



Washtenaw Intermediate School District

July 30, 2025 Board of Education Packet

Board Retreat

Date and Time

Wednesday July 30, 2025 at 12:00 PM EDT

Location

1515 S Harris Rd, Ypsilanti, MI 48198

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. July 30, 2025 Board Retreat Agenda Memo

III. Communications

A. Early Childhood Conference Donations

Presenter

IV. Public Participation

V. Financial Report

A. June 2025 Financial Report

Brian Marcel

VI. Consent Agenda

A. Approval: Minutes

B. Superintendent's Recommendations

001-25-26 Employment Recommendations

C. Superintendent's Recommendations

002-25-26 Reclassification Requests

D. Superintendent's Recommendations

003-25-26 Ethel and James Flinn Foundation 2025 RFP

E. Superintendent's Recommendations

004-25-26 The Reading Excellence and Advancing District (READ) Innovation Grant (35n)

F. Superintendent's Recommendations

005-25-26 FY26 SNAP-Ed Assurances Package Grant

G. Superintendent's Recommendations

006-25-26 Boston University Contract Amendment

H. Superintendent's Recommendations

007-25-26 EGLE Filter First RFQ Recommendation

I. Superintendent's Recommendations

008-25-26 Sunbelt Staffing 2025-2026 Contract

J. Superintendent's Recommendations

009-25-26 University of Michigan Audiology Services for 2025-2026 Contract

K. Superintendent's Recommendations

010-25-26 Supplemental Services Pilot Plan for Ypsilanti Community Schools

Presenter

VII. New Business

- A.** PreK-12 Strategic Investments in STEM Career Expose
- B.** 2025 TLC HVAC Replacement
- C.** Ypsilanti Community Schools and Lincoln Consolidated Schools Technology Shared Services
- D.** Gifted Healthcare 2025-2026 Contract
- E.** Updated WISD Policy – First Read
- F.** Update Head Start/GRSP Policies
- G.** Local 3760 AFT Michigan, Unit I Tentative Agreement (2024-2027 Contract)
- H.** Strategic Plan
- I.** Board Goals 2025-2026

VIII. Other Items of Business

- A.** Career and Technical Education Millage Cost Discussion

IX. Board of Education Reports

X. Administrative Reports

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

XI. Recess

XII. Reconvene

XIII. Board Retreat

- A.** Strategic Plan
- B.** 2025-2026 Board Goals

Presenter

XIV. Closing Items

A. Adjourn Meeting

Coversheet

July 30, 2025 Board Retreat Agenda Memo

Section: II. Approval of the Agenda
Item: A. July 30, 2025 Board Retreat Agenda Memo
Purpose:
Submitted by:
Related Material: July 30, 2025 Board Retreat Memo.pdf



MEMORANDUM

TO: Board of Education

FROM: Naomi Norman, Superintendent

DATE: July 17, 2025

RE: Board Retreat July 30, 2025

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

Agenda Item 3: **Communications:** Please see the memo from Executive Director of Early Childhood Dr. Edward Manuszak regarding donations for the 11th Annual Early Childhood Conference.

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. June 2025 Financial Report: Associate Superintendent Brian Marcel will review the financial report for June 2025 and will be available to answer questions or provide additional information.

Agenda Item 6: **Consent Agenda**

A. Approval: Minutes: Approval of the minutes of the June 24, 2025, regular meeting.

B. Approval: Superintendent's Recommendations:

The Superintendent recommends the Board accept the following employment recommendations:

001-25-26 Employment Recommendations: Please see the employment recommendations for: Aaron Walker as an Assistant Drone Aviation Instructor. If approved by the board Aaron Walker's salary will be \$31,102/ Step 3. All other fringe benefits are set forth in the Unit I contract.

Danielle West as a MiSTEM Program Manager. If approved by the board Danielle West's salary will be \$94,382 (Grade 9, Step 4). All other fringe benefits are set forth in the Non-Affiliated Contract.

Nathalie Ruella as an Emotional Impairment Special Education Teacher at Progress Park. If approved by the board Nathalie Ruella's salary will be \$50,501 at Step 2, BA. All other fringe benefits will be set forth in the Unit II contract.

Tim Genyk as a Teaching Assistant. If approved by the board Tim Genyk's salary will be \$31,102, step 3. All other fringe benefits will be set forth in the Unit I contract.

Tracy Welch-Konett as a Social Worker. If approved by the board Tracy Welch-Konett's salary will be \$73,394, Step 7, Base MA. All other fringe benefits will be set forth in the Unit II contract.

The Superintendent recommends the Board accept the following reclassifications:

002-25-26 Reclassification Requests: Please see the reclassification requests for:

Charlie Jones, current position: Career Technical Education Data Entry & Reporting Specialist, 1.0 FTE, 210 workdays, Salary: Non-Affiliated Grade 5 – Step 2 \$53,344. Recommended position: Career Technical Education Data Entry & Reporting Specialist II, 1.0 FTE, 210 workdays, Salary: Non-Affiliated Grade 6 - Step 2 \$58,680.

Jackson Greenstone, current position: Coordinator of CTE Special Populations, 1.0 FTE, 210 workdays, Salary: Non-Affiliated Grade 10 – Step 4 \$92,031. Recommended position: Supervisor of CTE Special Populations, 1.0 FTE, 210 workdays, Salary: Non-Affiliated Grade 11 - Step 2 \$94,502.

Marshaun Brooks, current position: Coordinator of Career Technical Education (CTE), 1.0 FTE, 185 workdays, Salary: Non-Affiliated Grade 10 - Step 4 \$100,796. Recommended position: Coordinator of Career Technical Education (CTE), 1.0 FTE, 230 workdays, Salary: Non-Affiliated Grade 11 - Step 2 \$103,502.

VACANT, current position: Flex Teacher LBP, 0.8 FTE, 185 workdays, Salary: Unit II \$47,180 - \$77,042. Recommended position: Flex Teacher LBP, 1.0 FTE, 185 workdays, Salary: Unit II \$47,180 - \$77,042.

003-25-26 Ethel and James Flinn Foundation 2025 RFP: Please see the memo from Assistant Director of Community School Partnerships DarNesha Green. The Flinn foundation invites local or state governmental agencies and non-profit organizations located in Southeast Michigan that provide mental health care and services. \$500,000 has been allocated for one-year grant awards of \$50,000 to \$75,000 per organization to meet increased service needs, organizational challenges, and the shifting landscape. If approved, the WISD Bridge Program will split the funds in half to address the needs of our students and community. The Bridge Program will expand workforce development and expansion of the workforce by funding a family support specialist for the Wraparound Program. The other half of funds will be utilized to build capacity in our students participating in our student groups that provide socio-emotional support, soft skills, coping skills, conflict resolution, restorative practices, and community outings where young people can utilize these skills.

The Superintendent recommends the Board authorize the administration to submit a proposal for the Ethel and James Flinn Foundation 2025 grant, as presented.

004-25-26 The Reading Excellence and Advancing District (READ) Innovation Grant (35n): Please see the memo from Coordinators of Early Literacy Angela Cheek Welch and Erica Rodriguez-Hatt. They would like approval to submit a proposal for professional development related to improving literacy instruction. This proposal is aligned with the Michigan Literacy Essentials and the science of reading, and includes in-person and virtual sessions, job-embedded coaching, and reflection. Two session formats (daytime and

evening) will ensure equitable access. Funding would also support instructional materials and teacher incentives to strengthen literacy instruction and outcomes across Washtenaw County. Our \$187,500 proposal will fund high-quality, evidence-based professional development for elementary ELA educators, especially those new to the profession or updating their instructional practices.

The Superintendent recommends the Board authorize the administration to submit a proposal for the Reading Excellence and Advancing District Innovation Grant for the amount of \$187,500.00, as presented.

005-25-26 FY26 Supplemental Nutrition Assistance Program Education Assurances and Funding:

Please see the memo from Regional School Health Coordinator Danielle Dros. In April 2025, WISD applied for FY26 SNAP-Ed funding in the amount of \$360,746.00. On June 2025, WISD received communication from Michigan Fitness Foundation (MFF) that WISD had been recommended for provisional funding, but the award amount could not be shared until the Federal Budget had resolved. While SNAP-Ed was eliminated from the Federal Budget, MFF is working with State and National partners to explore other ways to fund the program moving forward. Given the uncertainty with funding for SNAP-Ed, provisional funding notifications have been delayed until MFF has clarity about SNAP-Ed's future. Until directed otherwise, MFF is working to prepare an FY26 SNAP-Ed Plan of Work. For the WISD to be included in the FY26 Plan of Work, MFF must have signed Program, Compliance, and Evaluation Assurances. Given the potential tight timeline of a funding notification and a required programming start date of October 1, 2025, I am requesting the board's approval to sign the FY26 SNAP-Ed assurances and to accept potential funding from MFF, should it be granted for FY26. If awarded, funding would start October 1, 2025, and end September 30, 2026.

The Superintendent recommends the Board authorize the administration to accept FY 2026 SNAP-Ed grant in the amount of \$360,746.00, as presented.

006-25-26 Boston University Contract Amendment: Please see the memo from Advisory Council Grant Administrator Dr. Charlene Jones. The NGSx Program will provide facilitation services and user fees for 2 cohorts of the Virtual Becoming a Next-Gen Science Teacher, 1 cohort of Oceans, Climate Science, & Big Data, and follow up sessions for all participants. The original contract with Boston University was \$20,700.00 for 1 cohort of the Virtual Becoming a Next-Gen Science Teacher. This contract amendment will increase the scope of work and the amount of the contract to \$54,625.00. The duration of the contract will be from July 8, 2025 – June 30, 2026, and will be paid out of the MiSTEM Advisory Council Grant. This contract will not affect the balance of the general fund.

The Superintendent recommends the Board authorize the administration to approve the Contract Amendment with Boston University for the Next Generation Science Exemplar (NGSx) Program for a cost not to exceed \$54,625.00, as presented.

007-25-26 EGLE Filter First RFQ Recommendation: Please see the memo for Director of Operations Tanner Rowe. Washtenaw Intermediate School District partnered with MAC CoPro+, a state-wide procurement team, to issue a Cooperative Purchasing bid for the Department of Environment, Great Lakes, and Energy's (EGLE) upcoming Filter First requirements. Washtenaw ISD has agreed to hold the contract for every district in Michigan who need to purchase any materials and services needed for the new state requirement for filtering drinking water. WISD will utilize federal grant funding from Michigan Department of Education up to \$75,543. This new requirement from EGLE will require all school districts

in the State of Michigan to provide filtered drinking water to their staff and students. The request for quote (RFQ) sought to find contractors that can do water filtration, maintenance, and service related to this Filter First requirement not only here in Washtenaw County but also for schools statewide. The bid was developed to provide as much flexibility as possible – including separating services from goods. The bid documents allow for renewals on an annual basis – up to 4 additional years, for a total 5-year renewable contract. The bid process adhered to all State and board procurement process requirements. After review of all qualification submissions, evaluations of each submission were performed, and it was determined that all submissions were successful in meeting the minimum requirements. Attached can be found a further explanation of the request for qualifications, scope of work, and submissions.

The Superintendent recommends the Board authorize the administration to approve CGC Water Treatment & Plumbing as a pre-qualified contractor for EGLE Filter First services and products for potentially a five-year period (one year, with 4 one-year renewal options) and to utilize this contract to purchase materials and services for a cost not to exceed \$75,543.00, as presented.

