CAREER AND TECHNICAL EDUCATION INFORMATION SYSTEM (CTEIS) EXPENDITURE REPORTING & 61a(1) ADDED COST SUPPORT:

- Works with the CTEIS data system to collect, manage, and maintain expenditure records and track data related to eligible CTE expenses.
- Supports Districts with Added Cost 61a(1) purchasing requirements, documentation, and compliance.
- Supports CTE Districts in managing Added Cost 61a(1) funding in collaboration with the WISD CTE Director, District CTE Directors and District Finance Directors.
- Collaborates with the CEPD, District Fiscal Agents and District Finance Directors to gather and prepare expenditure data and enter state-required expenditure reporting into CTEIS.

CTE INSTRUCTOR & PROGRAM SUPPORT:

- Assists with CTE instructor onboarding, including MiLogin, GEMS, and CIP Self-Review process, completion, and compliance, ensuring access to the required state reporting database.
- Provides technical assistance to LEA administrative staff and CTE directors in certifying annual CIP Self-Review compliance reports.
- Supports the organization with professional development, networking opportunities, and required documentation.
- Provides reimbursement support, ordering assistance, and record tracking.

- Collaborates with technology, finance, and career technical education staff members to ensure comprehensive flow of data and programming changes.
- Helps facilitate CTE Instructor summer training/onboarding.
- Oversees the work of other support staff.

GRANT COORDINATION SUPPORT:

- Works collaboratively with the WISD CTE Grants Coordinator and District partners to collect documentation for Perkins and other grants.
- Works with District Finance Directors to prepare data and backup for drawdowns in collaboration with WISD CTE Grants Coordinator.
- Provides training, technical support, and policy interpretation to administration and staff of local Districts and other ISD's related to student enrollment reimbursement and specialized software.
- Monitors data quality and maintains a quality assurance plan for state and federal audits.
- Holds quality assurance meetings and performs peer record reviews; updates the reports to CTEIS and/or MDE OCTE.
- Develops informational/training presentations and training videos, as requested, for WISD programs and LEAS.
- Provides on-site and/or Zoom training(s) to assist LEA and WISD staff regarding procedures and requirements for compliance.
- Works with WISD's technology dept in creating/updating reports generated in CTEIS which are required to provide interpretation and feedback to LEA/WISD Superintendents, CTE and finance staff related to components of state and federal requirements.
- Works collaboratively with the WISD CTE Grants Coordinator, Finance Team, District CTE Directors and District Finance Directors to help facilitate and coordinate Federal Perkins Grants and other grant funding at the county and local District level.
- Organizes data and maintains communication with District Finance Directors and teachers, ensuring spending requirements and deadlines are met.
- Prepares final state reports in collaboration with the CEPD, WISD CTE Director, WISD CTE Grants Coordinator and District CTE Directors

MILLAGE FUNDING SUPPORT:

- Assists with developing templates, collecting program funding requests, and organizing documentation to support millage-funded programming.
- Maintains records for budgeting, purchasing, and expenditures related to millage funds.
- Works collaboratively with the WISD CTE Finance Team, District CTE Directors and District Finance Directors to help facilitate and coordinate Millage Funds.
- Assists with development and organization of a County-Wide budgeting and spending model.

CALENDAR, LOGISTICS, AND CTSO SUPPORT:

- Collects District calendars and maintains the WISD CTE Master Calendar.
- Supports scheduling and logistics for countywide and regional CTE programs.
- Prepares PDF calendar for at-a-glance viewing for students and families.
- Assists in coordinating field trips, experiential learning opportunities, and Career Technical Student Organization (CTSO) events.
- Supports registration, transportation and lodging arrangements, invoicing, and communication with teachers and families.

FORMS, LICENSING, DOCUMENTS, AND COMMUNICATIONS SUPPORT:

- Maintains and updates WISD CTE forms, templates, and electronic documents using Informed K12 (IK12) and Google Workspace.
- Assists teachers with program licensing documentation, submissions, and payment processing.

- Supports newsletters, website updates, and communication related to CTE operations.
- Supports teachers in maintaining program licensing requirements.
- Assists with organization, preparation and mailing of required documentation and payment as necessary.

PUPILS ACCOUNTING AND AUDIT SUPPORT:

- Assists with organizing, verifying, and processing CTE pupil accounting documentation for Count Day.
- Communicates with WISD auditors to provide necessary reports and information.
- Helps prepare documentation for state audits including CRCR and TRAC.
- Assists with uploading materials, organizing evidence, scheduling meetings, and responding to follow-up requests.
- Supports Pupil Accounting "Count-Day" requirements for CTE programming at the County-Wide and Local District level.
- Assists CEPD, WISD CTE Director, WISD CTE Grants Coordinator, District CTE Directors and District Finance Directors with state audits such as Civil Rights Compliance Review (CRCR) and Technical Review, Assistance, and Compliance (TRAC).
- Acts as a liaison during state and federal audits between auditors, WISD Business Office and local District administrators in the business and CTE departments.
- Represents the District with the State of Michigan for policy interpretation and compliance.
- Consults with state and constituent groups about policy change and development.
- Stays current on all student and school-based records practices, laws, and regulations.
- Oversees the electronic archiving of student enrollment and achievement documents.
- Performs annual compliance audits in accordance with standards.
- Researches and prepares reports for projects as assigned.

RECRUITMENT, EVENTS, INDUSTRY PARTNERSHIPS, AND STUDENT RECOGNITION SUPPORT:

- Facilitates and coordinates WISD CTE Special Events including Open Houses, Advisory Committee Meetings, Hiring and CTE Recruitment events, in collaboration with the WISD CTE Team and the business/industry community.
- Creates, maintains, and distributes recruitment material in collaboration with the WISD Marketing Team.
- Helps to facilitate outstanding student awards and scholarships.
- Designs and orders award signs and prepares for distribution to students.
- Prepares scholarship claim letters and award certificates for scholarship recipients.
- Works with the Finance Department and vendors to track scholarship claim status and communicates with families regarding claim deadlines.
- **PERFORMS OTHER RELATED DUTIES AS ASSIGNED.**

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

PREFERRED

- Associate degree or higher in the field of education, health or business.
- Business school training or any equivalent combination of experience.
- Minimum of three (3) years previous experience with supporting end users; working with confidential

personal data.

- Experience working with New World.

REQUIRED

- Previous experience working with school-based records for Career Technical Education (CTE).
- Experience in program coordination, career services, or a related field.
- Possesses knowledge of experiential learning practices, career development, and employer relations.
- Possesses a deep knowledge of CTE, including its mission, goals, and role in preparing students for college and career success.
- PowerSchool experience.
- Experience gathering, organizing, and entering data for the CTEIS expenditures state-required reporting.
- Experience organizing, coordinating and meeting eligibility requirements for added cost 61a(1) funding expenditures.
- Experience coordinating state and federal grants including the 61c(1) and the Carl D. Perkins Grant.
- Experience supporting at least one (1) Technical Review, Assistance, and Compliance (TRAC) Audit.
- Experience supporting at least one (1) Civil Rights Compliance Review (CRCR) Audit.
- Experience coordinating multi-district CTE enrollment.
- Experience managing a budget with varied funding sources.
- Experience supporting CTE teaching staff.
- Experience coordinating Career Technical Student Organization (CTSO) participation, including arranging lodging, transportation, and registration payments.
- Experience with the Count-Day (Pupil Accounting) Process.
- Experience preparing and processing invoices.
- Experience working in K-12 environments.

CERTIFICATES, LICENSES, REGISTRATIONS:

- N/A

LANGUAGE SKILLS:

- Demonstrates ability to read and interpret documents such as grants, journal articles, governmental forms, and handbooks.
- Demonstrates ability to express self clearly, both orally and in writing.
- Demonstrates ability to speak effectively before from groups of educators, parents, students, and the general public.
- Demonstrates ability to collaborate and communicate with individuals across various levels of the educational system, including superintendents, CEPD, CTE directors, counselors, transportation, finance, technology, auditors, and support staff.

TECHNICAL SKILLS:

- Demonstrates ability to work within a digital/electronic form management system such as Informed K12 (IK12).
- Demonstrates ability to analyzes data using spreadsheets, databases, and other tools.
- Demonstrates excellent Microsoft Office suite (Microsoft Word, Excel, and PowerPoint, e.g.) skills and working knowledge of Apple software and devices.

- Demonstrates ability to use a personal computer (PC) in a networked environment to utilize the internet and other electronic communication mechanisms such as email conferencing.
- Demonstrates familiarity with the CTE Portal, Grant Electronic Monitoring System (GEMS) and CIP Self-Review process.
- Demonstrates ability to maintaining/updating websites and newsletters.
- Demonstrates ability to use Zoom and Teams.

MATHEMATICAL SKILLS:

- Demonstrates ability to perform basic math skills.

REASONING ABILITY:

- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Demonstrates ability to coordinate schedules and transportation for multi-district CTE programming.
- Demonstrates a strong ability to negotiate with vendors, review contracts and make recommendations regarding purchasing and implementation of products.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Exhibits a high level of professionalism with the ability to handle confidential information, use good judgment, plan, and handle complex projects, and maintain a flexible attitude.
- Exhibits strong organizational and project management skills, with the ability to manage multiple tasks and priorities.
- Demonstrates ability to see the task through to a successful conclusion.
- Demonstrates ability to deal with problems involving several concrete variables in standardized situations.
- Exhibits interest and skills in performing multiple tasks.
- Demonstrates excellence under deadline pressure.

INTERPERSONAL SKILLS:

- Exhibits excellent customer service and communication skills with a client-centered focus.
- Demonstrated ability to work with internal staff, local school districts and the general public.
- Exhibits excellent interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Demonstrates ability to take the initiative, think creatively and work well with others as a collaborative team member and exhibit good communication skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds such as paper and training material. Specific vision abilities required by this job include close vision, distant vision, and the ability to adjust focus. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills, and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

Salary and other employment conditions to be established by the Board of Education as reflected in the Non-Affiliated Staff Manual. Starting salary ranging (dependent upon experience, as determined by the District) from \$70,366-\$86,482.

Washtenaw Intermediate School District is a drug-free an alcohol-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	E. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Resignation_C. Ebach.pdf Resignation_P. Gillespie.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Cassandra Harmon-Higgins, Esq. Executive Director of Human Resources

DATE: January 13, 2025

RE: Resignation Notification

Attached please find Carl Ebach's letter of resignation, effective December 12, 2025. Carl has been employed with the WISD since December 12, 2019, as a teaching assistant.

The Administration recommends that the Board accepts Carl's letter of resignation. We wish him well in his future endeavors.

CC: Cherie Vannatter, Deputy Superintendent
Brian Marcel, Associate Superintendent
File

Nicole Hubler

From: Carl Ebach
Sent: Friday, December 12, 2025 12:31 PM
To: Nicole Hubler
Subject: Resignation

Do to my continuing health issues I have to resign from employment.

Thank you it's been great working WISD.

Wishing everyone well and pleasant holidays .

Sincerely

Carl R Ebach

Get [Outlook for Android](#)



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Cassandra Harmon-Higgins, Esq. Executive Director of Human Resources

DATE: January 13, 2025

RE: Resignation Notification

Attached please find Priscilla Gillespie's letter of resignation, effective December 18, 2025. Priscilla has been employed with the WISD since September 9, 2024, as a teaching assistant in our ASD program.

The Administration recommends that the Board accepts Priscilla's letter of resignation. We wish her well in her future endeavors.

CC: Cherie Vannatter, Deputy Superintendent
Brian Marcel, Associate Superintendent
File

Nicole Hubler

From: Priscilla Gillespie
Sent: Friday, December 5, 2025 8:09 PM
To: Nicole Hubler
Cc: Melissa Paschall; Jennifer Parrelly
Subject: Resignation

Priscilla Gillespie

Date: December 4, 2025

Washtenaw Intermediate School District
High Point School
1819 South Wagner Road
PO Box 1406
Ann Arbor, MI 48106-1406

Dear Administration,

I am submitting my formal two-week resignation from my paraprofessional position with the Washtenaw Intermediate School District. My final day of work will be **December 18, 2025**.

I want to express my appreciation for the opportunity to support students and staff at High Point during my time in this role and throughout my student teaching experience. The skills and relationships I have built here have greatly contributed to my growth as an educator.

At this time, I am preparing to relocate and transition into the next stage of my professional career. While I am resigning from my current position, I do plan to substitute within the district as needed while I prepare for and complete the Learning Disabilities teacher certification exam.

Thank you for the support, mentorship, and opportunities provided to me. I am grateful for my experience with WISD and remain committed to supporting students in any capacity I am able during this transition period.

Sincerely,

Priscilla Gillespie

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	F. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	WISD TMP Hold Harmless Memo.pdf WISD Hold Harmless Document October 2025.pdf



DATE: December 23, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Tanner Rowe, Director of Operations

SUBJECT: TMP Hold Harmless Agreement

The administration recommends the WISD Board of Education approve the signing of the TMP Release, Waiver and Hold Harmless Agreement in relation to Bulletin 24R as part of High Point School Bond Project.

At High Point School, there are four (4) banks of windows in the Cafetorium that remain in need of repair due to the faulty window installation that was performed during the original construction. To repair these windows, TMP Architecture issued a repair detail entitled Bulletin 24R.

During our initial repairs of other windows, it was determined that a few minor changes needed to be made to Bulletin 24R. Also, on April 22, 2025, WISD and TMP entered into a Settlement Agreement relating to the design and construction of the new High Point School. For TMP to make said changes to the Bulletin 24R detail, they are requiring WISD to sign the attached Release, Waiver and Hold Harmless Agreement.

WISD reviewed the Agreement with Thrun and Thrun did not have any issue with the release language. Once the Agreement is signed, TMP will provide an updated repair detail to WISD. This revised and updated detail will then be used to repair the four (4) banks of windows in the Cafetorium and WISD will work in conjunction with Wiss Janney Elstner (WJE), to bid out and perform the work.