008-25-26 2025-2026 Sunbelt Staffing Contract: Please see the memo from Executive Director of Special Education Deborah Hester-Washington. While the District continues to pursue employees via direct hire, in compliance with negotiated Collective Bargaining Agreements, it is imperative that we address staffing shortages to meet student needs and state requirements. One of the ways we are addressing the shortage is by continuing relationships with various staffing agencies. The estimated amount of the contract is \$315,000.00. This amount is based on Sunbelt expenditures for the 2024-2025 school year. We are requesting approval to contract with Sunbelt Staffing to provide staffing for WISD Programs from July 1, 2025, through June 30, 2026.

The Superintendent recommends that the Board of Education approve the contract with Sunbelt Staffing in an amount not to exceed \$315,000.00, as presented.

009-25-26 UofM Audiology Services Contract 2025-2026: Please see the board memo from Executive Director of Special Education Deborah Hester-Washington. Attached is the contract with the University of Michigan, Department of Otolaryngology to provide audiological services for students who are Deaf and/or Hard of Hearing in Washtenaw County Schools. The University of Michigan will assign Anita Vereb and Julie Carlson as the audiologists serving all students with a hearing loss in Washtenaw County. The contract amount is \$152,000.00 for the 2025-2026 school year. Due to the continued student needs and state requirements, we are contracting through this agency.

The Superintendent recommends that the Board of Education authorize the administration to approve the contract with University of Michigan for audiology services in the amount of \$152,000.00, as presented.

010-25-26 Supplemental Services Pilot Plan for Ypsilanti Community Schools: Please see the board memo from Deputy Superintendent Cherie Vannatter. For the 2024/2025 school year, due to lower salaries and the staff shortage, YCS was not able to attract and retain special education staff. We entered into a pilot plan to offer special education staff, and thus services, to support the students with IEPs for addressing non-compliance, to improve student outcomes, and meeting the local district's needs. Ypsilanti Community Schools has requested we continue the pilot and add additional staff.

The Superintendent recommends that the Board of Education authorize the administration to continue to provide a Supplemental Services Pilot Plan to Ypsilanti Community Schools and increase our support to include an additional speech and language therapist and two additional school social workers, as presented.

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

Agenda Item 7: New Business:

A. PreK-12 Strategic Investments in STEM Career Expose: Please see the memo from Director of Career and Technical Education Dr. Ryan Rowe regarding a competitive grant that WISD was awarded. From *Curiosity to Career* is designed to align middle school students' learning experiences – and lived experiences - with industry roles in advanced manufacturing with focus areas of engineering, electric vehicles (EV)/mobility, and drone/aviation technology. This program, structured through strategic collaboration with the University of Michigan Center for Digital Curricula, school districts, and industry partners, utilizes the Michigan Career Development Model (MCDM), specifically focused on grades 6-8, to establish a seamless pathway from early education through post-secondary opportunities. From *Curiosity to Career* will occur this 2025-26 school year at Lincoln Middle School, Scarlett Middle School, and Ypsilanti Middle School. The strategic investment serves as an exemplar model for the efforts to align the state of Michigan's strategic industries and supporting employer engagement, with MiSTEM's statewide strategy, which emphasizes authentic and experiential learning. The grant provides funding for a period of two years, July 1, 2025 - June 30, 2027. The WISD will receive an initial award amount of \$369,257.00 with the remainder, \$130,743.00, awarded in September 2025.

Recommendation: Motion that the Board of Education authorize the administration to accept the Michigan Department of Labor and Economic Opportunity and MiSTEM grant in the amount of \$500,000.00, as presented. (Roll Call Vote)

B. 2025 TLC HVAC Replacement: Please see the memo for Director of Operations Tanner Rowe. Much of the heating, ventilation, and air conditioning (HVAC) equipment at the Teaching and Learning center is many years past their expected life spans. The units are in near constant need of repairs, the parts are becoming increasingly unavailable to repair them, and the dated types of refrigerants being used are becoming more expensive resulting in the need to replace the majority of the equipment. The proposed new system would incorporate a thermal energy storage system. This system would incorporate a new 52-ton air-cooled chiller along with two (2) new Calmac thermal storage tanks. This thermal storage system will be designed to create ice, i.e. thermal storage, at night and then it will utilize that ice to cool the building during the day. This system would replace the existing air handlers currently located on the east side of the building. The implementation of this system would be dependent on a Department of Environmental Quality (DEQ) study to ensure there would be no negative environmental impacts as well as a ground conductivity test to assess the ground's ability to conduct heat.

Recommendation: Motion that the Board of Education authorize the administration to utilize capital project funds to perform HVAC equipment replacement at the Teaching and Learning Center building in the amount not to exceed \$2,710,881.00, as presented.

C. Ypsilanti Community Schools and Lincoln Consolidated Schools Technology Shared Services:

Please see the memo from Chief Information Officer Matthew Cook. As part of the shared services project between Ypsilanti Community Schools and Lincoln Consolidated Schools, the districts continue to share technology staff in a combined department. District staff have now been transitioned into WISD staff and shared between the two districts since 2015. The Lincoln technology services contract was approved by the Lincoln Consolidated Schools Board on June 2, 2025. The Lincoln cost for these services, including salary, benefits, and indirect costs is \$2,513,812.88 over 3 years during service dates of July 1, 2025, through June 30, 2028.

Recommendation: Motion that the Board of Education approve the contract with Lincoln Consolidated Schools for the same purpose in the amount of \$2,513,812.88, as presented.

D. Gifted Healthcare Staffing Contract: Please see the memo from Executive Director of Special Education Deborah Hester-Washington. While the District continues to pursue employees via direct hire, in compliance with negotiated Collective Bargaining Agreements, it is imperative that we address staffing shortages to meet student needs and state requirements. One of the ways we are addressing the shortage is by continuing relationships with various staffing agencies. The proposed contract with Gifted Healthcare, in the amount of \$925,000.00, will be in effect from July 1, 2025 – June 30, 2026.

Recommendation: Motion that the Board of Education authorize the administration to approve the contract with Gifted Healthcare in the amount of \$925,000.00, as presented. (Roll Call Vote)

E. Updated WISD Policy – First Read: Please see the memo from Supervisor of Human Recourse and Legal Services Becky Mullins. The Policy Committee recommends the adoption of revised Policy #3220 – Professional Staff Evaluation. No action from the Board of Education is needed at this time.

1) Policy #3220 – Professional Staff Evaluation

F. Update Head Start/GRSP Policies – First Read: Please see the memo from Supervisor of Human Recourse and Legal Services Becky Mullins. The Washtenaw ISD Head Start and Early Head Start Policy Council approved the following policies listed below. New policies and recommended changes are reviewed by the WISD Policy Committee, reviewed and approved by the Head Start and Early Head Start Policy Council, and finally reviewed and approved by the Washtenaw ISD Board of Education. No action from the Board of Education is needed at this time.

- 1) Active Supervision**
- 2) Attendance – Home Based**
- 3) Disability Referral Process**
- 4) Transportation**
- 5) Van Usage**

G. Local 3760 AFT Michigan, Unit I Tentative Agreement (2024-2027 Contract): Please see the memo from Associate Superintendent Brian Marcel. Unit I (WISD Teaching Assistant and Early Childhood Home Visiting staff) and the Administration have reached a tentative agreement for their Collective Bargaining Agreement (CBA). You will recall that this tentative agreement also includes initial provisions to accrete/incorporate the Early Childhood Home Visiting staff into the Unit I agreement. The Unit I membership will be voting on the tentative agreement, and the results will be completed before the board meeting. Pending the approval by the Unit I membership, the Administration recommends ratification of the tentative agreement with Local 3760 AFT Michigan, Unit I.

Recommendation: Motion that the Board of Education approve the Tentative Agreement of the three-year (July 1, 2024 – June 30, 2027) collective bargaining agreement reached with Unit I, as presented. (Roll Call Vote)

H. Strategic Plan: Please see the memo from Superintendent Naomi Norman with the updated strategic plan components. We've been working over the last 5 years to identify our long-range plan through a series of engagements with our community, local districts, countywide groups, our families, our leadership team, and our ISD staff. We worked with ZingTrain and a group of staff, board members, and community members to draft our mission and vision statements which were further refined by the board, the values were synthesized by our leadership team and our staff identified those that resonated most, we worked with our superintendents to identify focus areas, and have simultaneously been refining our goals, which continue to be ambitious and aspirational. Attached are the mission and vision statements, the values, the value definitions, the focus areas, and the three long-term goals. I'm asking for approval of all the components so we can shift to the communications efforts related to the long-term plan and more formally introduce it to staff on Opening Day.

Recommendation: Motion that the Board of Education approve the 2030 Strategic Plan, as presented.

I. Board Goals 2025-2026: Please see the memo from Superintendent Naomi Norman. I am requesting the Board of Education adopt the same Board Goals from the 2024-2025 year. These goals align with our mission, vision, and values. They remain ambitious and aspirational for our ongoing work.

Recommendation: Motion that the Board of education approve the Board Goals for the 2025-2026 year, as presented.

Agenda Item 8: Other Items of Business:

A. Career and Technical Education Millage Cost Discussion: Please see the memo from Superintendent Naomi Norman regarding the cost for a special election in Washtenaw County. The costs of a county-wide special election have increased significantly since our last special election for the High Point bond due to the addition of early voting and the increase in absentee ballots. I would like to have a discussion about the cost and timing of the election.

Agenda Item 9: Board of Education Reports:

Agenda Item 10: Administrative Reports:

A. Superintendent's Report: Superintendent Norman will address the board.

B. Retainer Newsletter: The June 2025 edition of the School Law Notes from Thrun Law Firm is attached.

Agenda Item 11: Recess

Agenda Item 12: Reconvene

Agenda Item 13: Board Retreat

A. Strategic Plan—focus areas and vision statement review

B. 2025-2026 Board Goals, strategies, objectives, and benchmarks

Agenda Item 14: Adjournment

Coversheet

Early Childhood Conference Donations

Section:	III. Communications
Item:	A. Early Childhood Conference Donations
Purpose:	
Submitted by:	
Related Material:	WISD Board Memo about EC Conference Sponsorship 7.24.25.pdf



DATE: July 24, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Dr. Edward J. Manuszak II, Executive Director for Early Childhood

SUBJECT: 2025 Early Childhood Conference Venue – The Kensington Hotel, Ann Arbor

Our Early Childhood Department is hosting our 11th Annual Early Childhood Conference on Wednesday, Aug. 20 and Thursday, Aug. 21 at the Kensington Hotel and Conference Center in Ann Arbor, Michigan. We are moving our conference this year due to space and logistics, because our conference is expected to host between 250-300 individuals, our largest conference yet. To off-set the cost of having our conference at this location, I approached trusted vendors we have used in the past to seek out sponsorship opportunities. For a monetary donation, they would be listed on all printed materials, mentioned in the opening remarks on each day by me, provided locations within the conference space that have high traffic and visibility to boost engagement and interactions, and could place their printed materials in our attendee conference bags. Below is a list of sponsors and what type of sponsorship they are offering.

Name of Partner Organization	Secured Funding Level	Type of Sponsorship
Sinclair Recreation	\$1,500	Donation
Lakeshore Education Materials	\$500	Donation
Kaplan Education Materials	\$1,500	Donation
High Scope	\$1,500	Donation
Washtenaw Promise	\$1,500	Donation
Total	\$6,500	
Kensington Hotel	\$1,350	In-Kind
ITA (Kensington contracted tech)	\$1,204	In-Kind
Lakeshore Education Materials	\$500	In-Kind for giveaways
Total	\$3,054	

A personalized thank you letter will be sent after the conference concludes for their support of our agency and department. If you should have any questions, please do not hesitate to contact me. Thank you.