RELEASE, WAIVER AND HOLD HARMLESS AGREEMENT

Washtenaw Intermediate School District ("WISD") agrees to release, waive claims and hold harmless TMP Architecture, Inc. ("TMP") as follows:

1. WISD and TMP previously entered into an April 22, 2025 Settlement Agreement and Mutual Release ("4/22/25 Agreement") with each other and other parties relating to WISD's 2019 Bond Project, specifically relating to the design and construction of a new High Point School;

2. That the specific issue involved in that 4/22/25 Agreement was water intrusion in window assemblies at the school;

3. In conjunction with efforts eliminate the water intrusion issue, and prior to the date that the parties agreed to the 4/22/25 Agreement, TMP prepared a proposed correction for known construction issues referred to as Bulletin 24R;

4. WISD has now approached TMP and requested permission to use the design called for in Bulletin 24R on other windows that are experiencing water infiltration issues at the new High Point School;

5. Given the execution of the 4/22/25 Agreement, TMP is not willing to permit the use of Bulletin 24R by WISD for any reason, unless and until WISD agrees to the terms and conditions of this Release, Waiver and Hold Harmless Agreement ("Agreement");

6. WISD agrees to the terms and conditions of this Agreement.

Therefore, in exchange for TMP's agreement to permit WISD to utilize the design called for in Bulletin 24R to address water infiltration issues at High Point School, WISD covenants and agrees as follows:

A. That it will remove all references to Bulletin 24R from the drawings and specifications, as well as any indication that Bulletin 24R was prepared by TMP;

B. That it will add a note to the details on the drawings: "Provide end dams at all flashings";

C. That it will add a note to the details on the drawings: "All air, moisture barrier materials including but not limited to transitions, flashings, sealants, surface preparation materials, etc. shall all be confirmed to be compatible";

D. The work noted in the document outlines a comprehensive and complex remedy but must be constructed properly with direct observation/supervision by the outside building envelope consultant Wiss Janney Elstner ("WJE"), hired directly by WISD;

E. WISD shall hire WJE to review the bidding documents for the proposed work and offer suggested revisions;

F. WISD, by executing this Agreement, releases, waives any and future claims, and agrees to hold TMP harmless from any and all claims of whatever kind or nature, accrued or unaccrued, suspected or unsuspected, that relate in any way to WISD's use of the design detailed in Bulletin 24R.

APPROVED, CONSENTED AND AGREED this _____ day of October 2025

**WASHTENAW INTERMEDIATE SCHOOL
DISTRICT**

By:
Its:

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	G. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Literacy Coalition Contract 25-26.pdf Literacy Coalition Contract.pdf



TO: WISD Board of Education

FROM: Naomi Norman, Superintendent

DATE: January 2, 2026

SUBJECT: Literacy Coalition Contract

We recommend that the WISD Board of Education authorize administration to approve the contract with Washtenaw County to support the Literacy Coalition of Washtenaw County in an amount not to exceed \$20,000.00, as presented.

The WISD will provide fiscal agent services to support the Literacy Coalition in providing collaborative, community-based initiatives designed to improve youth literacy in Washtenaw County. The funding will be used to purchase children's books and mini libraries for locations such as shelters and provide training to area groups and organizations. The County will issue a one-time lump sum payment to the WISD for \$20,000.00 for services and materials purchased between November 28, 2025, and December 31, 2026 with an option to extend for two (2) additional one (1) year periods.

The WISD Great Start Collaborative has participated as a member of the Literacy Coalition of Washtenaw County for the last two years along with 10-15 other organizations such as the Ypsilanti District Library, Peace Neighborhood Center, Family Learning Institute, CLR Academy, Our Community Reads, Mentor to Youth and other local literacy focused non-profit and community-based organizations. The Literacy Coalition hosted the Literacy Summit in 2024 and has worked to provide children's books to youth and families in the Ypsilanti area.

Contract # _____

SERVICE CONTRACT
Washtenaw Intermediate School District

AGREEMENT is made this **28th day of November, 2025** by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County") and ***Washtenaw Intermediate School District*** located at 1819 S Wagner Rd, Ann Arbor, MI 48106 ("Contractor"), fiscal sponsor (fiduciary) for Literacy Coalition of Washtenaw County.

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will provide services to "move the needle" by focusing on collaborative, community-based initiatives designed to maximize the impact on the literacy crisis in Washtenaw County. Areas of focus for funding consists of but not limited to creation of core reading instructors' group, hold at least one large group training for organizations and individuals working with kids (i.e. sports groups, church tutoring groups, mentoring groups). Trainee organizations would receive books for their kids, implement partnership with Alpha House Family Shelters Ann Arbor West and Alpha House East to bring mini "libraries" to the shelters for the children and families. Hold a fun dedication celebration which would include a literacy workshop for parents in the Shelter with fun activities for kids during the parent workshop, implement if possible additional partnerships with entities like the Washtenaw County Department of Health and the Department of Health and Human Services, providing a "bookcase mini library" to reach children and families, work with members and partners to get culturally responsive books out into the community (two major book grants to the County through the Dept. of Education and State have been eliminated) and the creation of an updated flyer to be available where children and parents congregate with information on how (contact info) to get help with reading.

ARTICLE II - COMPENSATION

The County will issue a one-time lump sum payment to the Contractor in an amount not to exceed \$20,000 (***Twenty thousand dollars***). *Accompanied with the expectation of tailored quarterly reporting.*

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to Derrick Jackson and will cooperate and confer with him as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - The Contractor will submit detailed Quarterly reports to the organization outlining the use of funds.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

Contract # _____

ARTICLE IV - TERM

This contract begins on the date of this agreement and ends on December 31, 2026 *with an option to extend for two (2) additional one (1) year periods.*

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE VII - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

Contract # _____

ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.

Insurance companies, named insured's and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: Racial Equity Office, **220 N Main Street, Ann Arbor, Michigan, 48104 #_____**, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation,

Contract # _____

partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XII - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XIII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$17.08 per hour with benefits or \$19.04 per hour without benefits. Contractor agrees to comply

Contract # _____

with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 29, 2026 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIV - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XVI - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the County Administrator, Corporation Counsel, and Contractor.

ARTICLE XVII - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVIII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XIX - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXI - CHOICE OF LAW AND FORUM

Contract # _____

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXIII – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

By: _____ (DATE)
Gregory Dill
County Administrator

APPROVED AS TO CONTENT:

CONTRACTOR

By: _____ (DATE)
Derrick Jackson
Director, Racial Equity Office

By: *Naiomi Norman* 12/16/25
Naiomi Norman (DATE)
Superintendent

APPROVED AS TO FORM:

By: _____ (DATE)
Michelle K. Billard
Office of Corporation Counsel

Coversheet

Superintendent's Recommendations

Section: VII. Consent Agenda
Item: H. Superintendent's Recommendations
Purpose:
Submitted by:
Related Material:
Board Memo Everett Eval.pdf
Everett Evaluations Company Contract WISD MiSTEM Learning Pathways Playbook - Preview.pdf



DATE: January 6, 2026

TO: Naomi Norman, Superintendent; Jennifer Banks, Ph.D., Director of Instruction;
WISD Board of Education

FROM: Charlene Jones, PhD, Supervisor of Instructional Supports

SUBJECT: WISD MiSTEM Learning Pathways Playbook

We are requesting approval to enter into a contract with Everett Evaluation Research & Consulting in an amount not to exceed \$50,000.00 to support with the creation of Learning Pathways to make the state's 3P, Culturally Responsive, and STEM resources accessible for educational purposes.

Everett Evaluation Research & Consulting will provide the following services:

- Create organized user-centered pathways that educators, leaders, and partners can use to improve learning experiences.
- Support with creating narratives and organizational structure for digital access to the Learning Pathways.
- Engage in recurring team check-ins to discuss progress, feedback, and needed adjustments.

The duration of the contract is from January 19, 2026, through September 30, 2026.

The WISD acts as the fiscal agent for the MiSTEM Advisory Council Grant. These funds will be spent from the MiSTEM Advisory Council grant funds and will have no impact on the General Fund.

Everett Evaluation brings over 20 years of experience in evaluation, research, and strategic planning across education, health, and nonprofit sectors. The firm specializes in high-quality design, implementation, and analysis, using rigorous qualitative, quantitative, and mixed methods to support informed and empowered decision-making.

Dr. Kristin Everett, founder of Everett Evaluation, will serve as project lead. She is a STEM education evaluator with over 20 years of experience leading state- and federally funded evaluations focused on K–16 STEM education, systems building, and collaboratives. Dr. Alycia Sterenberg Mahon will serve as project manager. She brings expertise in strategic planning, research design, quantitative and qualitative analysis, reporting, and instrument development, and is certified by the What Works Clearinghouse in both Group Design and Single-Case Design Standards.

For any questions, please contact Dr. Charlene Jones.



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 6 day of January, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Everett Evaluation Research & Consulting, hereinafter referred to as Contractor.

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by the Contractor, the place where the services are to be performed and the time limitation on the performance of the duties.

SECTION I – SCOPE OF SERVICES

Now, therefore, in consideration of payment to the Contractor of the sums specified in Section II, the Contractor does hereby agree as follows:

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 01/19/2026. Once this contract is implemented, the ending date for providing services shall be 09/30/2026.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1:

Everett Evaluation will support with the creation of Learning Pathways to make the state's 3P, Culturally Responsive, and STEM resources accessible for educational purposes.

Duty 2:

Provide the following services:

- a. Create organized user-centered pathways that educators, leaders, and partners can use to improve learning experiences
 - b. Support with creating narratives and organizational structure for digital access to the Learning Pathways
 - c. Engage in recurring team check-ins to discuss progress, feedback, and needed adjustments
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
 4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
 5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been

charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$ 50,000.00 including all related expenses, including travel expenses outlined in Section III.
2. The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks herein above described in Section I and is based on a rate of **\$100.00 per hour** of time expended.
3. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
4. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
5. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
6. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
7. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
8. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
9. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.

10. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of the Contractor. However, WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this Contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including expense submission dates and inclusion of detailed receipts.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The WISD shall retain ownership interest in any of the following three (3) circumstances:
 1. The WISD expressly directs the Contractor to create a specified work (electronic or otherwise) or the work is a specific requirement of the contract;
 2. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or
 3. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
4. The work done by the Contractor shall be to the entire satisfaction of WISD. Should the Contractor unsatisfactorily perform the duties, WISD may cancel the Agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
5. Either party may terminate this Agreement by giving the other 30 days advance written notice.
6. WISD may change the duties of the Contractor as above described, but such change shall not be a substantial alternation of the Contractor's duties, nor can such change be made without the input of the Contractor.

SECTION IV – INSURANCE COVERAGE

In the event that the Contractor uses motor vehicles in the course of performing the services above described, the Contractor shall provide to WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by WISD.

The Contractor shall maintain at his/her own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;
2. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands

and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

The Contractor acknowledges by his/her signature that he/she has read the Agreement and understands same and agrees this contract constitutes the total agreement between the parties and that anything not included in this contract is expressly excluded.

Agreed to on by:

SIGNATURE AREA

SIGNATURE AREA

Contractors, Everett Evaluation Research & Consulting

SIGNATURE AREA

Department Head, Washtenaw Intermediate School District

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

Board of Education, Washtenaw Intermediate School District

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	I. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	YCS.WEOC - Board Memo.pdf WISD.YCS.WEOC - 2024-2025 - Board Approval.pdf WSD.YCS.WEOC - 2025-2026 - Board Approval.pdf



DATE: January 6, 2026

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Deborah Hester-Washington, Executive Director of Special Education

SUBJECT: Shared Services Agreement – YCS/WEOC/WISD

Included with this memo are the Shared Service Agreements between Washtenaw ISD, Ypsilanti Community Schools, and the WEOC Consortium for the 2024/2025 and 2025/2026 school years.

This agreement is for the provision of School Social Work and Speech Therapy services by Washtenaw ISD staff for students who are residents of Ypsilanti Community Schools that are attending WEOC Programs.

Shared Service Agreement Costs

2024/2025	1 School Social Worker; 1 Speech Therapist	\$14,833.00
2025/2026	1 School Social Worker; 1 Speech Therapist	\$22,559.00

Ypsilanti Community Schools is unable to provide School Social Work and Speech Therapy services for their students attending WEOC programs at this time.

We recommended that the Board approve the 2024/2025 and 2025/2026 Shared Services Agreements.



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
CONTRACTED SERVICES AGREEMENT**

This Agreement is made this 1st Day of July, 2025 by Washtenaw Intermediate School District, located at 1819 South Wagner Road, Ann Arbor, MI 48103 hereinafter referred to as WISD with Ypsilanti Community Schools, 1885 S. Packard Rd., Ypsilanti, MI 48197 in conjunction with the Washtenaw Educational Options Consortium, 301 W. Michigan Ave., Suite 405, Ypsilanti, MI 48197, hereinafter referred to as Districts.

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by the Contractor, the place where the services are to be performed and the time limitation on the performance of the duties.

SECTION I – SCOPE OF SERVICES

Now, therefore, in consideration of payment to WISD of the sums specified in Section II, WISD does hereby agree as follows:

1. The WISD employees shall commence performance of the duties in Section I, Number 2 no earlier than July 1, 2025. Once this Agreement is implemented, the ending date for providing services shall be June 30, 2026.
2. The WISD agrees to provide the following services and any necessary tasks incident to full performance of the duties described:
 - Duty 1: Provide one (1) Speech Therapist who will provide services to Ypsilanti Community Schools students attending WEOC programs. (**Attachment A**)
 - Duty 2: Provide one (1) Social Worker who will provide services to Ypsilanti Community Schools students attending WEOC programs. (**Attachment B**)

WISD agrees to provide one (1) Speech Therapist and one (1) School Social Worker for a maximum of **185 days at 1.0 FTE**. The contractual period shall be consistent with the needs of the District's program and agreed to by the Districts and WISD and may be subject to change based on the new requirements established through annual collective bargaining. The days of service within the schoolwork year shall be determined by the District's approved calendar, in accordance with the WISD Unit II Bargaining Agreement. Flexibility of days and hours worked in the District shall be as determined by the joint agreement of the District Superintendent and the WISD Superintendent. Flexibility of scheduling shall maintain the minimum contractual number of hours per week within the contracted calendar work year.

Speech Therapy and School Social Work services shall be conducted in a competent and professional manner by WISD staff and shall be in the direction of the District Superintendent or his designee when performing within District time and responsibilities. Problems arising in conjunction with the provisions of this Agreement or with either the Speech Therapist or School Social Worker shall be resolved through mutual action of the superintendent from the District and WISD.

1. WISD expects the support of the District's administration in implementing any recommended system/process change.

2. WISD shall provide, at the request of the District's administration, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete the full performance of WISD's duties as described.

SECTION II – COMPENSATION

WISD shall receive the estimated sum of \$22,559.00 for the services received through the provision of this agreement, which may be subject to change based on new requirements established through annual collective bargaining or based on step level of the actual person(s) performing said work. WISD shall submit an invoice describing the services for payment of the Agreement price. (The financial arrangements are set forth in **Attachment C**.)

The Districts do hereby agree as follows:

1. The above consideration for WISD's services is based on the time reasonably expended by WISD to complete the tasks above described and is based on the actual salaries and fringe benefits for staff primarily assigned to the Districts.
2. The Districts retain WISD only for the purposes and to the extent set forth in this Agreement and WISD's relationship to the Districts shall during the life of this agreement be that of an independent contractor. As such, the Districts agree that WISD shall be free to dispose of such a portion of the staff's entire time, energy and skill during regular business hours not obligated to devote to the Districts in such manner as WISD sees fit. The WISD employee shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions pertaining to or in connection with any fringe, pension, bonus, or similar benefits for the District's regular employees. The Districts will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or workman's compensation insurance, and WISD agrees to hold the Districts harmless for the payment of such sum, interest, penalties, or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by WISD in accordance with its professional judgement.
3. The Districts agree that the WISD employee should have access to the District premises at such times, as is necessary, for the performance of the above-described tasks.
4. The WISD agrees to provide an invoice for this agreement thirty calendar days from date of the finalized agreement.

SECTION III – OTHER CONSIDERATIONS

1. In the event of a salary increase for all Unit II staff the WISD contractor rate would increase commensurately to Unit II staff Collective Bargaining Agreement.
2. Should the District require a substitute at any time, for either of these positions, additional expenses incurred by WISD for the substitute will be charged back to the District.
3. Travel costs associated with this Agreement will be paid by the WISD at a rate to be determined by the WISD and will be included in the cost of this Agreement. All mileage charges will not be more than the IRS-determined mileage reimbursement rate.
4. The parties to this agreement intend to operate pursuant to the terms of this agreement for a period of at least one year. Either party may terminate the agreement, provided that the party seeking to terminate this agreement notifies the other party in writing at least sixty (60) days prior to the June termination date. The Districts and WISD agree to meet at least thirty (30) days prior to the termination of the Agreement to determine continuance and/or modification of the Agreement and its provisions. By mutual agreement, the terms may be extended for an additional year. The work done by WISD shall be to the satisfaction of the Districts, but the Districts acknowledge that WISD will need time to become acquainted with the District's operations/programs and make any necessary changes and recommendations. If the Districts have concerns regarding the performance of this Agreement due to actions or inaction on the part of the Districts, WISD may cancel this Agreement. The cancellation must be in writing and must be rendered at least 30 days prior to the effective date of cancellation.
5. Modification of the Contractor's duties as described above, shall not be a substantial alteration of the WISD contractor's duties, nor can such change be made without the input and approval of the WISD.

SECTION IV – Insurance Coverage

The Districts and WISD will maintain at their own expense during the term of this Agreement the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 for each accident.
2. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 for each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

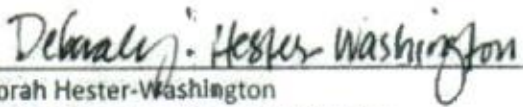
WISD and the Districts understand that their respective liability insurance policies may not afford any coverage to each other for any work associated with this Agreement. Therefore, both parties agree to hold each other harmless; 1) for any sum related to the cost of liability insurance; 2) from all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

The District acknowledges by his/her signature that he/she has read the Agreement and understands same and agrees this constitutes the total agreement between the parties and that anything not included in the Agreement is expressly excluded.

Agreed to on _____

 Date: 12/19/25
Dr. Alena Zachery-Ross
Superintendent
Ypsilanti Community Schools

 Date: 12/4/2025
Deborah Hester-Washington
Executive Director of Special Education
Washtenaw Intermediate School District

Naomi Norman
Superintendent
Washtenaw Intermediate School District

Attachment A Page 1

- Uses formative assessment to inform instruction; collects, analyzes, and interprets assessment data to develop and modify interventions to support the educational program of students with communication and behavioral concerns.
- Determines students' communication skills in areas such as augmentative and alternative communication (AAC) skills, expressive and receptive language, articulation, fluency, voice, literacy, swallowing, etc.
- Instructs staff and families and provides training in the areas of communicative disorders, use of assistive technology devices and materials, augmentative communication devices, feeding techniques and implementing prevention and intervention plans. Assists in developing and providing continuing professional education to SLPs and to professionals in related disciplines.
- Demonstrates ability to meet the responsibilities of school-based SLPs, including: planning and delivery of assessment and direct therapy service; performing billing for Medicaid reimbursement; consulting with other team members; attends required meetings; participates in the Multidisciplinary Educational Team and the IEP development and educational planning process to describe communication disorders, determine eligibility and service recommendations.
- Uses a broad range of strategies and classroom structures appropriately aligned to the curriculum and learning targets in ways that build upon individual strengths and offers students maximum opportunities to participate in the planning and direction of their own personalized learning experience.
- Collaborates, consults, and advocates with educational teams within the WISD, and seeks to implement boundary spanning initiatives with local districts, community agencies, family organizations, etc. to implement strategies that focus on the interrelationship of language processes of listening, speaking, reading, writing and literacy development regardless of disability, cognitive and language levels.
- Advocates for and provides fair and equitable services for all individuals, especially the most vulnerable. Respects and acknowledges cultural and linguistic diversity.
- Coordinates meetings and processes for eligible students (e.g., testing/screening, IEPs, parent conferences, etc.) presenting evaluation results, developing intervention plans, and/or providing training to parents/guardians, students and staff.
- Researches resources and methods for determining the appropriate approach for addressing students' needs.
- Participates in building and district level staff meetings, in-service activities, staff development/special programs, school improvement teams and planning committees as appropriate to the assignment.
- Adheres to District policies and procedures as well as professional, ethical and legal standards of practice.
- Participates in building and district level professional development, maintains appropriate certification and qualifications and keeps current in changing pedagogy.
- Protects the confidentiality of student records and releases personal data in accordance with state law and board policies.
- Works cooperatively and communicates with district and constituent district staff, students and parents/guardians.
- Conducts behavior to demonstrate collegiality and professionalism.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Maintains regular predictable attendance.
- **OTHER RELATED DUTIES MAY BE ASSIGNED.**

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Master's degree.
- Experience in educational setting and specialized training in augmentative communication preferred.

Attachment A Page 3

- Experience in providing school-based service, experience with Federal and State special education rules, regulations, processes, and maintains accurate case records and documentation.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Certificate of Clinical Competence
- Michigan Speech-Language Pathology license.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret periodicals and professional journals.
- Ability to effectively present information and respond to questions from groups of educators, parents, students and the general public.
- Ability to write lesson plans, business correspondence and other related correspondence.
- Ability to express self clearly, both orally and in writing.
- Ability to read, analyze and interpret information

TECHNICAL SKILLS:

- Ability to integrate technology into the everyday work flow is necessary.
- Ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Ability to use computer technology for research, data management, communications and other instruction.
- Ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communications mechanisms.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.

MATHEMATICAL SKILLS:

- Ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

REASONING ABILITY:

- Highly proficient in subject areas of: reasoning, problem solving, organizational dynamics and emotional intelligence.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibit high level of professionalism with the ability to handle confidential information, use good judgment, plan and handle complex projects and maintain a flexible attitude.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

INTERPERSONAL SKILLS:

- Ability to build rapport with others and to serve diverse publics.
- Ability to take initiative; work well with others as a collaborative team member and exhibit good communication skills.
- Ability to work effectively and collaboratively with other departments, agencies and individuals.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

Attachment A Page 4

The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work out-put of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment. This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

This position is subject to terms, conditions, and calendar of the Master Agreement between the District and Unit II AFT Local 3760. Starting salary ranging (dependent upon experience) from \$52,016 - \$104,872.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Attachment B Page 1

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: School Social Worker
Location: WEOC Programs – WAVE/ECA/WIHI
Department: Special Education Services
Reports To: Special Education Principal
Prepared By: Lyn Arons
Special Education Principal
Prepared Date: September 8, 2025
Approved By: Cassandra Harmon-Higgins, Esq.
Executive Director of Human Resources and Legal Services
Approved Date: September 8, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

The WISD's Vision is to be a leader in empowering, facilitating, and delivering high-quality, boundary-spanning, educational system that educates all children through an equitable, inclusive, and holistic approach.

SUMMARY:

The School Social Worker evaluates, plans, and implements services for students who attend the **WISD** special education programs within the education/community setting as well as assist in reading and collecting data which will lead to program development for individual students. This position works with and instructs classroom staff, related services staff, administrators, and parents in the implementation of programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Demonstrates an awareness of and commitment to Trauma-Informed Care practices to support student success and growth within the educational setting.
- Attends in Individualized Education Planning ("IEP") Committee and any other meetings pertinent to the IEP process.
- Participates as an active member of a student support team.
- Provides support to students and their families.
- Consults with staff members and assists in program planning for students.
- Investigates and disseminates information related to student experiences in and out of school and assesses the impact of these experiences on student functioning in the program.
- Serves as liaison between school personnel, family, and other agencies.
- Compiles student socio-emotional history and evaluations.
- Consults with case coordinator providing a supportive and interpretive liaison service among parents, school personnel and students.
- Provides materials and consultant services to the parents and educational staff so they may better understand and appreciate the nature and degree of the disability.
- Assists in evaluating supports for students.

Attachment B Page 2

- Collaborates with building administration, instructional staff, medical staff, and other agencies to integrate students into the community, with emphasis on involving families, facilitating natural supports, and focusing instruction and behavioral strategies on long-term outcomes.
- Participates in special education program activities, staff meetings, student/staff meetings, program meetings, in-service activities and other meetings as determined necessary.
- Participates in district level staff meetings, in-service activities, staff development/special programs, school improvement teams and planning committees as appropriate to the assignment.
- Works cooperatively and communicates with District and constituent district staff, students, and parents/guardians.
- Maintains accurate attendance records and appropriate reports.
- Adheres to District health and safety rules, policies, and procedures.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Demonstrates operational knowledge of Internet and Web-related technologies.
- Demonstrates skills and comfort using the latest instructional online tools and technology.
- Maintains regular predictable attendance.
- Performs billing functions for Medicaid.
- Maintains accurate case records and documentation, meeting the requirements for Part B of IDEA.
- **OTHER RELATED DUTIES AS ASSIGNED.**

SUPERVISORY RESPONSIBILITIES:

- N/A.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Possesses a Master's Degree in social work - REQUIRED.
- Possesses a minimum of 500 clock hours supervised social work practicum.
- Possesses previous experience and training working with students who have a wide range of cognitive, physical, and emotional abilities.
- Possesses experience with computer instruction and technology.
- Possesses ability to assist in interventions for students.
- Possesses ability to understand and be able to implement behavior intervention strategies.
- Possesses knowledge and understanding of the social workers role in a team environment.
- Experience working with virtual online instructional setting.
- Possesses such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Eligible for temporary or full approval as school social worker through the MDE.
- Must hold valid social work license through the Michigan Dept. of Licensing and Regulatory Affairs.

LANGUAGE SKILLS:

- Exhibits ability to work with elementary and secondary students.
- Demonstrates ability to read, analyze and interpret information including periodicals and professional journals.
- Exhibits ability to write routine reports and correspondence.

Attachment B Page 3

- Demonstrates ability to effectively present information and respond to questions from groups of educators, parents, students, and the general public.

TECHNICAL SKILLS:

- Demonstrates ability to integrate technology into the everyday workflow is necessary.
- Demonstrates ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Demonstrates ability to use computer technology for research, data management, communications, and other instruction.
- Exhibits ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Demonstrates knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database, and presentation software) is required.
- Demonstrates ability to use computer technology for research, data management, communications, and other instruction.
- Exhibits ability to select and administer appropriate assessment tools and interpret results of assessment.
- Exhibits ability to use online instructional tools and technology.

MATHEMATICAL SKILLS:

- Exhibits ability to apply the concepts of basic math, algebra, and geometry consistent with the duties of this position.

REASONING ABILITY:

- Exhibits a high proficiency in subject areas of reasoning, problem solving, organizational dynamics and emotional intelligence.
- Exhibits ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

INTERPERSONAL SKILLS:

- Exhibits ability to build rapport with others and to serve diverse publics.
- Possesses the skills and desire to work in a collaborative team with others.
- Demonstrates ability to take initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Demonstrates ability to work effectively and collaboratively with other departments, agencies, and individuals.
- Demonstrates ability to work creatively and skillfully with students.
- Demonstrates ability to take initiative and be understanding when working with students, staff, and parents/guardians.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally

Attachment B Page 4

lift and/or move up to 50 pounds such as books and teaching material or when assisting in student interventions. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people. The ability to travel to other buildings is required.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety and well-being of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

This position is subject to terms, conditions, and calendar of the Master Agreement between the District and Unit II AFT Local 3760. Starting salary ranging (dependent upon experience) from \$52,016 - \$104,872.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Attachment C
12/4/2025
Salary Computation
for
Washtenaw Intermediate School District
and Ypsilanti Schools

YCS WEOC 2025-26 School Year

				Estimate
				<hr/>
Salary (estimate)				171,048
Benefits (estimate)				39,005
FICA				13,005
Retirement				64,595
Contracted Services				-
TOTAL				<hr/> 287,653
Add:	Indirect rate (2024-25 rate)	9.86%	<u>28,363</u>	28,363
			28,363	316,016
Less:	Estimated Section 51a Reim- bursement from the State	-28.6138%	(8,116)	(90,424)
Net amount (August - June)			<hr/> 20,247	<hr/> 225,592
Less:	Noncenter reimbursement @	-90% (estimate)	<hr/> (18,222)	<hr/> (203,032)
Net contract amount			<hr/> 2,025	<hr/> 22,559

Note: Do not report the expense of this contract on either the state Special Education Cost Report (SE 4096) or on the WISD Non-Centralized estimated cost form you send to the ISD.