Coversheet

June 2025 Financial Report

Section:	V. Financial Report
Item:	A. June 2025 Financial Report
Purpose:	
Submitted by:	
Related Material:	Treasurers Report 063025.pdf

Budget Performance Report

**General Education
Summary Budget Report
As of 6/30/25**

		Amended Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	11 - General Fund							
	110 - Taxes Levied	\$2,098,166.00	\$37,201.26	\$2,135,353.00	\$0.00	\$2,135,353.00	(\$37,187.00)	101.77%
	120 - Appropriations Received from Local Units of Gov't	\$2,600.00	\$0.00	\$2,539.86	\$0.00	\$2,539.86	\$60.14	97.69%
	150 - Earnings on Investments and Deposits	\$978,849.00	\$90,706.52	\$979,555.94	\$0.00	\$979,555.94	(\$706.94)	100.07%
	180 - Revenue from Community Service Activities	\$368,392.00	\$464.48	\$238,743.43	\$0.00	\$238,743.43	\$129,648.57	64.81%
	190 - Other Local Revenue	\$785,598.00	\$116,331.54	\$982,025.59	\$0.00	\$982,025.59	(\$196,427.59)	125.00%
	210 - Revenue from Non-Educational Activities	\$2,606,847.00	\$211,664.75	\$1,750,329.66	\$0.00	\$1,750,329.66	\$856,517.34	67.14%
	310 - Grants In Aid	\$29,366,161.00	\$2,033,363.19	\$37,553,426.42	\$0.00	\$37,553,426.42	(\$8,187,265.42)	127.88%
	320 - State Payments in Lieu of Taxes	\$32,349.00	\$219.61	\$32,567.18	\$0.00	\$32,567.18	(\$218.18)	100.67%
	410 - Grant-In-Aid	\$10,391,375.00	\$654,105.16	\$7,829,543.67	\$0.00	\$7,829,543.67	\$2,561,831.33	75.35%
	510 - Payments Received from Other Public Schools Within the State	\$3,691,385.00	\$576,512.48	\$3,852,925.80	\$0.00	\$3,852,925.80	(\$161,540.80)	104.38%
	620 - Fund Modification - Special Revenue Funds	\$54,022.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,022.00	0.00%
Fund	11 - General Fund Totals	\$50,375,744.00	\$3,720,568.99	\$55,357,010.55	\$0.00	\$55,357,010.55	(\$4,981,266.55)	109.89%

		Amended Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	11 - General Fund							
	110 - Basic Functions	\$765,204.00	\$0.00	\$535,203.89	\$0.00	\$535,203.89	\$230,000.11	69.94%
	120 - Added Needs	\$25,009.00	\$13,442.88	\$21,934.98	\$0.00	\$21,934.98	\$3,074.02	87.71%
	130 - Adult/Continuing Education	\$398,824.00	\$77,700.76	\$349,640.87	\$0.00	\$349,640.87	\$49,183.13	87.67%
	210 - Support Services Pupil	\$3,355,680.00	\$315,637.46	\$2,836,240.24	\$31,404.77	\$2,867,645.01	\$488,034.99	85.46%
	220 - Support Services Instructional Staff	\$10,227,033.00	\$867,380.40	\$8,131,138.20	\$486,439.27	\$8,617,577.47	\$1,609,455.53	84.26%
	230 - Support Services General Administration	\$831,872.00	\$68,341.86	\$772,422.65	\$5,968.96	\$778,391.61	\$53,480.39	93.57%
	240 - Support Service School Administration	\$102,700.00	\$10,179.43	\$97,666.19	\$141.50	\$97,807.69	\$4,892.31	95.24%
	250 - Support Services Business	\$499,699.00	\$29,254.43	\$422,349.97	\$36.85	\$422,386.82	\$77,312.18	84.53%
	260 - Operations and Maintenance	\$907,560.00	\$56,090.13	\$571,778.49	\$29,129.62	\$600,908.11	\$306,651.89	66.21%
	270 - Pupil Transportation Services	\$115,461.00	\$5,521.09	\$68,585.24	\$165.00	\$68,750.24	\$46,710.76	59.54%
	280 - Support Services Central	\$4,914,485.00	\$363,655.64	\$4,526,466.24	\$111,789.46	\$4,638,255.70	\$276,229.30	94.38%
	290 - Support Services Other	\$140,654.00	\$11,830.36	\$137,997.72	\$0.00	\$137,997.72	\$2,656.28	98.11%
	310 - Community Services Direction	\$624,482.00	\$38,177.01	\$445,632.41	\$12,170.79	\$457,803.20	\$166,678.80	73.31%
	330 - Community Activities	\$1,703,797.00	\$49,437.24	\$1,216,242.30	\$7,372.52	\$1,223,614.82	\$480,182.18	71.82%
	350 - Custody and Care of Children	\$1,474,309.00	\$135,463.65	\$1,338,291.87	\$5,037.55	\$1,343,329.42	\$130,979.58	91.12%
	360 - Welfare Activities	\$137,428.00	\$0.00	\$137,428.35	\$0.00	\$137,428.35	(\$0.35)	100.00%
	390 - Other Community Services	\$45,410.00	\$0.00	\$18,594.60	\$0.00	\$18,594.60	\$26,815.40	40.95%
	410 - Payments to Other Public Schools Within Michigan	\$17,774,529.00	\$3,090,151.36	\$11,622,273.33	\$3,808,796.90	\$15,431,070.23	\$2,343,458.77	86.82%
	440 - Payments to Other Governmental and Not-For-Profit Entities	\$4,187,415.00	\$350,259.42	\$3,374,880.72	\$495,701.11	\$3,870,581.83	\$316,833.17	92.43%
	450 - Facilities Acquisition, Construction, and Improvements	\$289,648.00	\$59,250.05	\$152,469.32	\$23,263.12	\$175,732.44	\$113,915.56	60.67%
	600 - Fund Modifications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expense Totals		\$48,521,199.00	\$5,541,773.17	\$36,777,237.58	\$5,017,417.42	\$41,794,655.00	\$6,726,544.00	\$16.24
Fund	11 - General Fund Totals	\$1,854,545.00	(\$1,821,204.18)	\$18,579,772.97	(\$5,017,417.42)	\$13,562,355.55	(\$11,707,810.55)	



General Fund Activities

Through 06/30/25
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	2,098,166.00	37,201.26	2,135,353.00	.00	(37,187.00)	102
Appropriations Received from Local Units of Gov't	2,600.00	.00	2,539.86	.00	60.14	98
Earnings on Investments and Deposits	978,849.00	90,706.52	979,555.94	.00	(706.94)	100
Revenue from Community Service Activities	368,392.00	464.48	238,743.43	.00	129,648.57	65
Other Local Revenue	785,598.00	116,331.54	982,025.59	.00	(196,427.59)	125
<i>Revenue from Local Sources Totals</i>	<i>\$4,233,605.00</i>	<i>\$244,703.80</i>	<i>\$4,338,217.82</i>	<i>\$0.00</i>	<i>(\$104,612.82)</i>	<i>102%</i>
Revenues from a Non-Educational Entity or Political Subdivision	2,606,847.00	211,664.75	1,750,329.66	.00	856,517.34	67
<i>Revenue from State Sources</i>						
Grants In Aid	29,366,161.00	2,033,363.19	37,553,426.42	.00	(8,187,265.42)	128
State Payments in Lieu of Taxes	32,349.00	219.61	32,567.18	.00	(218.18)	101
<i>Revenue from State Sources Totals</i>	<i>\$29,398,510.00</i>	<i>\$2,033,582.80</i>	<i>\$37,585,993.60</i>	<i>\$0.00</i>	<i>(\$8,187,483.60)</i>	<i>128%</i>
<i>Revenues from Federal Sources</i>						
Grant-In-Aid	10,391,375.00	654,105.16	7,829,543.67	.00	2,561,831.33	75
<i>Revenues from Federal Sources Totals</i>	<i>\$10,391,375.00</i>	<i>\$654,105.16</i>	<i>\$7,829,543.67</i>	<i>\$0.00</i>	<i>\$2,561,831.33</i>	<i>75%</i>
<i>Incoming Transfers and Other Transactions</i>						
Payments Received from Other Public Schools Within the State	3,691,385.00	576,512.48	3,852,925.80	.00	(161,540.80)	104
<i>Incoming Transfers and Other Transactions Totals</i>	<i>\$3,691,385.00</i>	<i>\$576,512.48</i>	<i>\$3,852,925.80</i>	<i>\$0.00</i>	<i>(\$161,540.80)</i>	<i>104%</i>
<i>Fund Modifications</i>						
Fund Modification - Special Revenue Funds	54,022.00	.00	.00	.00	54,022.00	0
<i>Fund Modifications Totals</i>	<i>\$54,022.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$54,022.00</i>	<i>0%</i>
<i>Salaries</i>						
Administration	3,239,388.00	278,810.59	2,921,422.66	.00	317,965.34	90
Professional Educational	2,044,522.00	178,556.24	1,849,463.98	.00	195,058.02	90
Professional Business	285,228.00	17,330.71	247,964.45	.00	37,263.55	87
Professional Other	1,269,183.00	144,279.43	1,273,503.75	.00	(4,320.75)	100
Technical	1,770,931.00	133,824.43	1,657,519.41	.00	113,411.59	94
Operation and Service	617,760.00	51,945.68	629,154.99	.00	(11,394.99)	102
Special Salary Payments	71,791.00	3,653.80	26,244.78	.00	45,546.22	37
Overtime Salaries and Extension of Contract	32,661.00	3,613.08	30,347.78	.00	2,313.22	93
<i>Salaries Totals</i>	<i>\$9,331,464.00</i>	<i>\$812,013.96</i>	<i>\$8,635,621.80</i>	<i>\$0.00</i>	<i>\$695,842.20</i>	<i>93%</i>
<i>Employee Benefits</i>						
Employee Insurance	1,307,361.00	91,852.42	1,153,853.03	.00	153,507.97	88
Special Allowances	876.00	.00	875.80	.00	.20	100
Mandatory Coverage	4,718,089.00	380,502.79	4,354,592.68	.00	363,496.32	92
Workers Compensation	47,244.00	.00	47,244.03	.00	(.03)	100