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
CONTRACTED SERVICES AGREEMENT**

This Agreement is made this **1st Day of July, 2024** by Washtenaw Intermediate School District, located at **1819 South Wagner Road, Ann Arbor, MI 48103** hereinafter referred to as WISD with **Ypsilanti Community Schools, 1885 S. Packard Rd., Ypsilanti, MI 48197** in conjunction with the **Washtenaw Educational Options Consortium, 301 W. Michigan Ave., Suite 405, Ypsilanti, MI 48197**, hereinafter referred to as Districts.

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by the Contractor, the place where the services are to be performed and the time limitation on the performance of the duties.

SECTION I – SCOPE OF SERVICES

Now, therefore, in consideration of payment to WISD of the sums specified in Section II, WISD does hereby agree as follows:

1. The WISD employees shall commence performance of the duties in Section I, Number 2 no earlier than **July 1, 2024**. Once this Agreement is implemented, the ending date for providing services shall be **June 30, 2025**.
2. The WISD agrees to provide the following services and any necessary tasks incident to full performance of the duties described:
 - Duty 1: Provide one (1) Speech Therapist who will provide services to Ypsilanti Community Schools students attending WEOC programs. (**Attachment A**)
 - Duty 2: Provide one (1) Social Worker who will provide services to Ypsilanti Community Schools students attending WEOC programs. (**Attachment B**)

WISD agrees to provide one (1) **Speech Therapist and one (1) School Social Worker** for a maximum of **185 days at 1.0 FTE**. The contractual period shall be consistent with the needs of the District's program and agreed to by the Districts and WISD and may be subject to change based on the new requirements established through annual collective bargaining. The days of service within the schoolwork year shall be determined by the District's approved calendar, in accordance with the WISD Unit II Bargaining Agreement. Flexibility of days and hours worked in the District shall be as determined by the joint agreement of the District Superintendent and the WISD Superintendent. Flexibility of scheduling shall maintain the minimum contractual number of hours per week within the contracted calendar work year.

Speech Therapy and School Social Work services shall be conducted in a competent and professional manner by WISD staff and shall be in the direction of the District Superintendent or his designee when performing within District time and responsibilities. Problems arising in conjunction with the provisions of this Agreement or with either the **Speech Therapist or School Social Worker** shall be resolved through mutual action of the superintendent from the District and WISD.

1. WISD expects the support of the District's administration in implementing any recommended system/process change.

2. WISD shall provide, at the request of the District's administration, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete the full performance of WISD's duties as described.

SECTION II – COMPENSATION

WISD shall receive the estimated sum of \$14,833.00 for the services received through the provision of this agreement, which may be subject to change based on new requirements established through annual collective bargaining or based on step level of the actual person(s) performing said work. WISD shall submit an invoice describing the services for payment of the Agreement price. (The financial arrangements are set forth in **Attachment C**.)

The Districts do hereby agree as follows:

1. The above consideration for WISD's services is based on the time reasonably expended by WISD to complete the tasks above described and is based on the actual salaries and fringe benefits for staff primarily assigned to the Districts.
2. The Districts retain WISD only for the purposes and to the extent set forth in this Agreement and WISD's relationship to the Districts shall during the life of this agreement be that of an independent contractor. As such, the Districts agree that WISD shall be free to dispose of such a portion of the staff's entire time, energy and skill during regular business hours not obligated to devote to the Districts in such manner as WISD sees fit. The WISD employee shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions pertaining to or in connection with any fringe, pension, bonus, or similar benefits for the District's regular employees. The Districts will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or workman's compensation insurance, and WISD agrees to hold the Districts harmless for the payment of such sum, interest, penalties, or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by WISD in accordance with its professional judgement.
3. The Districts agree that the WISD employee should have access to the District premises at such times, as is necessary, for the performance of the above-described tasks.
4. The WISD agrees to provide an invoice for this agreement thirty calendar days from date of the finalized agreement.

SECTION III – OTHER CONSIDERATIONS

1. In the event of a salary increase for all Unit II staff the WISD contractor rate would increase commensurately to Unit II staff Collective Bargaining Agreement.
2. Should the District require a substitute at any time, for either of these positions, additional expenses incurred by WISD for the substitute will be charged back to the District.
3. Travel costs associated with this Agreement will be paid by the WISD at a rate to be determined by the WISD and will be included in the cost of this Agreement. All mileage charges will not be more than the IRS-determined mileage reimbursement rate.
4. The parties to this agreement intend to operate pursuant to the terms of this agreement for a period of at least one year. Either party may terminate the agreement, provided that the party seeking to terminate this agreement notifies the other party in writing at least sixty (60) days prior to the June termination date. The Districts and WISD agree to meet at least thirty (30) days prior to the termination of the Agreement to determine continuance and/or modification of the Agreement and its provisions. By mutual agreement, the terms may be extended for an additional year. The work done by WISD shall be to the satisfaction of the Districts, but the Districts acknowledge that WISD will need time to become acquainted with the District's operations/programs and make any necessary changes and recommendations. If the Districts have concerns regarding the performance of this Agreement due to actions or inaction on the part of the Districts, WISD may cancel this Agreement. The cancellation must be in writing and must be rendered at least 30 days prior to the effective date of cancellation.
5. Modification of the Contractor's duties as described above, shall not be a substantial alteration of the WISD contractor's duties, nor can such change be made without the input and approval of the WISD.

SECTION IV – Insurance Coverage

The Districts and WISD will maintain at their own expense during the term of this Agreement the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 for each accident.
2. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 for each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

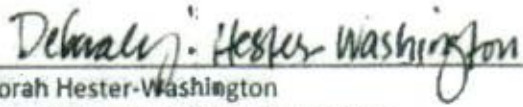
WISD and the Districts understand that their respective liability insurance policies may not afford any coverage to each other for any work associated with this Agreement. Therefore, both parties agree to hold each other harmless; 1) for any sum related to the cost of liability insurance; 2) from all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

The District acknowledges by his/her signature that he/she has read the Agreement and understands same and agrees this constitutes the total agreement between the parties and that anything not included in the Agreement is expressly excluded.

Agreed to on _____

 Date: 12/19/25
Dr. Alena Zachery-Ross
Superintendent
Ypsilanti Community Schools

 Date: 12/4/2025
Deborah Hester-Washington
Executive Director of Special Education
Washtenaw Intermediate School District

Date: _____
Naomi Norman
Superintendent
Washtenaw Intermediate School District

Attachment A

12/4/2025

Salary Computation

for

Washtenaw Intermediate School District

and Ypsilanti Schools

YCS WEOC 2024-25 School Year

		FINAL ACTUAL	
		<hr/>	
Salary (estimate)			95,031
Benefits (estimate)			24,113
FICA			6,984
Retirement			38,862
Contracted Services			24,143
TOTAL			<hr/> 189,134
Add:	Indirect rate (2024-25 rate)	9.86% <u>18,649</u>	18,649
			207,782
Less:	Estimated Section 51a Reimbursement from the State	-28.6138%	(5,336)
			(59,454)
Net amount (August - June)		<hr/> 13,313	<hr/> 148,328
Less:	Noncenter reimbursement @	-90% (estimate)	<hr/> (11,981)
			<hr/> (133,495)
Net contract amount		<hr/> 1,331	<hr/> 14,833

Note: Do not report the expense of this contract on either the state Special Education Cost Report (SE 4096) or on the WISD Non-Centralized estimated cost form you send to the ISD.

Attachment A Page 1

WASHTENAW INTERMEDIATE SCHOOL DISTRICT

Position Description

Job Title: Speech and Language Pathologist
Location: Ypsilanti Community Schools
Department: Special Education Services
Reports To: Supervisor of Special Education
FLSA Status: Exempt
Prepared By: Omobola Akintunde
 Special Education Supervisor
Prepared Date: August 15, 2025
Approved By: Cassandra D. Harmon-Higgins, Esq.
 Executive Director, Human Resources and Legal Services
Approved Date: September 2, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

The WISD's Vision is to be a leader in empowering, facilitating, and delivering a high-quality, boundary-spanning educational system that educates all children through an equitable, inclusive, and holistic approach.

SUMMARY:

As part of a Washtenaw Intermediate School District pilot, the Speech and Language Pathologist (SLP) will provide prevention, assessment and remediation of communication impairments through classroom-based direct, consultative, and collaborative therapy services for students. The SLP will provide services to students who exhibit difficulties in the areas of language, speech, voice, fluency, swallowing, feeding, and language-based literacy disorders, with particular emphasis on those with severe/multiple disabilities and complex communication needs, in order to help students access their education. The SLP will provide leadership and training across the district to help facilitate implementation of best practices in speech language pathology, while continuously improving their practice through professional learning and collaboration and innovation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates an awareness of and commitment to Trauma-Informed Care practices to support student success and growth within the educational setting.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Demonstrates AAC specific knowledge including a full range of aided and unaided AAC technologies, access methods, pre-intentional communication, and core vocabulary. Supports implementation of AAC through aided language stimulation, use of visual supports, device programming, communication board development and student, staff, and caregiver training.
- Understands and implements collaborative emergent and conventional literacy practices with educators and remediates language-based literacy disorders.
- Uses a variety of appropriate formal and informal tools to evaluate and document the progress and performance of elementary through adult students with a wide range of physical, cognitive, learning and language ability.

Attachment A Page 1

- Uses formative assessment to inform instruction; collects, analyzes, and interprets assessment data to develop and modify interventions to support the educational program of students with communication and behavioral concerns.
- Determines students' communication skills in areas such as augmentative and alternative communication (AAC) skills, expressive and receptive language, articulation, fluency, voice, literacy, swallowing, etc.
- Instructs staff and families and provides training in the areas of communicative disorders, use of assistive technology devices and materials, augmentative communication devices, feeding techniques and implementing prevention and intervention plans. Assists in developing and providing continuing professional education to SLPs and to professionals in related disciplines.
- Demonstrates ability to meet the responsibilities of school-based SLPs, including: planning and delivery of assessment and direct therapy service; performing billing for Medicaid reimbursement; consulting with other team members; attends required meetings; participates in the Multidisciplinary Educational Team and the IEP development and educational planning process to describe communication disorders, determine eligibility and service recommendations.
- Uses a broad range of strategies and classroom structures appropriately aligned to the curriculum and learning targets in ways that build upon individual strengths and offers students maximum opportunities to participate in the planning and direction of their own personalized learning experience.
- Collaborates, consults, and advocates with educational teams within the WISD, and seeks to implement boundary spanning initiatives with local districts, community agencies, family organizations, etc. to implement strategies that focus on the interrelationship of language processes of listening, speaking, reading, writing and literacy development regardless of disability, cognitive and language levels.
- Advocates for and provides fair and equitable services for all individuals, especially the most vulnerable. Respects and acknowledges cultural and linguistic diversity.
- Coordinates meetings and processes for eligible students (e.g., testing/screening, IEPs, parent conferences, etc.) presenting evaluation results, developing intervention plans, and/or providing training to parents/guardians, students and staff.
- Researches resources and methods for determining the appropriate approach for addressing students' needs.
- Participates in building and district level staff meetings, in-service activities, staff development/special programs, school improvement teams and planning committees as appropriate to the assignment.
- Adheres to District policies and procedures as well as professional, ethical and legal standards of practice.
- Participates in building and district level professional development, maintains appropriate certification and qualifications and keeps current in changing pedagogy.
- Protects the confidentiality of student records and releases personal data in accordance with state law and board policies.
- Works cooperatively and communicates with district and constituent district staff, students and parents/guardians.
- Conducts behavior to demonstrate collegiality and professionalism.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Maintains regular predictable attendance.
- **OTHER RELATED DUTIES MAY BE ASSIGNED.**

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Master's degree.
- Experience in educational setting and specialized training in augmentative communication preferred.

Attachment A Page 3

- Experience in providing school-based service, experience with Federal and State special education rules, regulations, processes, and maintains accurate case records and documentation.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Certificate of Clinical Competence
- Michigan Speech-Language Pathology license.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret periodicals and professional journals.
- Ability to effectively present information and respond to questions from groups of educators, parents, students and the general public.
- Ability to write lesson plans, business correspondence and other related correspondence.
- Ability to express self clearly, both orally and in writing.
- Ability to read, analyze and interpret information

TECHNICAL SKILLS:

- Ability to integrate technology into the everyday work flow is necessary.
- Ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Ability to use computer technology for research, data management, communications and other instruction.
- Ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communications mechanisms.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.

MATHEMATICAL SKILLS:

- Ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

REASONING ABILITY:

- Highly proficient in subject areas of: reasoning, problem solving, organizational dynamics and emotional intelligence.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibit high level of professionalism with the ability to handle confidential information, use good judgment, plan and handle complex projects and maintain a flexible attitude.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

INTERPERSONAL SKILLS:

- Ability to build rapport with others and to serve diverse publics.
- Ability to take initiative; work well with others as a collaborative team member and exhibit good communication skills.
- Ability to work effectively and collaboratively with other departments, agencies and individuals.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

Attachment A Page 4

The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work out-put of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment. This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

This position is subject to terms, conditions, and calendar of the Master Agreement between the District and Unit II AFT Local 3760. Starting salary ranging (dependent upon experience) from \$52,016 - \$104,872.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Attachment B Page 1

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: School Social Worker
Location: WEOC Programs – WAVE/ECA/WIHI
Department: Special Education Services
Reports To: Special Education Principal
Prepared By: Lyn Arons
 Special Education Principal
Prepared Date: September 8, 2025
Approved By: Cassandra Harmon-Higgins, Esq.
 Executive Director of Human Resources and Legal Services
Approved Date: September 8, 2025

The WISD's Mission is to educate, serve, and advocate with students, families, schools and the community. We disrupt racial inequities, build just educational systems, and expand access for all learners. We value human potential while striving to support current and future generations of Washtenaw County to enrich as many lives as we possibly can.

The WISD's Vision is to be a leader in empowering, facilitating, and delivering high-quality, boundary-spanning, educational system that educates all children through an equitable, inclusive, and holistic approach.