General Fund Activities

Through 06/30/25
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>Employee Benefits</i>						
Other Employee Benefits	93,149.00	63,677.10	132,123.82	.00	(38,974.82)	142
<i>Employee Benefits Totals</i>	<u>\$6,166,719.00</u>	<u>\$536,032.31</u>	<u>\$5,688,689.36</u>	<u>\$0.00</u>	<u>\$478,029.64</u>	<u>92%</u>
<i>Purchased Services</i>						
Professional and Technical Services	5,935,617.00	562,218.98	3,985,874.43	593,199.12	1,356,543.45	77
Travel Workshops Staff	386,945.00	17,321.59	300,141.96	10,174.50	76,628.54	80
Client Pupil Transportation	4,625.00	.00	5,838.20	.00	(1,213.20)	126
Communication	288,081.00	5,327.04	242,222.16	5,112.05	40,746.79	86
Advertisement	5,000.00	113.01	2,998.03	83.38	1,918.59	62
Printing and Binding	66,508.00	480.81	54,827.30	3,187.70	8,493.00	87
Utility Service	23,300.00	708.13	13,050.40	644.94	9,604.66	59
Insurance and Bond Premiums	59,252.00	.00	45,610.42	.00	13,641.58	77
Repairs and Maintenance Services	520,337.00	33,116.74	319,053.56	23,163.69	178,119.75	66
Rentals	79,430.00	.00	3,431.91	398.25	75,599.84	5
Other Purchased Services	145,545.00	.00	146,676.51	.00	(1,131.51)	101
<i>Purchased Services Totals</i>	<u>\$7,514,640.00</u>	<u>\$619,286.30</u>	<u>\$5,119,724.88</u>	<u>\$635,963.63</u>	<u>\$1,758,951.49</u>	<u>77%</u>
<i>Supplies and Materials</i>						
Teaching Testing Supplies and Materials	29,001.00	.00	11,982.34	448.27	16,570.39	43
Periodicals	960.00	.00	886.52	.00	73.48	92
Energy Supplies	98,950.00	5,703.82	79,350.41	1,380.70	18,218.89	82
Transportation Supplies	950.00	47.58	291.52	.00	658.48	31
Other Supplies	734,064.00	19,974.03	422,986.55	20,204.00	290,873.45	60
<i>Supplies and Materials Totals</i>	<u>\$863,925.00</u>	<u>\$25,725.43</u>	<u>\$515,497.34</u>	<u>\$22,032.97</u>	<u>\$326,394.69</u>	<u>62%</u>
<i>Capital Outlay</i>						
Building and Additions	2,750.00	2,750.00	2,750.00	.00	.00	100
Improvements Other Than Buildings	3,300.00	3,300.00	3,300.00	.00	.00	100
Equipment and Furniture	642,619.00	89,048.89	392,700.32	53,102.20	196,816.48	69
<i>Capital Outlay Totals</i>	<u>\$648,669.00</u>	<u>\$95,098.89</u>	<u>\$398,750.32</u>	<u>\$53,102.20</u>	<u>\$196,816.48</u>	<u>70%</u>
<i>Other Expenditures</i>						
Dues and Fees	152,312.00	13,122.37	135,475.44	1,820.61	15,015.95	90
Claims and Judgments	2,461.00	.00	2,460.96	.00	.04	100
Taxes Abated and Written Off	5,000.00	9.45	2,610.27	.00	2,389.73	52
Miscellaneous Expenditures	1,114,385.00	73.68	751,573.16	.00	362,811.84	67
<i>Other Expenditures Totals</i>	<u>\$1,274,158.00</u>	<u>\$13,205.50</u>	<u>\$892,119.83</u>	<u>\$1,820.61</u>	<u>\$380,217.56</u>	<u>70%</u>
<i>Outgoing Transfers and Other Transactions</i>						
Payments to Other Public School Districts	9,842,063.00	1,489,891.50	6,575,983.15	2,308,369.97	957,709.88	90



General Fund Activities

Through 06/30/25
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>Outgoing Transfers and Other Transactions</i>						
Sub-Grantee Disbursements	12,879,561.00	1,950,519.28	8,950,850.90	1,996,128.04	1,932,582.06	85
<i>Outgoing Transfers and Other Transactions Totals</i>	\$22,721,624.00	\$3,440,410.78	\$15,526,834.05	\$4,304,498.01	\$2,890,291.94	87%
Fund 11 - General Fund Totals						
REVENUE TOTALS	50,375,744.00	3,720,568.99	55,357,010.55	.00	(4,981,266.55)	110%
EXPENSE TOTALS	48,521,199.00	5,541,773.17	36,777,237.58	5,017,417.42	6,726,544.00	86%
Fund 11 - General Fund Net Gain (Loss)	\$1,854,545.00	(\$1,821,204.18)	\$18,579,772.97	(\$5,017,417.42)	(\$11,707,810.55)	731%
Fund Type Totals						
REVENUE TOTALS	50,375,744.00	3,720,568.99	55,357,010.55	.00	(4,981,266.55)	110%
EXPENSE TOTALS	48,521,199.00	5,541,773.17	36,777,237.58	5,017,417.42	6,726,544.00	86%
Fund Type Net Gain (Loss)	\$1,854,545.00	(\$1,821,204.18)	\$18,579,772.97	(\$5,017,417.42)	(\$11,707,810.55)	731%
Fund Category General Fund Totals						
REVENUE TOTALS	50,375,744.00	3,720,568.99	55,357,010.55	.00	(4,981,266.55)	110%
EXPENSE TOTALS	48,521,199.00	5,541,773.17	36,777,237.58	5,017,417.42	6,726,544.00	86%
Fund Category General Fund Net Gain (Loss)	\$1,854,545.00	(\$1,821,204.18)	\$18,579,772.97	(\$5,017,417.42)	(\$11,707,810.55)	731%
Grand Totals						
REVENUE TOTALS	50,375,744.00	3,720,568.99	55,357,010.55	.00	(4,981,266.55)	110%
EXPENSE TOTALS	48,521,199.00	5,541,773.17	36,777,237.58	5,017,417.42	6,726,544.00	86%
Grand Total Net Gain (Loss)	\$1,854,545.00	(\$1,821,204.18)	\$18,579,772.97	(\$5,017,417.42)	(\$11,707,810.55)	731%

Budget Performance Report

**Special Education
Summary Budget Report
As of 6/30/25**

		Amended Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	22 - Special Education							
	110 - Taxes Levied	\$114,985,299.00	\$2,038,167.04	\$117,010,323.84	\$0.00	\$117,010,323.84	(\$2,025,024.84)	101.76%
	120 - Appropriations Received from Local Units of Gov't	\$139,232.00	\$0.00	\$139,231.57	\$0.00	\$139,231.57	\$0.43	100.00%
	130 - Tuition	\$620,000.00	\$0.00	\$267,069.60	\$0.00	\$267,069.60	\$352,930.40	43.08%
	150 - Earnings on Investments and Deposits	\$3,094,916.00	\$149,113.78	\$3,154,029.98	\$0.00	\$3,154,029.98	(\$59,113.98)	101.91%
	180 - Revenue from Community Service Activities	\$5,000.00	\$380.02	\$3,363.98	\$0.00	\$3,363.98	\$1,636.02	67.28%
	190 - Other Local Revenue	\$243,933.00	\$10,202.18	\$305,460.45	\$0.00	\$305,460.45	(\$61,527.45)	125.22%
	310 - Grants In Aid	\$25,234,372.00	\$1,831,941.75	\$20,011,131.84	\$0.00	\$20,011,131.84	\$5,223,240.16	79.30%
	320 - State Payments in Lieu of Taxes	\$1,150,349.00	\$12,059.49	\$1,114,048.25	\$0.00	\$1,114,048.25	\$36,300.75	96.84%
	410 - Grant-In-Aid	\$14,417,001.00	\$4,557,321.69	\$10,704,497.43	\$0.00	\$10,704,497.43	\$3,712,503.57	74.25%
	510 - Payments Received from Other Public Schools Within the State	\$465,521.00	(\$11,930.65)	\$289,282.96	\$0.00	\$289,282.96	\$176,238.04	62.14%
	620 - Fund Modification - Special Revenue Funds	\$283,613.00	\$0.00	\$0.00	\$0.00	\$0.00	\$283,613.00	0.00%
Fund	22 - Special Education Totals	\$160,639,236.00	\$8,587,255.30	\$152,998,439.90	\$0.00	\$152,998,439.90	\$7,640,796.10	95.24%
						Actual & Encumbrances		
Fund	22 - Special Education							
	120 - Added Needs	\$18,440,923.00	\$2,755,834.98	\$16,367,387.12	\$66,770.05	\$16,434,157.17	\$2,006,765.83	89.12%
	210 - Support Services Pupil	\$22,463,243.00	\$3,823,840.41	\$20,827,040.22	\$84,684.65	\$20,911,724.87	\$1,551,518.13	93.09%
	220 - Support Services Instructional Staff	\$5,974,827.00	\$669,064.66	\$5,330,681.47	\$53,586.96	\$5,384,268.43	\$590,558.57	90.12%
	230 - Support Services General Administration	\$446,566.00	\$20,262.42	\$337,089.88	\$31,780.18	\$368,870.06	\$77,695.94	82.60%
	240 - Support Service School Administration	\$267,753.00	\$23,481.76	\$251,809.97	\$1,094.50	\$252,904.47	\$14,848.53	94.45%
	250 - Support Services Business	\$1,652,798.00	\$116,589.45	\$1,454,182.68	\$246.60	\$1,454,429.28	\$198,368.72	88.00%
	260 - Operations and Maintenance	\$2,497,373.00	\$152,142.84	\$2,210,928.87	\$97,582.39	\$2,308,511.26	\$188,861.74	92.44%
	270 - Pupil Transportation Services	\$66,130.00	\$7,165.15	\$32,663.47	\$3,932.29	\$36,595.76	\$29,534.24	55.34%
	280 - Support Services Central	\$3,394,470.00	\$193,187.50	\$3,017,993.57	\$60,772.16	\$3,078,765.73	\$315,704.27	90.70%
	290 - Support Services Other	\$23,201.00	\$1,925.89	\$22,464.84	\$0.00	\$22,464.84	\$736.16	96.83%
	330 - Community Activities	\$305,096.00	\$1,816.87	\$42,313.99	\$16,021.67	\$58,335.66	\$246,760.34	19.12%
	370 - Non Public School Pupils	\$195,963.00	\$43,129.81	\$166,796.59	\$29,166.34	\$195,962.93	\$0.07	100.00%
	390 - Other Community Services	\$43,633.00	\$359.32	\$482.21	\$0.00	\$482.21	\$43,150.79	1.11%
	410 - Payments to Other Public Schools Within Michigan	\$108,557,118.00	\$20,377,501.02	\$85,006,770.91	\$2,936,656.45	\$87,943,427.36	\$20,613,690.64	81.01%
	440 - Payments to Other Governmental and Not-For-Profit Entities	\$1,762,943.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,762,943.00	0.00%
	450 - Facilities Acquisition, Construction, and Improvements	\$17,950.00	\$17,950.00	\$17,950.00	\$0.00	\$17,950.00	\$0.00	100.00%
	500 - Debt Service Long Term Only	\$1,372,414.00	\$5,084.00	\$1,145,752.56	\$0.00	\$1,145,752.56	\$226,661.44	83.48%
	600 - Fund Modifications	\$500,000.00	(\$50,000.00)	\$500,000.00	\$0.00	\$500,000.00	\$0.00	100.00%
Expense Totals		\$167,982,401.00	\$28,159,336.08	\$136,732,308.35	\$3,382,294.24	\$140,114,602.59	\$27,867,798.41	83.41%
Fund	22 - Special Education Totals	(\$7,343,165.00)	(\$19,572,080.78)	\$16,266,131.55	(\$3,382,294.24)	\$12,883,837.31	(\$20,227,002.31)	



Special Education Activities

Through 06/30/25
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	114,985,299.00	2,038,167.04	117,010,323.84	.00	(2,025,024.84)	102
Appropriations Received from Local Units of Gov't	139,232.00	.00	139,231.57	.00	.43	100
Tuition	620,000.00	.00	267,069.60	.00	352,930.40	43
Earnings on Investments and Deposits	3,094,916.00	149,113.78	3,154,029.98	.00	(59,113.98)	102
Revenue from Community Service Activities	5,000.00	380.02	3,363.98	.00	1,636.02	67
Other Local Revenue	243,933.00	10,202.18	305,460.45	.00	(61,527.45)	125
Revenue from Local Sources Totals	\$119,088,380.00	\$2,197,863.02	\$120,879,479.42	\$0.00	(\$1,791,099.42)	102%
Revenue from State Sources						
Grants In Aid	25,234,372.00	1,831,941.75	20,011,131.84	.00	5,223,240.16	79
State Payments in Lieu of Taxes	1,150,349.00	12,059.49	1,114,048.25	.00	36,300.75	97
Revenue from State Sources Totals	\$26,384,721.00	\$1,844,001.24	\$21,125,180.09	\$0.00	\$5,259,540.91	80%
Revenues from Federal Sources						
Grant-In-Aid	14,417,001.00	4,557,321.69	10,704,497.43	.00	3,712,503.57	74
Revenues from Federal Sources Totals	\$14,417,001.00	\$4,557,321.69	\$10,704,497.43	\$0.00	\$3,712,503.57	74%
Incoming Transfers and Other Transactions						
Payments Received from Other Public Schools Within the State	465,521.00	(11,930.65)	289,282.96	.00	176,238.04	62
Incoming Transfers and Other Transactions Totals	\$465,521.00	(\$11,930.65)	\$289,282.96	\$0.00	\$176,238.04	62%
Fund Modifications						
Fund Modification - Special Revenue Funds	283,613.00	.00	.00	.00	283,613.00	0
Fund Modifications Totals	\$283,613.00	\$0.00	\$0.00	\$0.00	\$283,613.00	0%
Salaries						
Administration	2,705,074.00	226,718.89	2,632,582.76	.00	72,491.24	97
Professional Educational	12,597,468.00	2,415,536.86	12,031,847.32	.00	565,620.68	96
Professional Business	656,164.00	53,139.67	587,177.20	.00	68,986.80	89
Professional Other	4,292,802.00	721,053.46	4,183,234.62	.00	109,567.38	97
Technical	806,800.00	55,395.74	785,574.40	.00	21,225.60	97
Operation and Service	5,681,882.00	823,570.53	4,997,582.75	.00	684,299.25	88
Special Salary Payments	470,547.00	24,931.81	198,118.40	.00	272,428.60	42
Temporary Salaries	462,503.00	110,264.94	455,578.82	.00	6,924.18	99
Overtime Salaries and Extension of Contract	220,404.00	30,302.46	207,797.83	.00	12,606.17	94
Salaries Totals	\$27,893,644.00	\$4,460,914.36	\$26,079,494.10	\$0.00	\$1,814,149.90	93%
Employee Benefits						
Employee Insurance	4,303,794.00	338,152.66	3,601,297.04	.00	702,496.96	84
Special Allowances	11,539.00	.00	7,024.10	.00	4,514.90	61
Mandatory Coverage	14,062,288.00	2,205,486.72	12,913,568.79	.00	1,148,719.21	92
Workers Compensation	127,411.00	.00	127,409.97	.00	1.03	100



Special Education Activities

Through 06/30/25
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	265,649.00	139,612.95	329,325.40	.00	(63,676.40)	124
<i>Employee Benefits Totals</i>	\$18,770,681.00	\$2,683,252.33	\$16,978,625.30	\$0.00	\$1,792,055.70	90%
<i>Purchased Services</i>						
Professional and Technical Services	4,161,635.00	313,823.42	3,166,328.80	213,504.53	781,801.67	81
Travel Workshops Staff	499,162.00	21,319.78	412,873.36	8,836.25	77,452.39	84
Client Pupil Transportation	66,130.00	7,165.15	32,663.47	3,932.29	29,534.24	55
Communication	308,168.00	12,366.10	279,585.36	9,353.03	19,229.61	94
Advertisement	45,521.00	583.70	32,386.53	471.24	12,663.23	72
Printing and Binding	85,323.00	125.86	65,080.33	8,525.69	11,716.98	86
Tuition	376,800.00	90,900.00	376,800.00	.00	.00	100
Utility Service	75,044.00	2,995.76	56,484.60	3,680.53	14,878.87	80
Insurance and Bond Premiums	133,819.00	.00	133,545.17	.00	273.83	100
Repairs and Maintenance Services	1,090,592.00	38,206.26	929,516.22	61,280.02	99,795.76	91
Rentals	109,799.00	.00	101,864.89	325.84	7,608.27	93
<i>Purchased Services Totals</i>	\$6,951,993.00	\$487,486.03	\$5,587,128.73	\$309,909.42	\$1,054,954.85	85%
<i>Supplies and Materials</i>						
Teaching Testing Supplies and Materials	206,167.00	725.78	170,062.66	15,262.56	20,841.78	90
Periodicals	625.00	104.76	617.32	.00	7.68	99
Energy Supplies	318,000.00	22,034.22	277,529.16	22,281.95	18,188.89	94
Transportation Supplies	2,250.00	428.21	2,497.47	.00	(247.47)	111
Other Supplies	313,640.00	47,397.36	229,502.28	25,230.17	58,907.55	81
<i>Supplies and Materials Totals</i>	\$840,682.00	\$70,690.33	\$680,208.89	\$62,774.68	\$97,698.43	88%
<i>Capital Outlay</i>						
Building and Additions	15,250.00	15,250.00	15,250.00	.00	.00	100
Improvements Other Than Buildings	2,700.00	2,700.00	2,700.00	.00	.00	100
Equipment and Furniture	479,109.00	58,937.14	382,717.17	43,357.58	53,034.25	89
<i>Capital Outlay Totals</i>	\$497,059.00	\$76,887.14	\$400,667.17	\$43,357.58	\$53,034.25	89%
<i>Other Expenditures</i>						
Redemption of Long-term Bonds, Loans and Capital Leases	1,155,271.00	5,084.00	1,145,752.56	.00	9,518.44	99
Interest on Debt	217,143.00	.00	.00	.00	217,143.00	0
Dues and Fees	43,449.00	3,815.69	39,903.80	429.77	3,115.43	93
Claims and Judgments	1,485.00	.00	1,484.33	.00	.67	100
Taxes Abated and Written Off	350,000.00	515.09	142,883.42	.00	207,116.58	41
Miscellaneous Expenditures	5,374.00	60.28	2,050.55	.00	3,323.45	38
<i>Other Expenditures Totals</i>	\$1,772,722.00	\$9,475.06	\$1,332,074.66	\$429.77	\$440,217.57	75%



Special Education Activities

Through 06/30/25
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						
Outgoing Transfers and Other Transactions						
Fund Modifications	500,000.00	(50,000.00)	500,000.00	.00	.00	100
Payments to Other Public School Districts	195,963.00	43,129.81	166,796.59	29,166.34	.07	100
Sub-Grantee Disbursements	110,559,657.00	20,377,501.02	85,007,312.91	2,936,656.45	22,615,687.64	80
Outgoing Transfers and Other Transactions Totals	\$111,255,620.00	\$20,370,630.83	\$85,674,109.50	\$2,965,822.79	\$22,615,687.71	80%
Fund 22 - Special Education Totals						
REVENUE TOTALS	160,639,236.00	8,587,255.30	152,998,439.90	.00	7,640,796.10	95%
EXPENSE TOTALS	167,982,401.00	28,159,336.08	136,732,308.35	3,382,294.24	27,867,798.41	83%
Fund 22 - Special Education Net Gain (Loss)	(\$7,343,165.00)	(\$19,572,080.78)	\$16,266,131.55	(\$3,382,294.24)	(\$20,227,002.31)	(175%)
Fund Type Totals						
REVENUE TOTALS	160,639,236.00	8,587,255.30	152,998,439.90	.00	7,640,796.10	95%
EXPENSE TOTALS	167,982,401.00	28,159,336.08	136,732,308.35	3,382,294.24	27,867,798.41	83%
Fund Type Net Gain (Loss)	(\$7,343,165.00)	(\$19,572,080.78)	\$16,266,131.55	(\$3,382,294.24)	(\$20,227,002.31)	(175%)
Fund Category Special Revenue Totals						
REVENUE TOTALS	160,639,236.00	8,587,255.30	152,998,439.90	.00	7,640,796.10	95%
EXPENSE TOTALS	167,982,401.00	28,159,336.08	136,732,308.35	3,382,294.24	27,867,798.41	83%
Fund Category Special Revenue Net Gain (Loss)	(\$7,343,165.00)	(\$19,572,080.78)	\$16,266,131.55	(\$3,382,294.24)	(\$20,227,002.31)	(175%)
Grand Totals						
REVENUE TOTALS	160,639,236.00	8,587,255.30	152,998,439.90	.00	7,640,796.10	95%
EXPENSE TOTALS	167,982,401.00	28,159,336.08	136,732,308.35	3,382,294.24	27,867,798.41	83%
Grand Total Net Gain (Loss)	(\$7,343,165.00)	(\$19,572,080.78)	\$16,266,131.55	(\$3,382,294.24)	(\$20,227,002.31)	(175%)



High Point Kitchen Monthly Report

Fiscal Year to Date 06/30/25

G/L Account Number	Account Description	Location Description	Amended 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	331.04	.00	5,404.46	1,045.54	84
25.0161.0000.000.0000.06147.0000	Food Sales to Pupils	High Point	.00	.00	.00	(96.00)	96.00	+++
25.0162.0000.000.0000.06147.0000	Food Sales to Patrons	High Point	1,500.00	197.00	.00	1,806.01	(306.01)	120
25.0164.0000.000.0000.06147.0000	A-La-Carte Sales	High Point	150.00	.00	.00	151.25	(1.25)	101
25.0164.0000.913.0000.00000.0000	A-La-Carte Sales	District-Wide	.00	.00	.00	.00	.00	+++
25.0199.0000.000.0000.06147.0000	Miscellaneous Local Revenues	High Point	.00	.00	.00	63.00	(63.00)	+++
25.0312.0110.000.2644.06147.0000	Restricted State Aid - Food Service	High Point	58,279.00	(42,890.50)	.00	.00	58,279.00	0
25.0312.0110.000.2645.06147.0000	Restricted State Aid - Food Service	High Point	50,680.00	22,261.69	.00	66,860.45	(16,180.45)	132
25.0312.0110.000.2654.06147.0000	Restricted State Aid - Food Service	High Point	107,654.00	(81,584.57)	.00	.00	107,654.00	0
25.0312.0110.000.2655.06147.0000	Restricted State Aid - Food Service	High Point	95,973.00	36,664.37	.00	119,166.45	(23,193.45)	124
25.0312.0110.000.3100.06147.0000	Restricted State Aid - Food Service	High Point	1,060.00	118.80	.00	873.96	186.04	82
25.0312.0110.000.3734.06147.0000	Restricted State Aid - Food Service	High Point	.00	.00	.00	.00	.00	+++
25.0312.0110.000.3735.06147.0000	Restricted State Aid - Food Service	High Point	3,224.00	532.00	.00	3,224.00	.00	100
25.0414.0110.000.8500.06147.0000	Federal Lunch Reimbursement	High Point	67,000.00	16,629.61	.00	69,729.86	(2,729.86)	104
25.0414.0110.000.8510.06147.0000	Federal Lunch Reimbursement	High Point	137,000.00	28,879.99	.00	125,103.30	11,896.70	91
25.0481.0110.000.7810.00000.0000	USDA Entitlement Commodities	District-Wide	22,230.00	.00	.00	.00	22,230.00	0
25.0482.0110.000.7820.00000.0000	USDA Bonus Commodities	District-Wide	.00	.00	.00	.00	.00	+++
25.0622.0000.000.0000.06147.0000	Fund Modification - Special Education Fund	High Point	.00	.00	.00	.00	.00	+++
Function 0000 - Revenue Totals			\$551,200.00	(\$18,860.57)	\$0.00	\$392,286.74	\$158,913.26	71%
Account Type Revenue Totals			\$551,200.00	(\$18,860.57)	\$0.00	\$392,286.74	\$158,913.26	71%
Account Type Expense								
Function 1297 - Food Services								
25.1297.3190.000.8510.06147.0000	Other Prof & Technical Services	High Point	5,000.00	1,290.00	.00	4,546.00	454.00	91
25.1297.3450.000.0000.06147.0000	Software Lic/Agmts Serv	High Point	5,000.00	.00	.00	2,895.00	2,105.00	58
25.1297.5610.000.0000.06147.0000	Food Supplies	High Point	185,000.00	7,105.25	14,342.75	157,811.99	12,845.26	93
25.1297.5650.000.7810.06147.0000	USDA Commod Supp Usage	High Point	22,230.00	.00	.00	.00	22,230.00	0
25.1297.5650.000.7820.06147.0000	USDA Commod Supp Usage	High Point	.00	.00	.00	.00	.00	+++
25.1297.5990.000.0000.06147.0000	Misc. Supp & Mats	High Point	18,000.00	754.22	13.52	17,242.84	743.64	96
25.1297.7410.000.0000.06147.0000	Dues and Fees	High Point	500.00	.00	.00	699.85	(199.85)	140
25.1297.8221.000.0000.06147.0000	Payments to LEA's - Food Service Wages	High Point	133,000.00	31,798.15	.00	122,277.78	10,722.22	92
25.1297.8222.000.0000.06147.0000	Payments to LEA's - Food Service Benefits	High Point	62,000.00	14,814.07	.00	56,628.84	5,371.16	91
25.1297.8223.000.0000.06147.0000	Payments to LEA's - Food Service Supplies	High Point	1,500.00	235.47	.00	1,596.88	(96.88)	106
25.1297.8226.000.0000.06147.0000	Payments to LEA's - Food Service Indirect	High Point	21,500.00	5,198.03	.00	19,818.15	1,681.85	92
25.1297.8227.000.0000.06147.0000	Payments to LEA's - Food Service Mileage	High Point	15,000.00	5,132.52	.00	17,677.96	(2,677.96)	118
Function 1297 - Food Services Totals			\$468,730.00	\$66,327.71	\$14,356.27	\$401,195.29	\$53,178.44	89%
Account Type Expense Totals			\$468,730.00	\$66,327.71	\$14,356.27	\$401,195.29	\$53,178.44	89%
Revenue Totals			\$551,200.00	(\$18,860.57)	\$0.00	\$392,286.74	\$158,913.26	71%
Expense Totals			\$468,730.00	\$66,327.71	\$14,356.27	\$401,195.29	\$53,178.44	89%
Fund 25 - Food Service Fund Totals			\$82,470.00	(\$85,188.28)	(\$14,356.27)	(\$8,908.55)	\$105,734.82	
Revenue Totals			\$551,200.00	(\$18,860.57)	\$0.00	\$392,286.74	\$158,913.26	71%
Expense Totals			\$468,730.00	\$66,327.71	\$14,356.27	\$401,195.29	\$53,178.44	89%
Grand Totals			\$82,470.00	(\$85,188.28)	(\$14,356.27)	(\$8,908.55)	\$105,734.82	