SUMMARY:

The School Social Worker evaluates, plans, and implements services for students who attend the ~~WISD~~ special education programs within the education/community setting as well as assist in reading and collecting data which will lead to program development for individual students. This position works with and instructs classroom staff, related services staff, administrators, and parents in the implementation of programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Demonstrates an awareness of and commitment to Trauma-Informed Care practices to support student success and growth within the educational setting.
- Attends in Individualized Education Planning ("IEP") Committee and any other meetings pertinent to the IEP process.
- Participates as an active member of a student support team.
- Provides support to students and their families.
- Consults with staff members and assists in program planning for students.
- Investigates and disseminates information related to student experiences in and out of school and assesses the impact of these experiences on student functioning in the program.
- Serves as liaison between school personnel, family, and other agencies.
- Compiles student socio-emotional history and evaluations.
- Consults with case coordinator providing a supportive and interpretive liaison service among parents, school personnel and students.
- Provides materials and consultant services to the parents and educational staff so they may better understand and appreciate the nature and degree of the disability.
- Assists in evaluating supports for students.

Attachment B Page 2

- Collaborates with building administration, instructional staff, medical staff, and other agencies to integrate students into the community, with emphasis on involving families, facilitating natural supports, and focusing instruction and behavioral strategies on long-term outcomes.
- Participates in special education program activities, staff meetings, student/staff meetings, program meetings, in-service activities and other meetings as determined necessary.
- Participates in district level staff meetings, in-service activities, staff development/special programs, school improvement teams and planning committees as appropriate to the assignment.
- Works cooperatively and communicates with District and constituent district staff, students, and parents/guardians.
- Maintains accurate attendance records and appropriate reports.
- Adheres to District health and safety rules, policies, and procedures.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Demonstrates operational knowledge of Internet and Web-related technologies.
- Demonstrates skills and comfort using the latest instructional online tools and technology.
- Maintains regular predictable attendance.
- Performs billing functions for Medicaid.
- Maintains accurate case records and documentation, meeting the requirements for Part B of IDEA.
- **OTHER RELATED DUTIES AS ASSIGNED.**

SUPERVISORY RESPONSIBILITIES:

- N/A.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Possesses a Master's Degree in social work - REQUIRED.
- Possesses a minimum of 500 clock hours supervised social work practicum.
- Possesses previous experience and training working with students who have a wide range of cognitive, physical, and emotional abilities.
- Possesses experience with computer instruction and technology.
- Possesses ability to assist in interventions for students.
- Possesses ability to understand and be able to implement behavior intervention strategies.
- Possesses knowledge and understanding of the social workers role in a team environment.
- Experience working with virtual online instructional setting.
- Possesses such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Eligible for temporary or full approval as school social worker through the MDE.
- Must hold valid social work license through the Michigan Dept. of Licensing and Regulatory Affairs.

LANGUAGE SKILLS:

- Exhibits ability to work with elementary and secondary students.
- Demonstrates ability to read, analyze and interpret information including periodicals and professional journals.
- Exhibits ability to write routine reports and correspondence.

Attachment B Page 3

- Demonstrates ability to effectively present information and respond to questions from groups of educators, parents, students, and the general public.

TECHNICAL SKILLS:

- Demonstrates ability to integrate technology into the everyday workflow is necessary.
- Demonstrates ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Demonstrates ability to use computer technology for research, data management, communications, and other instruction.
- Exhibits ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Demonstrates knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database, and presentation software) is required.
- Demonstrates ability to use computer technology for research, data management, communications, and other instruction.
- Exhibits ability to select and administer appropriate assessment tools and interpret results of assessment.
- Exhibits ability to use online instructional tools and technology.

MATHEMATICAL SKILLS:

- Exhibits ability to apply the concepts of basic math, algebra, and geometry consistent with the duties of this position.

REASONING ABILITY:

- Exhibits a high proficiency in subject areas of reasoning, problem solving, organizational dynamics and emotional intelligence.
- Exhibits ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

INTERPERSONAL SKILLS:

- Exhibits ability to build rapport with others and to serve diverse publics.
- Possesses the skills and desire to work in a collaborative team with others.
- Demonstrates ability to take initiative, work well with others as a collaborative team member and exhibit good communication skills.
- Demonstrates ability to work effectively and collaboratively with other departments, agencies, and individuals.
- Demonstrates ability to work creatively and skillfully with students.
- Demonstrates ability to take initiative and be understanding when working with students, staff, and parents/guardians.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally

Attachment B Page 4

lift and/or move up to 50 pounds such as books and teaching material or when assisting in student interventions. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people. The ability to travel to other buildings is required.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety and well-being of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS:

This position is subject to terms, conditions, and calendar of the Master Agreement between the District and Unit II AFT Local 3760. Starting salary ranging (dependent upon experience) from \$52,016 - \$104,872.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation or any legally protected characteristic, in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.

Attachment C
12/4/2025
Salary Computation
for
Washtenaw Intermediate School District
and Ypsilanti Schools
YCS WEOC 2024-25 School Year

				FINAL ACTUAL
				<hr/>
Salary (estimate)				95,031
Benefits (estimate)				24,113
FICA				6,984
Retirement				38,862
Contracted Services				24,143
TOTAL				<hr/> 189,134
Add:	Indirect rate (2024-25 rate)	9.86%	<u>18,649</u>	
			18,649	18,649 207,782
Less:	Estimated Section 51a Reimbursement from the State	-28.6138%	(5,336)	(59,454)
Net amount (August - June)			<hr/> 13,313	<hr/> 148,328
Less:	Noncenter reimbursement @	-90% (estimate)	<hr/> (11,981)	<hr/> (133,495)
	Net contract amount		<hr/> 1,331	<hr/> 14,833

Note: Do not report the expense of this contract on either the state Special Education Cost Report (SE 4096) or on the WISD Non-Centralized estimated cost form you send to the ISD.

Coversheet

Superintendent's Recommendations

Section:	VII. Consent Agenda
Item:	J. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Justice Leaders Contract Amendment Memo 25_26.pdf JLC Contract 2025-26 Revised 1_7_26.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives

DATE: January 6, 2026

SUBJECT: Amendment to Justice Leaders Collaborative Contract

We recommend that the Washtenaw ISD Board of Education approve an amendment to the contract with Justice Leaders Collaborative (JLC) for the 2025–2026 school year to offer, plan, and facilitate professional learning sessions and coaching focused on advancing equity, inclusion, and social justice.

This amendment adjusts the language under Section IV (Insurance Coverage) of the contract. The revised language was requested by Justice Leaders Collaborative and has been reviewed and approved by WISD’s Associate Superintendent, Brian Marcel.

All other terms of the contract—including the scope of work, planned professional learning offerings and coaching, funding source (Justice Leaders Employee Training & Development Services), and cost not to exceed \$73,500.00—remain unchanged.

Justice Leaders Collaborative will continue to provide a series of workshops, multi-session courses, and coaching hours designed to support WISD staff and district partners in developing skills, strategies, and mindsets for creating more equitable and inclusive learning environments. This work remains aligned with the WISD Equity, Inclusion, and Social Justice (EISJ) policy by building capacity to recognize and interrupt bias, engage in courageous conversations, and support equitable systems and practices that affirm the identities of all students.

CC: Dr. Jennifer Banks, Director of Instruction



WASHTENAW INTERMEDIATE SCHOOL DISTRICT CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of September, 2025, by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Justice Leaders Collaborative hereinafter referred to as Contractor.

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by the Contractor, the place where the services are to be performed and the time limitation on the performance of the duties.

SECTION I – SCOPE OF SERVICES

Now, therefore, in consideration of payment to the Contractor of the sums specified in Section II, the Contractor does hereby agree as follows:

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than September 1, 2025. Once this contract is implemented, the ending date for providing services shall be June 30, 2026.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Justice Leaders Collaborative (JLC) will offer, plan, and facilitate the following sessions between September 1, 2025 and June 30, 2026. Greg Myers will co-facilitate sessions when possible and the cost will be discounted by 33%:

- **Toolkit for Responding to Pushback:**
November 18, 2025, 10:00 a.m. – 3:00 p.m. (\$3,000.00)
March 10, 2026, 10:00 a.m. – 3:00 p.m. (\$3,000.00)
- **Navigating Difficult Conversations** (previously called “Interrupting Bias”)
October 7, 2025 – 10:00 a.m. – 3:00 p.m. (\$3,000.00)
- **Equity-Centered Planning for Holidays & Heritage Months**
November 6, 2025 – 10:00 – noon, (\$1,500.00)
- **Understanding Implicit Bias**
October 21, 2025 – 9:00 a.m. – noon (\$2,250.00)
- **Understanding the LGBTQIA and Landscape**
February 10, 2026 – 9:00 a.m. – noon, (\$2,250.00)
- **The Core Course**
Cohort 62 (\$12,000.00)
October 16, 2025 – 10:00 a.m. – 3:00 p.m.
November 20, 2025 – 10:00 a.m. – 3:00 p.m.
December 11, 2025 – 10:00 a.m. – 3:00 p.m.
January 15, 2026 – 10:00 a.m. – 3:00 p.m.

- **The Core Course**
Cohort 63 (\$12,000.00)
February 24, 2026 – 10:00 a.m. – 3:00 p.m.
March 24, 2026 – 10:00 a.m. – 3:00 p.m.
April 21, 2026 – 10:00 a.m. – 3:00 p.m.
May 19, 2026 – 10:00 a.m. – 3:00 p.m.
 - **Beyond Anti-Bullying: Cultivating Compassionate Classrooms**
Date TBD, 10:00 a.m. – 3:00 p.m. (2,250.00)
 - **Breaking the Stress Cycle**
Date TBD, 10:00 a.m. – 3:00 p.m. (\$2,250.00)
Date TBD, 10:00 a.m. – 3:00 p.m. (\$3,000.00)
 - **From Ally to Co-Conspirators for Racial Justice**
Dates TBD, 4 sessions – 4-hour days (\$12,000.00)
 - **Coaching**
100 hours at \$150.00 per hour (\$15,000.00)
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
 4. Prior to any work being completed on WISD grounds, individuals working for the Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. A list of all such employees must be provided to WISD by the Contractor as **Attachment A**. The Contractor will be responsible for payment of the fingerprinting service. (The proper forms must be obtained by the HR Department. Specific written exemption of the fingerprint requirement must be provided by the WISD Executive Director of Human Resources and Legal Services, in compliance with School Safety Legislation and WISD Board Policy).
 5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II -COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be **\$73,500.00** including all related expenses, including travel expenses outlined in Section III.
2. The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks herein above described in Section I and is based on a rate of \$150.00 per hour of time expended.
3. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.

4. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
5. The contractor has not been debarred, excluded or disqualified¹ under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
6. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
7. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
8. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
9. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
10. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of the Contractor. However, WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this Contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including expense submission dates and inclusion of detailed receipts.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The WISD shall retain ownership interest in any of the following three (3) circumstances:
 - i. The WISD expressly directs the Contractor to create a specified work (electronic or otherwise) or the work is a specific requirement of the contract;
 - ii. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or
 - iii. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.

¹ Verified via the government System for Award Management (SAM) website: <https://www.sam.gov/portal/SAM/#1>

4. The work done by the Contractor shall be to the entire satisfaction of WISD. Should the Contractor unsatisfactorily perform the duties, WISD may cancel the Agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
5. Either party may terminate this Agreement by giving the other 30 days advance written notice.
6. WISD may change the duties of the Contractor as above described, but such change shall not be a substantial alternation of the Contractor's duties, nor can such change be made without the input of the Contractor.

SECTION IV – INSURANCE COVERAGE

In the event that the Contractor uses motor vehicles in the course of performing the services above described, the Contractor shall provide to WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by WISD.

The Contractor shall maintain at his/her own expense during the term of this Contract, the following insurance:

- 1.) Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;
- 2.) Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

The Contractor has determined that they do not need liability insurance coverage related to the operations and activities of their company and are, therefore, not naming WISD as an additional insured party on their coverage. The Contractor is aware that WISD will not indemnify, defend, or hold the Contractor harmless from any claims, suits, action or other liability, including legal fees, that arise out of the performance of any work required by this agreement by the Contractor, its officers, agents, and/or employees to attempt to recover any funds expended for any claim, suit, action, or legal fees that arise out of the performance of any work required by this agreement, unless some action by a WISD board member, officers, agents and/or employees is grossly negligent.

SIGNATURES

The Contractor acknowledges by his/her signature that he/she has read the Agreement and understands same and agrees this contract constitutes the total agreement between the parties and that anything not included in this contract is expressly excluded.

Agreed to on: _____

Contractor (Justice Leaders Collaborative) – Autumn Campbell

DATE _____

Dr. Jennifer Banks, Director of Instruction, Achievement Initiatives Team
Washtenaw Intermediate School District

DATE _____

Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives Team
Washtenaw Intermediate School District

DATE _____

Mary Jane Tamontin, Board President
Washtenaw Intermediate School District

DATE _____

Naomi Norman, Superintendent
Washtenaw Intermediate School District

DATE _____

Coversheet

27h Mentoring and Induction District Support Grant

Section:	VIII. New Business
Item:	A. 27h Mentoring and Induction District Support Grant
Purpose:	
Submitted by:	
Related Material:	Board Memo_ 27h Grant Notification 2025.pdf



DATE: December 8, 2025

TO: Naomi Norman, Superintendent; Jennifer Banks, Ph.D; WISD Board of Education

FROM: Dawn L. Stewart, Ph.D, Achievement Initiatives, Supervisor

RE: Michigan Department of Education, 27h Mentoring and Induction District Support Grant

We are pleased to inform you that Washtenaw ISD has been awarded the 27h Mentoring and Induction District Support grant, which provides \$1,028,322.00 in funding to support mentoring and induction programming for new educators across our districts. The grant period is from November 2025 – September 2026. We are requesting approval to accept these awarded funds.

The 27h grant is intended to strengthen educator retention by providing support for beginning teachers, school counselors, and administrators. Funding may be used for mentor stipends, mentor training, program coordination, and resources to ensure consistent and high-quality mentoring and induction practices. This investment will allow us to enhance current supports and establish a more comprehensive and aligned mentoring structure across the county.

By accepting this grant, the Board affirms its commitment to supporting and retaining new educators. These efforts will contribute to stronger instructional practice, improved professional culture, and long-term stability within our districts.

Dr. Jennifer Banks is available if you have any questions.