Balance Sheet

Through 06/30/25

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	(92,721.63)	2,094.52	(94,816.15)	(4,526.87)
	2131 - Totals	(\$92,721.63)	\$2,094.52	(\$94,816.15)	(4,526.87%)
2181					
2181.0000	MILAF Short-Term Fund	1,559,095.46	1,920,904.09	(361,808.63)	(18.84)
2181.0003	MILAF - Accounts Payable	2,970.96	2,970.96	.00	.00
	2181 - Totals	\$1,562,066.42	\$1,923,875.05	(\$361,808.63)	(18.81%)
	ASSETS TOTALS	\$1,469,344.79	\$1,925,969.57	(\$456,624.78)	(23.71%)
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	1,909.87	20,234.47	(18,324.60)	(90.56)
	2402 - Totals	\$1,909.87	\$20,234.47	(\$18,324.60)	(90.56%)
	LIABILITIES TOTALS	\$1,909.87	\$20,234.47	(\$18,324.60)	(90.56%)
	FUND EQUITY				
2721					
2721.0000	Restricted Fund Balance	1,905,735.10	1,905,735.10	.00	.00
	2721 - Totals	\$1,905,735.10	\$1,905,735.10	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$1,905,735.10	\$1,905,735.10	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00	.00		
	Fund Revenues	(29,840.59)	.00		
	Fund Expenses	468,140.77	.00		
	FUND EQUITY TOTALS	\$1,467,434.92	\$1,905,735.10	(\$438,300.18)	(23.00%)
	LIABILITIES AND FUND EQUITY TOTALS	\$1,469,344.79	\$1,925,969.57	(\$456,624.78)	(23.71%)
Fund	41 - Capital Projects - General Educ Totals	\$0.00	\$0.00	\$0.00	+++
Fund Type	Totals	\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++



GE Capital Projects Activities

Through 06/30/25
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	1,638.14	29,840.59	.00	(29,840.59)	+++
Revenue from Local Sources Totals	\$0.00	\$1,638.14	\$29,840.59	\$0.00	(\$29,840.59)	+++
Purchased Services						
Professional and Technical Services	15,370.00	1,909.87	6,811.73	11,404.63	(2,846.36)	119
Purchased Services Totals	\$15,370.00	\$1,909.87	\$6,811.73	\$11,404.63	(\$2,846.36)	119%
Capital Outlay						
Building and Additions	294,419.00	140,552.50	255,022.71	.00	39,396.29	87
Improvements Other Than Buildings	421,535.00	(3,300.00)	184,634.83	.00	236,900.17	44
Equipment and Furniture	40,489.00	.00	21,671.50	.00	18,817.50	54
Capital Outlay Totals	\$756,443.00	\$137,252.50	\$461,329.04	\$0.00	\$295,113.96	61%
Fund 41 - Capital Projects - General Educ Totals						
REVENUE TOTALS	.00	1,638.14	29,840.59	.00	(29,840.59)	+++
EXPENSE TOTALS	771,813.00	139,162.37	468,140.77	11,404.63	292,267.60	62%
Fund 41 - Capital Projects - General Educ Net Gain (Loss)	(\$771,813.00)	(\$137,524.23)	(\$438,300.18)	(\$11,404.63)	(\$322,108.19)	58%
Fund Type Totals						
REVENUE TOTALS	.00	1,638.14	29,840.59	.00	(29,840.59)	+++
EXPENSE TOTALS	771,813.00	139,162.37	468,140.77	11,404.63	292,267.60	62%
Fund Type Net Gain (Loss)	(\$771,813.00)	(\$137,524.23)	(\$438,300.18)	(\$11,404.63)	(\$322,108.19)	58%
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	.00	1,638.14	29,840.59	.00	(29,840.59)	+++
EXPENSE TOTALS	771,813.00	139,162.37	468,140.77	11,404.63	292,267.60	62%
Fund Category Capital Projects Fund Net Gain (Loss)	(\$771,813.00)	(\$137,524.23)	(\$438,300.18)	(\$11,404.63)	(\$322,108.19)	58%
Grand Totals						
REVENUE TOTALS	.00	1,638.14	29,840.59	.00	(29,840.59)	+++
EXPENSE TOTALS	771,813.00	139,162.37	468,140.77	11,404.63	292,267.60	62%
Grand Total Net Gain (Loss)	(\$771,813.00)	(\$137,524.23)	(\$438,300.18)	(\$11,404.63)	(\$322,108.19)	58%



Balance Sheet

Through 06/30/25

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	4,413.67	4,413.67	.00	.00
	2131 - Totals	\$4,413.67	\$4,413.67	\$0.00	0.00%
2181					
2181.0000	MILAF Short-Term Fund	629,989.99	535,201.07	94,788.92	17.71
2181.0001	MILAF Max Fund	4,139,143.91	3,950,108.96	189,034.95	4.79
	2181 - Totals	\$4,769,133.90	\$4,485,310.03	\$283,823.87	6.33%
	ASSETS TOTALS	\$4,773,547.57	\$4,489,723.70	\$283,823.87	6.32%
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	4,386.94	64,202.83	(59,815.89)	(93.17)
	2402 - Totals	\$4,386.94	\$64,202.83	(\$59,815.89)	(93.17%)
	LIABILITIES TOTALS	\$4,386.94	\$64,202.83	(\$59,815.89)	(93.17%)
	FUND EQUITY				
2721					
2721.0000	Restricted Fund Balance	4,425,520.87	4,425,520.87	.00	.00
	2721 - Totals	\$4,425,520.87	\$4,425,520.87	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$4,425,520.87	\$4,425,520.87	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00	.00		
	Fund Revenues	(768,367.23)	.00		
	Fund Expenses	424,727.47	.00		
	FUND EQUITY TOTALS	\$4,769,160.63	\$4,425,520.87	\$343,639.76	7.76%
	LIABILITIES AND FUND EQUITY TOTALS	\$4,773,547.57	\$4,489,723.70	\$283,823.87	6.32%
Fund	42 - Capital Projects - Spec Educ Totals	\$0.00	\$0.00	\$0.00	+++
Fund Type	Totals	\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++



SE Capital Projects Activities

Through 06/30/25
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	20,697.42	268,367.23	.00	(268,367.23)	+++
Revenue from Local Sources Totals	\$0.00	\$20,697.42	\$268,367.23	\$0.00	(\$268,367.23)	+++
Fund Modifications						
Fund Modification - Special Revenue Funds	.00	.00	500,000.00	.00	(500,000.00)	+++
Fund Modifications Totals	\$0.00	\$0.00	\$500,000.00	\$0.00	(\$500,000.00)	+++
Purchased Services						
Professional and Technical Services	12,576.00	1,562.63	5,573.23	9,331.06	(2,328.29)	119
Repairs and Maintenance Services	6,300.00	.00	.00	.00	6,300.00	0
Purchased Services Totals	\$18,876.00	\$1,562.63	\$5,573.23	\$9,331.06	\$3,971.71	79%
Capital Outlay						
Building and Additions	236,344.00	101,997.50	195,654.95	.00	40,689.05	83
Improvements Other Than Buildings	362,427.00	(2,700.00)	167,554.87	.00	194,872.13	46
Equipment and Furniture	80,768.00	2,824.31	55,944.42	5,250.18	19,573.40	76
Capital Outlay Totals	\$679,539.00	\$102,121.81	\$419,154.24	\$5,250.18	\$255,134.58	62%
Fund 42 - Capital Projects - Spec Educ Totals						
REVENUE TOTALS	.00	20,697.42	768,367.23	.00	(768,367.23)	+++
EXPENSE TOTALS	698,415.00	103,684.44	424,727.47	14,581.24	259,106.29	63%
Fund 42 - Capital Projects - Spec Educ Net Gain (Loss)	(\$698,415.00)	(\$82,987.02)	\$343,639.76	(\$14,581.24)	(\$1,027,473.52)	(47%)
Fund Type Totals						
REVENUE TOTALS	.00	20,697.42	768,367.23	.00	(768,367.23)	+++
EXPENSE TOTALS	698,415.00	103,684.44	424,727.47	14,581.24	259,106.29	63%
Fund Type Net Gain (Loss)	(\$698,415.00)	(\$82,987.02)	\$343,639.76	(\$14,581.24)	(\$1,027,473.52)	(47%)
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	.00	20,697.42	768,367.23	.00	(768,367.23)	+++
EXPENSE TOTALS	698,415.00	103,684.44	424,727.47	14,581.24	259,106.29	63%
Fund Category Capital Projects Fund Net Gain (Loss)	(\$698,415.00)	(\$82,987.02)	\$343,639.76	(\$14,581.24)	(\$1,027,473.52)	(47%)
Grand Totals						
REVENUE TOTALS	.00	20,697.42	768,367.23	.00	(768,367.23)	+++
EXPENSE TOTALS	698,415.00	103,684.44	424,727.47	14,581.24	259,106.29	63%
Grand Total Net Gain (Loss)	(\$698,415.00)	(\$82,987.02)	\$343,639.76	(\$14,581.24)	(\$1,027,473.52)	(47%)



SE Capital Projects Activities

Through 06/30/25
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
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Balance Sheet

Through 06/30/25

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	139,193.34	12,401.11	126,792.23	1,022.43
	2131 - Totals	\$139,193.34	\$12,401.11	\$126,792.23	1,022.43%
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	658,201.02	1,321,557.32	(663,356.30)	(50.20)
2181.0001	MILAF Max Fund	4,636,044.39	4,424,315.96	211,728.43	4.79
	2181 - Totals	\$5,294,245.41	\$5,745,873.28	(\$451,627.87)	(7.86%)
2191					
2191.0000	Deposits	(47,000.00)	.00	(47,000.00)	+++
	2191 - Totals	(\$47,000.00)	\$0.00	(\$47,000.00)	+++
	ASSETS TOTALS	\$5,390,351.08	\$5,762,186.72	(\$371,835.64)	(6.45%)
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	.00	92,698.00	(92,698.00)	(100.00)
	2402 - Totals	\$0.00	\$92,698.00	(\$92,698.00)	(100.00%)
	LIABILITIES TOTALS	\$0.00	\$92,698.00	(\$92,698.00)	(100.00%)
	FUND EQUITY				
2721					
2721.0000	Restricted Fund Balance	5,669,488.72	5,669,488.72	.00	.00
	2721 - Totals	\$5,669,488.72	\$5,669,488.72	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$5,669,488.72	\$5,669,488.72	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00	.00		
	Fund Revenues	(252,599.30)	.00		
	Fund Expenses	531,736.94	.00		
	FUND EQUITY TOTALS	\$5,390,351.08	\$5,669,488.72	(\$279,137.64)	(4.92%)
	LIABILITIES AND FUND EQUITY TOTALS	\$5,390,351.08	\$5,762,186.72	(\$371,835.64)	(6.45%)
Fund	43 - Capital Projects 2019 Bond Fund Totals	\$0.00	\$0.00	\$0.00	+++
Fund Type	Totals	\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++



2019 Bond Capital Projects Activities

Through 06/30/25
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	18,519.56	252,599.30	(252,599.30)	+++
Revenue from Local Sources Totals	\$0.00	\$18,519.56	\$252,599.30	(\$252,599.30)	+++
Purchased Services					
Professional and Technical Services	.00	.00	15,658.75	(15,658.75)	+++
Purchased Services Totals	\$0.00	\$0.00	\$15,658.75	(\$15,658.75)	+++
Capital Outlay					
Building and Additions	15,000.00	(156,720.43)	(142,781.93)	157,781.93	(952)
Equipment and Furniture	.00	.00	270,952.00	(270,952.00)	+++
Capital Outlay Totals	\$15,000.00	(\$156,720.43)	\$128,170.07	(\$113,170.07)	854%
Other Expenditures					
Other Financing and Debt Expenditures	390,000.00	.00	387,908.12	2,091.88	99
Other Expenditures Totals	\$390,000.00	\$0.00	\$387,908.12	\$2,091.88	99%
Fund 43 - Capital Projects 2019 Bond Fund Totals					
REVENUE TOTALS	.00	18,519.56	252,599.30	(252,599.30)	+++
EXPENSE TOTALS	405,000.00	(156,720.43)	531,736.94	(126,736.94)	131%
Fund 43 - Capital Projects 2019 Bond Fund Net Gain (Loss)	(\$405,000.00)	\$175,239.99	(\$279,137.64)	(\$125,862.36)	69%
Fund Type Totals					
REVENUE TOTALS	.00	18,519.56	252,599.30	(252,599.30)	+++
EXPENSE TOTALS	405,000.00	(156,720.43)	531,736.94	(126,736.94)	131%
Fund Type Net Gain (Loss)	(\$405,000.00)	\$175,239.99	(\$279,137.64)	(\$125,862.36)	69%
Fund Category Capital Projects Fund Totals					
REVENUE TOTALS	.00	18,519.56	252,599.30	(252,599.30)	+++
EXPENSE TOTALS	405,000.00	(156,720.43)	531,736.94	(126,736.94)	131%
Fund Category Capital Projects Fund Net Gain (Loss)	(\$405,000.00)	\$175,239.99	(\$279,137.64)	(\$125,862.36)	69%
Grand Totals					
REVENUE TOTALS	.00	18,519.56	252,599.30	(252,599.30)	+++
EXPENSE TOTALS	405,000.00	(156,720.43)	531,736.94	(126,736.94)	131%
Grand Total Net Gain (Loss)	(\$405,000.00)	\$175,239.99	(\$279,137.64)	(\$125,862.36)	69%



HP Construction Fund

Fiscal Year to Date 06/30/25

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									
43.0151.0000.000.0000.0000.0000	Earnings on Investments and Deposits	.00	.00	.00	18,519.56	.00	252,599.30	(252,599.30)	+++
43.0153.0000.000.0000.0000.0000	Gain or Loss on Sale of Investment Forfeiture	.00	.00	.00	.00	.00	.00	.00	+++
43.0591.0000.000.0000.0000.0000	Proceeds from issuance of bonds	.00	.00	.00	.00	.00	.00	.00	+++
Function 0000 - Revenue Totals		\$0.00	\$0.00	\$0.00	\$18,519.56	\$0.00	\$252,599.30	(\$252,599.30)	+++
Account Type Revenue Totals									
		\$0.00	\$0.00	\$0.00	\$18,519.56	\$0.00	\$252,599.30	(\$252,599.30)	+++
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	390,000.00	390,000.00	.00	.00	387,908.12	2,091.88	99
Function 1259 - Other Business Services Totals		\$0.00	\$390,000.00	\$390,000.00	\$0.00	\$0.00	\$387,908.12	\$2,091.88	99%
Function 1261 - Operating Buildings Services									
43.1261.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	267,739.00	(267,739.00)	+++
43.1261.6420.000.0000.06147.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	3,213.00	(3,213.00)	+++
Function 1261 - Operating Buildings Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270,952.00	(\$270,952.00)	+++
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	8,600.00	(8,600.00)	+++
Function 1453 - Architect & Engineering Serv Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,600.00	(\$8,600.00)	+++
Function 1456 - Building Improvement Services									
43.1456.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	7,058.75	(7,058.75)	+++
43.1456.6220.000.0000.06147.0000	Capital-Non-Prop Exp for Bldgs. and Alter by Contractors	.00	15,000.00	15,000.00	(156,720.43)	.00	(142,781.93)	157,781.93	-952
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	\$15,000.00	\$15,000.00	(\$156,720.43)	\$0.00	(\$135,723.18)	\$150,723.18	-905%
Function 1459 - Other Facil Acquis and Construction Serv									



HP Construction Fund

Fiscal Year to Date 06/30/25

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
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	\$405,000.00	\$405,000.00	(\$156,720.43)	\$0.00	\$531,736.94	(\$126,736.94)	131%
Revenue Totals		\$0.00	\$0.00	\$0.00	\$18,519.56	\$0.00	\$252,599.30	(\$252,599.30)	+++
Expense Totals		\$0.00	\$405,000.00	\$405,000.00	(\$156,720.43)	\$0.00	\$531,736.94	(\$126,736.94)	131%
Fund 43 - Capital Projects 2019 Bond Fund Totals		\$0.00	(\$405,000.00)	(\$405,000.00)	\$175,239.99	\$0.00	(\$279,137.64)	(\$125,862.36)	
Revenue Totals		\$0.00	\$0.00	\$0.00	\$18,519.56	\$0.00	\$252,599.30	(\$252,599.30)	+++
Expense Totals		\$0.00	\$405,000.00	\$405,000.00	(\$156,720.43)	\$0.00	\$531,736.94	(\$126,736.94)	131%
Grand Totals		\$0.00	(\$405,000.00)	(\$405,000.00)	\$175,239.99	\$0.00	(\$279,137.64)	(\$125,862.36)	



Balance Sheet

Through 06/30/25

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	(68.68)	32,418.55	(32,487.23)	(100.21)
	2131 - Totals	(\$68.68)	\$32,418.55	(\$32,487.23)	(100.21%)
2181					
2181.0000	MILAF Short-Term Fund	29,848.55	(31,998.71)	61,847.26	193.28
	2181 - Totals	\$29,848.55	(\$31,998.71)	\$61,847.26	193.28%
	ASSETS TOTALS	\$29,779.87	\$419.84	\$29,360.03	6,993.15%
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2461					
2461.0002	Accrued Employer FICA Payable	.00	29.84	(29.84)	(100.00)
	2461 - Totals	\$0.00	\$29.84	(\$29.84)	(100.00%)
2462					
2462.0000	Accrued Wages Payable	.00	390.00	(390.00)	(100.00)
	2462 - Totals	\$0.00	\$390.00	(\$390.00)	(100.00%)
	LIABILITIES TOTALS	\$0.00	\$419.84	(\$419.84)	(100.00%)
	Prior Year Fund Equity Adjustment	.00	.00		
	Fund Revenues	(50,000.00)	.00		
	Fund Expenses	20,220.13	.00		
	FUND EQUITY TOTALS	\$29,779.87	\$0.00	\$29,779.87	+++
	LIABILITIES AND FUND EQUITY TOTALS	\$29,779.87	\$419.84	\$29,360.03	6,993.15%
Fund	47 - Capital Projects - WEOC Totals	\$0.00	\$0.00	\$0.00	+++
	Fund Type Totals	\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++



WEOC Capital Projects Activities

Through 06/30/25
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						
Fund Modifications						
Fund Modification - Special Revenue Funds						
	50,000.00	.00	50,000.00	.00	.00	100
<i>Fund Modifications Totals</i>	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	100%
<i>Salaries</i>						
Professional Business	.00	.00	(325.00)	.00	325.00	+++
<i>Salaries Totals</i>	\$0.00	\$0.00	(\$325.00)	\$0.00	\$325.00	+++
<i>Employee Benefits</i>						
Mandatory Coverage	.00	.00	(24.87)	.00	24.87	+++
<i>Employee Benefits Totals</i>	\$0.00	\$0.00	(\$24.87)	\$0.00	\$24.87	+++
<i>Capital Outlay</i>						
Building and Additions	20,000.00	.00	.00	.00	20,000.00	0
Equipment and Furniture	30,000.00	.00	20,570.00	.00	9,430.00	69
<i>Capital Outlay Totals</i>	\$50,000.00	\$0.00	\$20,570.00	\$0.00	\$29,430.00	41%
Fund 47 - Capital Projects - WEOC Totals						
REVENUE TOTALS	50,000.00	.00	50,000.00	.00	.00	100%
EXPENSE TOTALS	50,000.00	.00	20,220.13	.00	29,779.87	40%
Fund 47 - Capital Projects - WEOC Net Gain (Loss)	\$0.00	\$0.00	\$29,779.87	\$0.00	(\$29,779.87)	+++
Fund Type Totals						
REVENUE TOTALS	50,000.00	.00	50,000.00	.00	.00	100%
EXPENSE TOTALS	50,000.00	.00	20,220.13	.00	29,779.87	40%
Fund Type Net Gain (Loss)	\$0.00	\$0.00	\$29,779.87	\$0.00	(\$29,779.87)	+++
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	50,000.00	.00	50,000.00	.00	.00	100%
EXPENSE TOTALS	50,000.00	.00	20,220.13	.00	29,779.87	40%
Fund Category Capital Projects Fund Net Gain (Loss)	\$0.00	\$0.00	\$29,779.87	\$0.00	(\$29,779.87)	+++
Grand Totals						
REVENUE TOTALS	50,000.00	.00	50,000.00	.00	.00	100%
EXPENSE TOTALS	50,000.00	.00	20,220.13	.00	29,779.87	40%
Grand Total Net Gain (Loss)	\$0.00	\$0.00	\$29,779.87	\$0.00	(\$29,779.87)	+++