Coversheet

Updated WISD Policies – First Read

Section:	VIII. New Business
Item:	B. Updated WISD Policies – First Read
Purpose:	
Submitted by:	
Related Material:	Memo re Policies to Board - 1st read 01.13.26.pdf po2623 - Student Assessment.pdf po5320 - Immunization.pdf po5330 - Use of Medications.pdf po5350 - Student Health, Well-Being and Suicide Prevention.pdf



DATE: January 6, 2026

TO: Naomi Norman, Superintendent and
Members of the WISD Board of Education

FROM: Becky L. Mullins
Supervisor, Human Resources and Legal Services

RE: Updated Policies – First Read

The Policy Committee¹ recommends adoption of the proposed policy changes to the following as attached:

WISD Board Policies -

Policy #2623 – Student Assessment

This policy has been revised to include the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE). These revisions reflect MDE and State Board of Education rules regarding student assessment.

Policy #5320 – Immunization

This policy has been revised to reflect the immunization requirements in the Michigan Department of Education's ("MDE") "2024 Immunization Requirements for Students.

Policy #5330 – Use of Medications

This policy was reviewed at the request of clients and updated to include additional definitions and further clarity to processes for the storage and administration of prescription and over-the-counter medications.

Policy #5350 – Student Health, Well-Being and Suicide Prevention

This policy is revised to include comprehensive mental health and wellness initiatives that promote the emotional and physical safety of students and staff.

Enclosure

¹ Steve Olsen (Board Trustee), Mary Jane Tramontin (Board Vice President), Naomi Norman (Superintendent), Brian Marcel (Associate Superintendent), Cherie Vannatter (Deputy Superintendent), Cassandra Harmon-Higgins (Executive Director of Human Resources and Legal Services), Rebecca Craigmile (Asst Director of Human Resources and Legal Services) and Becky Mullins (Supervisor of Human Resources and Legal Services)

Book: Policies for ISD Update
Section: Vol. 37, No. 2 - February 2023
Title: STUDENT ASSESSMENT
Number: _po2623

Revised Policy - Vol. 37, No. 2

2623 - STUDENT ASSESSMENT

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon the student's his/her entrance into the District and annually or more frequently, as required by law, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

The Superintendent shall develop (X) and present to the Board annually ~~() and the Board shall approve~~ ~~[END OF OPTION]~~ a program of testing and assessment that includes:

- A. the Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Examination ("MME") (or other readiness assessment program approved by the State Superintendent), (X) the PSAT, ~~[END OF OPTION]~~ and MI-Access Alternate Assessments administered each year in accordance with the schedule established by statute and the State Department of Education;

M-STEP includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades three (3) through eight (8) ~~3-8~~, science in grades four (4) ~~4~~ and seven (7) ~~7~~, and social studies in grades five (5) ~~5~~ and eight (8) ~~8~~. It also includes the Michigan Merit Examination in 11th grade, which consists of the SAT with essay, ACT WorkKeys, and M-STEP summative in science, and social studies.

- B. a valid and reliable screening, formative, and diagnostic third grade reading assessment system from the assessment systems approved by the Michigan Department of Education;
- C. criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;

- D. selection of assessment instrument, data, and other District criteria that will be used to assess educational achievement of each student ~~in grades one (1) through five (5) 1-5;~~

~~[] Third grade students who do not meet the District's and State's established assessment criteria may be offered the opportunity to attend summer school.~~

~~E. () assessment tests;~~

~~F. () aptitude tests;~~

~~G. () achievement tests;~~

~~H. () vocational inventories;~~

~~I. () test of mental ability.~~

The Superintendent is responsible for the District's assessment and testing program and shall implement the program in accordance with the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE). The Superintendent will appoint an individual to act as each assessment's District Assessment Coordinator. All staff members who participate in a state assessment must be fully trained in proper test administration procedures pertaining to their role in the assessment.

The Superintendent shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board requires that:

~~A. any assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:~~

~~1. political affiliations;~~

~~2. mental and psychological problems potentially embarrassing to the student or the student's/his/her family;~~

~~3. sexual behavior and attitude;~~

~~4. illegal, anti-social, self-incriminating, and demeaning behavior;~~

~~5. critical appraisals of other individuals with whom respondents have close family relationships;~~

~~6. legally recognized, privileged, and analogous relationships, such as those of lawyers, physicians, and ministers;~~

~~7. income without the prior consent of the adult student or without the prior written consent of the parent;~~

~~B. any personality testing complies with Department of Education guidelines.~~

The Board also requires that:

A. (X) tests be administered by persons who are qualified under State law and regulation;

B. (X) parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;

~~C. () students who have not attained satisfactory scores on the fourth grade or seventh grade test should be provided special assistance that will enable them to bring reading skills up to grade level within a twelve (12) month period;~~

~~D.~~ C. (X) data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;

~~E.~~ D. (X) the results of each school-wide, program-wide, and Districtwide test be made part of the public record.

All eleventh grade students shall participate in the Michigan Merit Examination unless excluded under the guidelines established by the State Department of Education.

A student who wants to repeat a State-approved readiness assessment (other than the Michigan Merit Examination and any component) may repeat the assessment in the next school year or after graduation on a date when the District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all MME components. If a student does not take the complete Michigan Merit Examination in grade ~~eleven (11)~~¹¹, the District shall administer the complete Michigan Merit Examination to the student in grade ~~twelve (12)~~¹². If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component and the cost of the retake is the responsibility of the student unless all of the following are met:

- A. the student has taken the complete Michigan Merit Examination;
- ~~B. the student did not qualify for a Michigan promise grant based on the student's performance on the complete Michigan Merit Examination;~~
- ~~B.~~ the student meets the Federal income eligibility criteria for free breakfast, lunch, or milk;
- ~~D.~~ the student has applied to the provider of the college entrance examination component for a scholarship or fee waiver to cover the cost of the retake and that application has been denied
- ~~E.~~ after taking the complete Michigan Merit Examination, the student has not already received a free retake of the college entrance examination component paid for either by the State of Michigan, or through a scholarship or fee waiver by the provider.

~~[] In addition to the testing programs, the Superintendent shall develop administrative guidelines whereby a portfolio is developed and maintained for each student.~~

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Legal References

A.C. Rule 340.1101 et seq.

M.C.L. 380.1278a, 380.1279, 380.1279g, 390.1451 et seq., 380.1280b, 380.1280f

Book: Policies for ISD Update
Section: Vol. 39, No. 2 - February 2025
Title: IMMUNIZATION
Number: po5320

Revised Policy - Vol. 39, No. 2

5320 - IMMUNIZATION

[X] The Board of Education believes that immunization is ~~one of the most cost-~~an effective measures to protect children from vaccine-preventable diseases. ~~Accordingly, the Board requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the Department of Health and Human Services ("DHHS") regulations. [END OF OPTION]~~

Students must meet the immunization requirements set by the State for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school shall be admitted by the Superintendent in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the State.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication, the vaccines involved, and the time frame the student is not able to get the vaccines, on the appropriate form.
- B. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet. The District must follow up with the parent or legal guardian to ensure the student has received the required follow-up dose(s) of the vaccine.

When the District provides information on immunizations, infectious disease, medications, or other school health

issues to parents and guardians of students in at least grades 6, 9, and 12, the Board shall include information about meningococcal meningitis and, the vaccine for meningococcal meningitis and about human papillomavirus and the vaccine for human papillomavirus. The information shall include at least the causes and symptoms of meningococcal meningitis and how it is spread and the risks associated with human papillomavirus. In addition, the information shall include sources where parents/guardian may obtain additional information about both diseases and where they may obtain meningococcal meningitis and/or human papillomavirus vaccination of a child.

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Legal References

M.C.L. 333.9201 et seq., 380.1177, 380.1177a

A.C. 325.176

Book: Policies for ISD Update
Section: Vol. 39, No. 2 - February 2025
ISD Title: USE OF MEDICATIONS
Number: po5330

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the ~~student~~~~child~~ is disabled and requires medication to benefit from ~~the student's~~~~his/her~~ educational program.

For purposes of this policy, ~~the following definitions shall be used:~~

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Medication" shall include all medicines including those prescribed by a ~~physician~~-practitioner and any nonprescribed (over the counter) drugs, preparations, and/or remedies.

"Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

"Parent" means parent, parent(s), legal guardian or student over the age of 18 and their own guardian.

"Practitioner" shall include any physician, naturopathic doctor, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Treatment" refers both to the manner in which a medication is administered and to healthcare procedures which require special training, such as catheterization.

Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the (X) school office (X) nurse's office or (X) ~~health room~~ other locked location per Head Start and GSRP regulations. **[END OF OPTION]**

Prescription medication must be provided in the original container with the prescription label showing the

name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the (X) school office (X) nurse's office or (X) health room other locked location per Head Start and GSRP regulations. ~~[END OF OPTION]~~. Substances that are not FDA approved (i.e., natural products, food supplements) (X) will require the written instruction of a practitioner and the written consent of the parent (X) will not be administered by District staff ~~[END OF OPTION]~~. (X) Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. ~~[END OF OPTION]~~ (X) If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. ~~[END OF OPTION]~~ Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

~~[] [OPTION #1]~~

~~Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530--Drug Prevention and of the Student Discipline Code/Code of Conduct.~~

~~[] [OPTION #2]~~

~~Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. () Both must also authorize any self-medication by the student.~~

~~Before any nonprescribed medication or treatment may be administered, the Board shall require the~~

~~prior written consent of the parent () who must also authorize any self-medication by his/her child. ()
Medications will be administered by the District in accordance with the Superintendent's guidelines.~~

~~{END OF OPTIONS}~~

~~Only medication in its original container, labeled with the date, if a prescription, the student's name, and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.~~

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, nurse practitioner, or a licensed physician.

[X] All medication shall be kept in a locked storage case in the school office. **~~{END OF OPTION}~~**

[X] The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training. **~~{END OF OPTION}~~**

[X] Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines 5330A. **~~{END OF OPTION}~~**

Student Possession of Medication

~~{DRAFTING NOTE: Select option for possession and self-administration of medication by students.}~~

~~{ } {OPTION #1}~~

~~Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).~~
~~{END OF OPTION #1}~~

~~{OR}~~

[X] [OPTION #2]

Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

~~High school~~ Young Adult students may possess and self-administer their own nonprescription medications **(X)** and prescription medications, if the student is their own guardian, **[END OF OPTION]** at school if the appropriate medication authorization form is filed in the school office, provided the student is in possession and self-administers in compliance with relevant District policies **(X)** and administrative guidelines **[END OF OPTION]**. ~~() Responsible students in grades K through eight (8) may be permitted to possess and self-administer medications after consultation with the Principal, school nurse, and parent. If granted permission by the Principal, a medication management plan must be written and signed by all parties. Permission must be obtained every school year. [END OF OPTION]~~

[END OF OPTION #2]

The provisions of this policy are to be viewed together with the Board Policy 5530 - Drug Prevention.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in ~~accordance~~^{accord} with the Superintendent's guidelines, if the following conditions are met:

- A. ~~there~~^{There} is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c),
and
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian.,
and
- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and ~~the student's~~^{his/her} parent/~~legal guardian~~. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer

the medication if they meet the conditions stated above.

General Provisions

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's ~~his/her~~ parent/guardian to the Principal ~~(-) or other chief administrator of the student's school.~~

No student is allowed to provide or sell any type of medication to another student. (X) Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Drug Prevention.
[END OF OPTION]

The District and its personnel are immune from civil and criminal liability related to the administration or non- administration of medications to the extent set forth in applicable State law.

[X] The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion. **[END OF OPTION]**

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

M.C.L. 380.1178, 380.1178a, 380.1179~~301.1179~~

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools

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Legal References

M.C.L. 380.1178, 380.1178a, 380.1179

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools

Book: Policies for ISD Update

Section: Vol. 39, No. 2 - February 2025 ISD

Title: Vol. 39, No. 2 - February 2025 Revised STUDENT HEALTH, WELL-BEING, AND
SUICIDE PREVENTION

Number: po5350

5350 - **STUDENT HEALTH, WELL-BEING, AND SUICIDE PREVENTION**

The Board of Education recognizes the importance of addressing emotional and physical safety of students and staff in order to create and maintain safe and supportive learning environments.

Comprehensive mental health and wellness initiatives are key to providing that students are in school, healthy, ready to learn, and prepared for success. ~~that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.~~

[X] The District's comprehensive mental health and wellness initiatives may include supports and services that promote:

- A. Positive school climate;
- B. Social skills;
- C. Mental health and well-being;
- D. Support for students and staff; and
- E. Trauma-informed and restorative practices.

The District shall implement specific strategies to promote school safety, including student instruction, anonymous reporting systems, threat assessment teams, emergency management plans, and staff training. **[END-OF-OPTION]**

[X] The District may provide students with age-appropriate instruction concerning the warning signs and risk factors for suicide and depression and the protective factors that help prevent suicide. **[END-OF-OPTION]**

All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

District staff shall receive professional development training in the risk factors, warning signs for suicide and depression, and about the protective factors that help prevent suicide, as well as the available resources regarding youth suicide awareness and prevention. (X) Such training shall include the warnings signs of non-suicidal self- injurious behaviors. ~~[END-OF-OPTION]~~

Additional professional development training in suicide risk assessment and intervention shall be provided to counselors, psychologists, and school nurses.

The instruction and professional development shall be designed to:

- A. To prevent both fatal and nonfatal suicide behaviors among youth.
- B. To increase pupil awareness of the warning signs and risk factors for suicide and depression.
- C. To improve access to appropriate prevention services for vulnerable youth groups.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with

Appropriate Parties Step 5 - Follow-up

[X] The Superintendent shall implement instruction for students on the dangers of depression and suicide through age-appropriate programs. Such instruction shall focus on:

- A. awareness of the risks and warning signs;
- B. access to appropriate prevention services;
- C. prevention of suicidal behaviors among students.

Parents/Guardians shall be notified of any suicide prevention instruction provided their children using the communication method used for regular communication with parents in that particular building. Upon written request of a parent/guardian, a student will be excused from instruction in this area.

Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

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Legal References

M.C.L. 380.1171 (Chase Edwards Law)

Kelson v City of Springfield, 767 F2d 651 (9th Cir. 1985)

Coversheet

Retainer Newsletter

Section:	XI. Administrative Reports
Item:	B. Retainer Newsletter
Purpose:	
Submitted by:	
Related Material:	December_2025_School_Law_Notes.pdf



SCHOOL LAW NOTES

DECEMBER 18, 2025

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Upcoming Speaking Engagements

JEFFREY J. SOLES	CRISTINA T. PATZELT
MICHAEL D. GRESSENS	PHILIP G. CLARK
CHRISTOPHER J. IAMARINO	PIOTR M. MATUSIAK
RAYMOND M. DAVIS	JESSICA E. MCNAMARA
MICHELE R. EADDY	RYAN J. MURRAY
KIRK C. HERALD	ERIN H. WALZ
ROBERT A. DIETZEL	MACKENZIE D. FLYNN
KATHERINE WOLF BROADDUS	KATHRYN R. CHURCH
DANIEL R. MARTIN	MARYJO D. BANASIK
JENNIFER K. STARLIN	CATHLEEN M. DOOLEY
TIMOTHY T. GARDNER, JR.	KELLY S. BOWMAN
IAN F. KOFFLER	BRIAN D. BAAKI
FREDRIC G. HEIDEMANN	AUSTIN W. MUNROE
RYAN J. NICHOLSON	
GORDON W. VAN WIEREN, JR. (OF COUNSEL)	
LISA L. SWEM (OF COUNSEL)	
ROY H. HENLEY (OF COUNSEL)	
BRADFORD W. SPRINGER (OF COUNSEL)	

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Wishing Jeff Soles a Happy Retirement!

Thrun Law Firm announces the retirement of our colleague and friend Jeff Soles, who will retire at the end of this year after more than three decades of dedicated service to the Firm and to Michigan schools.

Since joining the Firm in 1994, Jeff's practice has focused on public finance and elections, where his careful analysis and steady judgment have made him a trusted advisor to schools across the state. Known for his direct, no-nonsense advice, Jeff is affectionately referred to as "Dr. No."

Jeff will be greatly missed for his experience, integrity, and quirky sense of humor. As Jeff always says, if everyone was perfect, they would all be bond attorneys.

He has long complained that he golfs too little and rises too early; now, in retirement, he can finally golf too much and *maybe* sleep in past 4 a.m. We wish Jeff much happiness in his well-earned retirement. Congratulations, Jeff!

Sent from my iPhone – The ideas are mine; the mistakes are SIRI's.

• • •

Congratulations to Lisa Swem!

After 37 years of exemplary service to Thrun Law Firm and Michigan public schools, we are pleased to share that Lisa Swem has retired. Lisa's legal expertise and tireless efforts in representing Thrun clients have significantly shaped the legal landscape of Michigan public education.

Lisa's interest in school law dates back to the 1970s, when she served as the first student representative to the Buchanan Community Schools Board of Education – Go Bucks!

Before joining Thrun in 1988, Lisa spent five years as a high school social studies teacher and coach in upstate New York. Although she transitioned into the legal profession, Lisa remained a teacher at heart. As a renowned public speaker, Lisa delivered over 1,000 presentations on a variety of school law topics, demonstrating her unwavering commitment to lifelong learning.

Throughout her tenure at Thrun, Lisa handled matters ranging from student discipline and special education to civil rights and labor negotiations. Whether in a courtroom, at the bargaining table, and even in retirement, Lisa is a force to be reckoned with.

While Lisa's childhood dream was to become a four-star general, her career achievements far exceeded that early ambition. She was inducted into the Buchanan Community Schools Hall of Fame and recognized as a Distinguished Alumna of Centre College for her outstanding service.

As Lisa moves into her next chapter, we celebrate her legacy and wish her much happiness and unlimited travels. Congratulations, Lisa!

• • •

Save the Date: 2026 Election Dates & Deadlines

For 2026, the regular election dates for millage or bond proposals are:

May 5
August 4
November 3

Because schools are responsible for any “added costs” of an election, placing proposals on the ballots during an even-year statewide primary election in August or the general election in November can significantly reduce expenses. Schools should contact their election attorney to discuss how different election dates may affect costs and overall strategy.

Schools considering placing a millage or bond proposal on the May ballot should contact their election attorney as soon as possible. A certified copy of the board resolution approving ballot language for a millage or bond proposal must be filed with the school’s election coordinator (typically the county clerk) at least 12 weeks before the chosen election date. For the May 2026 election, that deadline is **Tuesday, February 10, 2026, at 4:00 p.m.** This deadline is *absolute*. If missed, even by a few minutes, the election coordinator can refuse to place the proposal on the ballot.

Registered electors in a school district may also circulate petitions to place a millage or bond proposal on the ballot on a date other than the three election dates listed above. Petitions bearing a sufficient number of signatures must be filed at least 12 weeks before the applicable election date. For 2026, the remaining available petition initiative “floater” election dates are the following Tuesdays:

February 17, 24
March 3, 10, 17, 24, 31
June 16, 23, 30
September 15, 22, 29
December 15, 22, 29

The 2026 regular and available “floater” election dates may be used to seek voter approval for any of the following:

- Millage renewal;
- Restoration/override of Headlee reduction to existing millage;
- New millage, such as sinking fund, recreational, special education, career and

technical education, or regional enhancement; or

- Voted bonds.

For a new bond issue that a school would like qualified under the School Bond Qualification and Loan Program, school officials should contact their election attorney at least seven months before the chosen election date to schedule a preliminary qualification meeting with the Department of Treasury.

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Filing Requirements for Issuers of Tax Credit Bonds

Schools that issued tax credit bonds *on or before* December 31, 2017 must annually complete and file [Form 1097-BTC](#) with the IRS. For tax year 2025, Form 1097-BTC must be filed by mail by **March 2, 2026** or filed electronically by **March 31, 2026**.

Tax credit bonds differ from conventional school bonds because the bond purchaser receives a tax credit instead of, or in addition to, periodic interest payments. For schools, tax credit bonds were typically issued as either a Qualified School Construction Bond (QSCB) or a Qualified Zone Academy Bond (QZAB).

Many schools issued their QSCBs and QZABs as “direct-pay” bonds that do not give the purchaser a tax credit; instead, they provide the school with a subsidy from the federal government to make debt service payments. Those direct-pay bonds are not subject to Form 1097-BTC filing requirements. Only QSCBs and QZABs issued as tax credit bonds trigger those filing requirements.

Form 1097-BTC must be filed either by: (1) using the IRS’s e-filing “FIRE” system, which can be cumbersome, or (2) mailing paper forms to the IRS. An issuer that files the paper Form 1097-BTC must also include a Form 1096, which can be ordered through the IRS website.

In addition to the annual IRS filing, school officials must send a Form 1097-BTC statement to the original bond purchaser (but not the IRS) each quarter. Importantly, the fourth quarter submission to the purchaser *can* serve as the annual IRS filing and should be sent to both the IRS *and* the purchaser. Note that the deadline for providing a copy of the annual (2025 fourth quarter) forms to the purchaser is **February 16, 2026**, which is earlier than the IRS deadline noted above.

Although the IRS website provides detailed instructions for completing and filing both Form 1097-BTC and Form 1096, school officials should consider outsourcing that task to a financial institution that provides paying agent services. For tax credit bonds

issued after 2013, the financial advisor for many school transactions negotiated a contract with a Kansas bank to file the forms on the school's behalf. If your tax credit bond was issued after 2013, we recommend contacting your school's financial advisor to inquire whether a third party already files the forms as part of an existing engagement.

If your school has an outstanding tax credit bond, we recommend that school officials, or the bond registrar or paying agent acting on your school's behalf, comply with the Form 1097-BTC filing requirements and consult the [IRS website](#) for filing instructions.

School officials should start the tax year 2025 filing process, or make arrangements with an appropriate financial institution to file the form on the school's behalf, well before the February 16, March 2, or March 31 IRS filing deadlines.

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Preparing for Collective Bargaining

As school officials approach contract negotiations with teacher or support staff unions, thorough preparation is essential to achieving a fair, sustainable, and legally compliant collective bargaining agreement (CBA). Effective preparation not only helps to ensure that the school's goals are clearly defined and collectively supported, but it also promotes positive labor-management relations and reduces the risk of disputes after ratification.

Review the Current CBA and Identify Key Issues

The first recommended step in bargaining preparation is for school officials to conduct a comprehensive review of the existing CBA to identify provisions that have caused confusion, grievances, operational challenges, or unintended costs during the CBA's term. These provisions might include ambiguous language concerning leave policies, evaluation procedures, or placement and transfer rights.

Pay special attention to "past practices" that have developed informally over time, as some may have become legally binding and may need to be clarified or discontinued through bargaining.

School officials also should consider having their CBAs reviewed by legal counsel to identify unclear or problematic language and to provide recommendations to ensure the contracts align with and reflect the most recent legislative changes.

Build a Skilled and Unified Bargaining Team

The school's bargaining team should include members who bring diverse expertise. The team typically consists of the superintendent or designee, a finance administrator, a human resources

administrator, and a building-level administrator. Many schools also add legal counsel to the team. Team members should understand the negotiation process, school finances, and how to communicate effectively under pressure.

Consistency is crucial. The school's team must present a unified position, avoiding mixed messages or off-the-record commitments. Designating a lead spokesperson ensures that proposals are presented clearly and that discussions remain focused and professional.

Gather and Analyze Data

Successful negotiations depend on accurate, up-to-date data. School officials should compile detailed information on compensation, benefits, and working conditions for both their own employees and neighboring or comparable schools. Such information may include wage schedules, step and lane costs, health insurance premiums, retirement contributions, substitute costs, and attendance data. The analysis could also include comparing wage competitiveness against private sector employers for similar work.

Analyzing data regarding the school's financial health and engaging in financial modeling is especially critical. School officials should collaborate with their business office to project the cost of proposed salary increases, insurance adjustments, or schedule changes over multiple years, considering enrollment trends, state foundation allowance estimates, and special education reimbursements. Entering negotiations with clear cost forecasts helps the school's bargaining team evaluate proposals realistically and avoid unsustainable commitments.

Establish Negotiation Objectives and Parameters

Before bargaining begins, the school's bargaining team should meet to draft a priority list of "must-haves" that the team will pursue during the negotiation process. These may include fiscal limits, priorities (such as attracting and retaining staff or expanding scheduling flexibility), and understandings on key operational issues. Then, the bargaining team should meet with the board of education to establish clear bargaining parameters regarding financial and other important issues the team has identified. Notably, the bargaining team can discuss bargaining strategy with the board in closed session under Michigan's Open Meetings Act Section 8(1)(c).

A well-defined strategy should also include identifying non-economic interests that can improve working relationships and school operations without adding costs, such as clarifying communication protocols, streamlining grievance procedures, and updating evaluation timelines.

It is also helpful to anticipate the union's likely priorities, such as increased wages, job protections, workload relief, or insurance cost-sharing. Understanding these interests allows the school to develop data-supported counterproposals and explore creative solutions that address both parties' concerns.

Prepare Communication and Contingency Plans

Finally, transparent and accurate communication with the school board, staff, and the community is key throughout negotiations. School officials should prepare factual talking points to counter misinformation and maintain transparency and trust among school stakeholders.

School officials should also plan for potential outcomes, including mediation or fact-finding if impasse occurs. Having contingency plans for operational needs, such as substitutes or payroll adjustments, can minimize disruption of school operations if bargaining extends beyond the contract expiration.

Preparation is the cornerstone of successful collective bargaining. For school officials, this means combining legal awareness, financial discipline, and effective communication. These are qualities that lead not only to a balanced CBA but also to a stronger and more collaborative working relationship with employee bargaining units for years to come.

If you have questions regarding collective bargaining preparation or would like a legal review of your current CBAs, please contact a Thrun labor attorney.

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End of the Year Refresher: IDEA's Least Restrictive Environment

The IDEA requires schools to provide students with disabilities a free appropriate public education (FAPE) in the least restrictive environment (LRE). LRE requires that students with disabilities: (1) are educated in the general education environment with students without disabilities to the maximum extent appropriate, and (2) are not removed from the general education classroom unless education in that setting cannot be achieved even with the use of supplementary aids and services.

A student's LRE is an individualized determination made during the development of the student's IEP. During an IEP meeting, the IEP Team identifies the student's present levels of performance and areas of strengths and needs, develops goals, and determines the student's required individualized program of instruction and related services.

Based on the services and supports a student needs to receive a FAPE, the IEP Team must identify the LRE

in which those services and supports can be provided effectively. The IDEA requires schools to offer a continuum of alternative placement options ranging from the least restrictive setting (e.g., general education classroom) to the most restrictive (e.g., residential placement or homebound). This LRE continuum of placement options generally consists of the following:

1. *General Education Classroom* – The student stays in the general education classroom, receiving accommodations or specialized instruction as needed.
2. *Partial Day in the General Education Classroom* – The student attends part of the day in the general education classroom and part of the day in another setting, such as a resource room or self-contained classroom.
3. *Self-Contained Special Education Classroom* – The student attends regular public school, but in a self-contained classroom only for students with disabilities, with opportunities for interaction with students without disabilities in nonacademic and extracurricular activities.
4. *Special Day School* – The student does not attend regular public school, but instead, attends a separate school solely for students with disabilities, usually with no opportunity to interact with students without disabilities.
5. *Residential Facility or Hospital* – The student receives treatment, instruction, and services at a residential treatment facility or in a hospital, usually because the student's disability requires around-the-clock services for educational benefit.
6. *Home Instruction* – The student receives all instruction at home, usually on a temporary basis due to severe medical or psychological issues. The student is likely to have little or no interaction with other students.

The U.S. Sixth Circuit Court of Appeals, whose decisions are binding on Michigan schools, has emphasized that there is a strong preference under the IDEA that students with disabilities be educated in the regular classroom, and the court has provided a framework for when students may be moved to a more restrictive setting. Specifically, the Sixth Circuit has held that students may be removed from the general education environment *only* when: (1) the student would not benefit from regular education, (2) any regular-class benefits would be far outweighed by the benefits of special education, or (3) the student would be a disruptive force in the regular education classroom.

When determining a student's LRE, the IEP Team should consider the extent to which the student can be

educated in a general education classroom and the range of supplementary aids and services that will facilitate that placement. As part of that inquiry, the IEP Team should consider whether any part of the school day, including lunch or recess, can appropriately be spent with students without disabilities with the support of supplementary aids and services.

The IEP Team need not attempt less restrictive environments before moving a student to a more restrictive setting if the nature or severity of a student's disability prevents the student from making satisfactory progress towards their IEP goals in the less restrictive setting.

In November 2025, MDE issued [a comprehensive guide to LRE](#). The guidance reiterates the LRE concepts discussed above and proposes a "System-Wide Transformation" of the education system and a "University Program Transformation" of secondary education institutions that train teachers. These "transformation" sections recommend practices that MDE posits would result in the stated goal of "truly inclusive schools that serve all students effectively." As the IDEA's LRE mandate requires the availability of separate classrooms, schools, and residential facilities for students with disabilities, it is unclear how MDE would reconcile the LRE continuum with its proposed "transformations."

Although MDE's "transformation" proposals promote a system-wide shift, they do not alter the IDEA's fundamental requirement that schools preserve and utilize a full continuum of placement options. IEP Teams must continue to make individualized LRE determinations based on student need, not program philosophy, to ensure each student receives a FAPE in the setting where they can make meaningful progress.

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Understanding Specially Designed Instruction

In October 2025, MDE issued [Specially Designed Instruction \(SDI\)](#) guidance, reminding school officials that SDI is a key component to offering a student eligible under the IDEA a FAPE in the LRE. The IDEA's regulations define SDI as the adaptation of instruction as appropriate to meet the needs of a student with an IEP. SDI includes adapting the content, methodology, and delivery of instruction to enable a student to access and make progress in the general education curriculum.

Adaptation Areas

MDE unpacks each area of adaptation for school personnel. "Content" refers to the knowledge and skills that a student needs to be able to fully engage in the general education environment, including academic,

functional, social, and physical aspects of the environment. The IEP's Present Level of Academic Achievement and Functional Performance (PLAAFP), which must be thorough, guides the development of SDI.

"Methodology" refers to how instruction is delivered. Methodology should be determined by considering the instructional strategies and methods that have been effective or ineffective for a student in the past. MDE's guidance reinforces that the IEP generally does not need to identify specific teachers, curriculum, or educational methodology to be used.

"Delivery of instruction" refers to who, where, and when instruction will be provided to the student. Based on the needs identified in the PLAAFP and the content being targeted, the IEP Team must assess how delivery of instruction will support a student in making progress on IEP goals and in the general education curriculum.

MDE emphasizes that SDI can be delivered in any setting, but it must always occur within a student's LRE. The amount of time dedicated to SDI is driven by the student's needs, not by a general class schedule. For example, schools should not allocate 55 minutes per day of SDI in a student's IEP simply because that is the length of a class period.

SDI Development

SDI must be developed by an IEP Team and associated with an IEP goal. It is not the same as differentiated instruction, which is universal modification based on formative assessment information that is delivered to all students.

MDE explains that SDI is:

- Explicit, focused, and systematic instruction to help the student master (or at least make progress towards) IEP goals and objectives;
- A service based on data designed to address the student's unique needs;
- Instruction that allows a student with a disability to meaningfully access the general education curriculum and demonstrate proficiency on the same content standards as their peers;
- Instruction grounded in valid research and evidence-based practices;
- Provided in addition to, not in lieu of, general education;
- Individualized to the student's unique needs;
- Based on teaching skills that the student does not have; and
- Unique instruction written into the IEP.

MDE further reminds special education personnel that SDI is *not*:

- What a student needs to do (e.g., homework);

- A place or a schedule;
- A restatement of grade-level content standards;
- A particular methodology or other specific content;
- In place of general education;
- A justification for setting low expectations or teaching below grade level;
- Simply providing support or accommodations or modifications; or
- MTSS Tier 3 support.

SDI may only be delivered by a qualified special education professional or service provider (e.g., speech therapist). Though general education teachers collaborate with special education service providers to provide assistance, only staff with appropriate credentials may design and supervise the provision of SDI.

Noncertified personnel, such as paraprofessionals and interventionists, may support instruction, but they may not deliver SDI. Under direct supervision from credentialed educators, instructional support may include reinforcing previously introduced concepts, monitoring academic progress or behavior, or facilitating the use of assistive technology.

SDI Documentation

MDE reminds school personnel that it is important to document the delivery of SDI. Documentation should include the specific nature of the service (e.g., direct instruction), the amount of time allocated for delivery of SDI, the frequency of delivery within a specific period, the length of each session, and where SDI is delivered. When creating a system to document SDI delivery, schools should include direction as to who provides what instruction, evidence of student participation and progress, and collaboration with general education and support personnel.

MDE's guidance clarifies how SDI should be developed, delivered, and documented to meet IDEA requirements. By outlining expectations for instruction, personnel roles, and record-keeping, the guidance provides school officials with a clear framework to support consistent, compliant SDI practices.

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Guide to Prior Written Notice under IDEA

If you have ever attended a Thrun special education training, you likely heard us emphasize the importance of prior written notice (PWN). Not only is it an IDEA requirement, a PWN is the best vehicle for evidencing the legality of an IEP or other special education decisions. MDE's new guidance document [Understanding the Requirements of Prior Written Notice](#)

provides information on when and how PWNs should be used.

PWN is notice that a school official must provide to a parent *before* any change to or implementation of a student's IEP. It is also required whenever a school proposes or refuses to change the identification, evaluation, or educational placement of a student eligible under the IDEA.

It is important to remember that this notice is required *before* the change or implementation being documented occurs. For example, an annual IEP delivered with a PWN should not indicate implementation on the day it is provided to the parent (or even worse, the date of the meeting). Parents must have time to review the PWN and exercise their procedural safeguards if they disagree with the offer.

MDE's guidance reminds special education personnel of specific PWN deadlines. For instance, if a parent submits a written request for an initial special education evaluation, school personnel must respond to parent's request with a PWN agreeing or refusing to evaluate within 10 school days. Alternatively, if a student with an IEP faces a disciplinary change of placement (removal for 10 consecutive school days or 10 cumulative school days where a pattern of behavior has been identified), school personnel must deliver a PWN notifying parents on the day the placement decision is made.

In addition to providing a PWN when an IEP is drafted, PWNs are also required in the following circumstances:

- Proposal or refusal to evaluate, including reevaluation;
- An eligibility determination;
- Granting or refusing to provide a publicly funded, independent educational evaluation;
- Any change to educational placement;
- Graduation from high school with a diploma; or
- Exiting school due to exceeding the age of eligibility.

A PWN must include a description of the action proposed or refused by the school; an explanation of why the action is proposed or refused; a description of each evaluation, assessment, record, or report the school used as a basis for the proposed or refused action; a statement reminding parents of their procedural safeguards and how to obtain a copy of them; resources for parents; a description of other options the IEP Team considered and why those options were rejected; and a description of any other factors relevant to the school's proposal or refusal.

Although it is tempting to regard the PWN as a nuisance that may be completed quickly at the end of

an IEP meeting, doing so is a mistake. The PWN is the school's document, and it will be a critical component to supporting school officials' decisions if those decisions are later challenged.

Tips for Helpful and Legally Compliant PWNs

To support clear communication and compliance, when preparing a PWN, school officials should:

- Use plain language that anyone can understand;
- Document parent requests and, if those requests were not granted, the reasons why;
- List options considered and why those options were or were not chosen;
- If a parent refused to participate or provided alternative input (other than attending a meeting), document why, how input was obtained, and the efforts school personnel made to include the parent; and
- Prepare the PWN *after* the IEP meeting and *before* implementation of the proposal. This practice avoids claims of predetermination.

MDE's guidance document provides a thorough reference table for supporting PWN documentation. The table includes columns for "purpose," "guiding questions," and "documentation tips" for each PWN component. For example, if the IEP Team refused to increase the number or duration of a student's occupational therapy sessions, MDE suggests using specific language to support this decision.

If you have questions regarding PWNs, please contact a Thrun special education attorney.

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Thrun Files Amicus Briefs in SSAA Section 31aa Litigation

As first reported in our [October 20, 2025 E-Blast](#), the Michigan Legislature amended State School Aid Act (SSAA) Section 31aa to condition student mental health and safety funding under that section on – among other things – a school waiving “any privilege that may otherwise protect information from disclosure in the event of a mass casualty event.” A “mass casualty event” is defined broadly to include incidents that occur on school grounds or at school activities that result in: (1) significant injuries to not fewer than three individuals, (2) fatalities, (3) a demand that exceeds normal local emergency response capacity, or (4) a sudden and timely surge of injured individuals necessitating emergency services.

SSAA Section 31aa is being challenged in both state court (the Court of Claims) and federal court (the U.S. District Court for the Eastern District of Michigan). Given the importance of these lawsuits, Thrun Law

Firm recently filed *amicus curiae* (“friend of the court”) briefs in each court action on behalf of MASB, MAISA, MASA, MASSP, MEMSPA, and MSBO, as well as 189 Michigan schools.

The state court is expected to issue its decision by Friday, December 19, 2025. Meanwhile, the federal court has stayed (i.e., temporarily paused) its case until the state court releases its decision. Each court has ordered that schools that have opted in to receive SSAA Section 31aa funding may rescind that decision by 11:59 p.m. on Tuesday, December 30, 2025, providing schools with meaningful flexibility should the state court issue an unfavorable ruling.

As the litigation progresses, Thrun will continue to monitor developments closely and will update our clients as new information becomes available.

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Confidentially Yours: Attorney-Client Privilege for Schools

Recent developments related to SSAA Section 31aa funding have put the attorney-client privilege squarely in the spotlight for Michigan schools. Understanding the attorney-client privilege, as well as how it can be maintained or lost, is critical now more than ever for school officials.

What Is the Attorney-Client Privilege?

The attorney-client privilege is one of the oldest and most fundamental doctrines in law. It shields communications between an attorney and a client (or their representatives) made in confidence and for the purpose of obtaining or providing legal advice. It encourages open and honest dialogue so school officials can discuss sensitive facts and legal risks with legal counsel without fear that these discussions will be publicly disclosed or used against the school in litigation. That protection promotes the public interest because it allows a school to safely obtain complete and accurate legal advice to develop sound public policy.

The privilege covers legal opinions, emails seeking legal guidance, strategy discussions, notes related to legal advice, and similar records. Importantly, the privilege belongs to the client, meaning the client controls whether it is asserted or waived.

Attorney-Client Privilege Under Michigan Transparency Laws

Michigan's Freedom of Information Act (FOIA) gives the public the right to inspect the school's public records. Not all records, however, must be disclosed. FOIA Section 13(1)(g) exempts from disclosure “information or records subject to the attorney-client privilege.” The FOIA exemption applies only to

communications genuinely seeking or providing legal advice.

When a school receives a FOIA request, it may withhold legal memoranda, attorney-written advice, or other privileged communications, so long as those communications genuinely fall within the privilege. This privilege ensures that sensitive legal discussions remain confidential.

Similarly, Michigan's Open Meetings Act (OMA) requires that school boards conduct business in meetings open to the public. There are statutory exceptions allowing certain topics to be discussed in closed session, including legal advice.

Under OMA Sections 8(1)(e) and 8(1)(h), a school board may enter closed session to consult an attorney regarding litigation strategy or to discuss material exempted by state or federal law, including attorney-client privileged records, since they would be exempt from disclosure under FOIA.

A public body cannot use a closed session under the attorney-client privilege exception to broadly debate policy, economics, or politics. All discussion must remain limited to the purpose of the closed session, such as to deliberate on strategy with legal counsel or to discuss written legal advice. To use the attorney-client privilege record exemption, a written legal opinion is necessary – oral legal advice alone does *not* justify a closed session under OMA Section 8(1)(h). Remember that closed session is limited to discussions; all board action must occur in an open meeting.

Waiving the Attorney-Client Privilege

Privilege is a powerful tool, but it is not absolute. The attorney-client privilege can be waived in several ways, sometimes unintentionally, including:

- Disclosing legal advice to a third party outside the attorney-client relationship;
- Placing legal advice “at issue” in defending a decision (e.g., “We did this because our lawyer said it was allowed”); or
- Failing to maintain confidentiality measures (e.g., storing privileged records on shared drives).

Why the Attorney-Client Privilege Matters for Schools

Schools rely on legal counsel to navigate complex issues, including student safety, discipline, special education, contracts, and emerging funding requirements like SSAA Section 31aa.

The attorney-client privilege ensures that school officials can receive candid legal advice and share all relevant facts without fear of public disclosure. This protection aids schools in forming sound public policy. A waiver of privilege, intentional or accidental, opens the door for internal legal advice and decision-making to be scrutinized by the public and by opposing parties, placing schools at real risk of reputational damage and substantial legal exposure.

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Schedule of Upcoming Speaking Engagements

Thrun Law Firm attorneys are scheduled to speak on the legal topics listed below.
For additional information, please contact the sponsoring organization.
www.thrunlaw.com/calendar/list

Date	Organization	Attorney(s)	Topic
January 14, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
January 15, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Open Meetings Act Webinar
January 15, 2026	MASA Region 7	Raymond M. Davis	Legal Update
January 20, 2026	MASSP	Erin H. Walz Cathleen M. Dooley	Beyond the Red Flag: What to Do (and Not Do) When Threat Assessments Raise Concerns
January 21, 2026	MSBO Financial Strategies Conference	Raymond M. Davis	Collective Bargaining and Legal Trends
January 22, 2026	MASA Midwinter Conference	Raymond M. Davis Timothy T. Gardner, Jr.	Collective Bargaining Hot Topics in 2026
January 22, 2026	MASA Midwinter Conference	Christopher J. Iamarino Cathleen M. Dooley	School Law and Legislative Update
February 5, 2026	MNA Labor Relations Academy	Raymond M. Davis	Interface between CBAs and the Law
February 11, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
February 27, 2026	MASB Labor Relations Conference	Raymond M. Davis	Time Tested Bargaining Strategies
March 5 & 6, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Webinars
March 11, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
March 12, 2026	MNA Spring Conference	Raymond M. Davis	Unprohibiteds and Third Party Contracting and Language Strategies on Insurance
April 21, 2026	MSBO	Christopher J. Iamarino	Bonding, Borrowing and Investing
April 22, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
June 11 & 12, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Webinars
September 10 & 11, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Webinars
December 10 & 11, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Webinars