Balance Sheet

Through 06/30/25

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	2,170,816.11	1,102,284.61	1,068,531.50	96.94
	2101 - Totals	\$2,170,816.11	\$1,102,284.61	\$1,068,531.50	96.94%
2121					
2121.0000	Accounts Receivable	98,166.73	98,100.00	66.73	.07
	2121 - Totals	\$98,166.73	\$98,100.00	\$66.73	0.07%
2131					
2131.0000	Due From Other Funds	(1,542,679.43)	30,951.18	(1,573,630.61)	(5,084.23)
	2131 - Totals	(\$1,542,679.43)	\$30,951.18	(\$1,573,630.61)	(5,084.23%)
	ASSETS TOTALS	\$726,303.41	\$1,231,335.79	(\$505,032.38)	(41.02%)
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	360,575.01	844,489.89	(483,914.88)	(57.30)
	2402 - Totals	\$360,575.01	\$844,489.89	(\$483,914.88)	(57.30%)
	LIABILITIES TOTALS	\$360,575.01	\$844,489.89	(\$483,914.88)	(57.30%)
	FUND EQUITY				
2771					
2771.0000	Unreserved Retained Earnings-MED	382,746.82	382,746.82	.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	\$577,495.93	\$577,495.93	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$577,495.93	\$577,495.93	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00	.00		
	Fund Revenues	(6,083,326.02)	.00		
	Fund Expenses	6,104,443.52	.00		
	FUND EQUITY TOTALS	\$556,378.43	\$577,495.93	(\$21,117.50)	(3.66%)
	LIABILITIES AND FUND EQUITY TOTALS	\$916,953.44	\$1,421,985.82	(\$505,032.38)	(35.52%)
Fund	81 - Internal Service Fund Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%
Fund Type	Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%
Fund Category	Internal Service Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%
	Grand Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%



Internal Service Fund Activities

Through 06/30/25
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	558,104.55	6,062,470.11	.00	(6,062,470.11)	+++
Revenue from Local Sources Totals	\$0.00	\$558,104.55	\$6,062,470.11	\$0.00	(\$6,062,470.11)	+++
Incoming Transfers and Other Transactions						
Other Financing Sources	.00	4,152.12	20,855.91	.00	(20,855.91)	+++
Incoming Transfers and Other Transactions Totals	\$0.00	\$4,152.12	\$20,855.91	\$0.00	(\$20,855.91)	+++
Employee Benefits						
Employee Insurance	.00	498,486.04	6,101,965.94	.00	(6,101,965.94)	+++
Employee Benefits Totals	\$0.00	\$498,486.04	\$6,101,965.94	\$0.00	(\$6,101,965.94)	+++
Other Expenditures						
Dues and Fees	.00	2,477.58	2,477.58	.00	(2,477.58)	+++
Other Expenditures Totals	\$0.00	\$2,477.58	\$2,477.58	\$0.00	(\$2,477.58)	+++
Fund 81 - Internal Service Fund Totals						
REVENUE TOTALS	.00	562,256.67	6,083,326.02	.00	(6,083,326.02)	+++
EXPENSE TOTALS	.00	500,963.62	6,104,443.52	.00	(6,104,443.52)	+++
Fund 81 - Internal Service Fund Net Gain (Loss)	\$0.00	\$61,293.05	(\$21,117.50)	\$0.00	\$21,117.50	+++
Fund Type Totals						
REVENUE TOTALS	.00	562,256.67	6,083,326.02	.00	(6,083,326.02)	+++
EXPENSE TOTALS	.00	500,963.62	6,104,443.52	.00	(6,104,443.52)	+++
Fund Type Net Gain (Loss)	\$0.00	\$61,293.05	(\$21,117.50)	\$0.00	\$21,117.50	+++
Fund Category Internal Service Totals						
REVENUE TOTALS	.00	562,256.67	6,083,326.02	.00	(6,083,326.02)	+++
EXPENSE TOTALS	.00	500,963.62	6,104,443.52	.00	(6,104,443.52)	+++
Fund Category Internal Service Net Gain (Loss)	\$0.00	\$61,293.05	(\$21,117.50)	\$0.00	\$21,117.50	+++
Grand Totals						
REVENUE TOTALS	.00	562,256.67	6,083,326.02	.00	(6,083,326.02)	+++
EXPENSE TOTALS	.00	500,963.62	6,104,443.52	.00	(6,104,443.52)	+++
Grand Total Net Gain (Loss)	\$0.00	\$61,293.05	(\$21,117.50)	\$0.00	\$21,117.50	+++



Cooperative Activities (Summary)

Fiscal Year to Date 06/30/25

Function Code	Amended 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	1,164,298.00	13,526.83	.00	996,050.23	168,247.77	86
Account Type Revenue Totals	\$1,164,298.00	\$13,526.83	\$0.00	\$996,050.23	\$168,247.77	86%
Account Type Expense						
Function 1112 - Middle/Junior High	2,384.00	.00	.00	134.00	2,250.00	6
Function 1113 - High School	25,816.00	.00	6,000.00	14,388.99	5,427.01	79
Function 1216 - Social Work Services	510.00	.00	.00	510.00	.00	100
Function 1226 - SupervisionDirection of Instr Staff	932,160.00	105,076.67	.00	851,015.20	81,144.80	91
Function 1249 - Other School Administration	6,200.00	.00	.00	32.30	6,167.70	1
Function 1252 - Fiscal Services	.00	.00	.00	109.94	(109.94)	0
Function 1283 - Staff/Personnel Services	60,000.00	.00	.00	37,239.34	22,760.66	62
Function 1284 - Non-Instr Technology Services	109,832.00	(11,605.96)	(3,978.05)	101,399.66	12,410.39	89
Function 1391 - Other Community Services	.00	.00	.00	.00	.00	0
Function 1511 - Debt Service - Long Term Only - Principal	31,433.00	2,007.00	.00	23,796.00	7,637.00	76
Account Type Expense Totals	\$1,168,335.00	\$95,477.71	\$2,021.95	\$1,028,625.43	\$137,687.62	88%
Program 000 - Unassigned Totals	(\$4,037.00)	(\$81,950.88)	(\$2,021.95)	(\$32,575.20)	\$30,560.15	-3%



Cooperative Activities (Summary)

Fiscal Year to Date 06/30/25

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 910 - WIHI - IB Program						
Account Type Revenue						
Function 0000 - Revenue	7,435,167.00	611,679.25	.00	7,331,131.92	104,035.08	99
Account Type Revenue Totals	\$7,435,167.00	\$611,679.25	\$0.00	\$7,331,131.92	\$104,035.08	99%
Account Type Expense						
Function 1112 - Middle/Junior High	860,305.00	174,618.56	.00	826,041.58	34,263.42	96
Function 1113 - High School	3,268,104.00	665,648.78	7,534.50	2,987,127.82	273,441.68	92
Function 1212 - Guidance Services	379,097.00	76,191.37	.00	359,771.27	19,325.73	95
Function 1216 - Social Work Services	1,382.00	.00	.00	1,382.30	(.30)	100
Function 1218 - Teacher Consultant	26,526.00	.00	.00	.00	26,526.00	0
Function 1219 - Other Pupil Support Serv	.00	.00	.00	.01	(.01)	0
Function 1221 - Improvement of Instruction	1,142.00	348.60	.00	583.32	558.68	51
Function 1226 - SupervisionDirection of Instr Staff	412,459.00	54,938.28	18,581.36	357,792.77	36,084.87	91
Function 1241 - Office of the Principal	382,120.00	30,658.78	.00	360,307.65	21,812.35	94
Function 1249 - Other School Administration	7,340.00	2,318.28	1,796.85	7,136.64	(1,593.49)	122
Function 1261 - Operating Buildings Services	643,011.00	15,947.00	2,614.75	208,833.82	431,562.43	33
Function 1266 - Security Services	269.00	.00	.00	.00	269.00	0
Function 1271 - Pupil Transportation Services	200.00	.00	.00	177.50	22.50	89
Function 1284 - Non-Instr Technology Services	105,162.00	7,867.93	.00	96,203.31	8,958.69	91
Function 1411 - Pmts to Other Mich Publ Schools	547,763.00	.00	.00	465,000.00	82,763.00	85
Function 1456 - Building Improvement Services	.00	.00	.00	.00	.00	0
Function 1511 - Debt Service - Long Term Only - Principal	.00	.00	.00	.00	.00	0
Function 1611 - Fund Modif to General Ed Fund	24,321.00	.00	.00	.00	24,321.00	0
Function 1622 - Fund Modif to Special Ed Fund	127,685.00	.00	.00	.00	127,685.00	0
Function 1647 - Fund Mod to WEOC	25,000.00	.00	.00	25,000.00	.00	100
Account Type Expense Totals	\$6,811,886.00	\$1,028,537.58	\$30,527.46	\$5,695,357.99	\$1,086,000.55	84%
Program 910 - WIHI - IB Program Totals	\$623,281.00	(\$416,858.33)	(\$30,527.46)	\$1,635,773.93	(\$981,965.47)	15%



Cooperative Activities (Summary)

Fiscal Year to Date 06/30/25

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 913 - ECA Program						
Account Type Revenue						
Function 0000 - Revenue	5,303,937.00	599,019.03	.00	5,240,043.93	63,893.07	99
Account Type Revenue Totals	\$5,303,937.00	\$599,019.03	\$0.00	\$5,240,043.93	\$63,893.07	99%
Account Type Expense						
Function 1113 - High School	3,353,644.00	430,521.38	7,245.22	2,859,025.48	487,373.30	85
Function 1212 - Guidance Services	296,122.00	24,018.98	.00	291,766.65	4,355.35	99
Function 1216 - Social Work Services	94,742.00	21,924.35	.00	92,567.81	2,174.19	98
Function 1218 - Teacher Consultant	13,000.00	.00	.00	.00	13,000.00	0
Function 1226 - SupervisionDirection of Instr Staff	283,675.00	22,837.04	.00	272,056.46	11,618.54	96
Function 1241 - Office of the Principal	414,705.00	32,438.09	.00	404,268.39	10,436.61	97
Function 1249 - Other School Administration	25,505.00	.00	.00	10,730.19	14,774.81	42
Function 1271 - Pupil Transportation Services	5,155.00	.00	.00	69.00	5,086.00	1
Function 1281 - Planning, Research and Evaluation	11.00	.00	.00	.00	11.00	0
Function 1284 - Non-Instr Technology Services	85,334.00	6,630.16	987.98	81,025.87	3,320.15	96
Function 1411 - Pmts to Other Mich Publ Schools	284,837.00	.00	.00	241,800.00	43,037.00	85
Function 1599 - Miscellaneous Other Financing So	295,054.00	.00	.00	.00	295,054.00	0
Function 1611 - Fund Modif to General Ed Fund	18,288.00	.00	.00	.00	18,288.00	0
Function 1622 - Fund Modif to Special Ed Fund	96,010.00	.00	.00	.00	96,010.00	0
Function 1647 - Fund Mod to WEOC	25,000.00	.00	.00	.00	25,000.00	0
Account Type Expense Totals	\$5,291,082.00	\$538,370.00	\$8,233.20	\$4,253,309.85	\$1,029,538.95	81%
Program 913 - ECA Program Totals	\$12,855.00	\$60,649.03	(\$8,233.20)	\$986,734.08	(\$965,645.88)	18%



Cooperative Activities (Summary)

Fiscal Year to Date 06/30/25

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 915 - WAVE Program						
Account Type Revenue						
Function 0000 - Revenue	3,900,195.00	360,685.83	.00	3,850,441.87	49,753.13	99
Function 0192 - MI Ctr Youth Justice Wave Grant	.00	.00	.00	.00	.00	0
Account Type Revenue Totals	\$3,900,195.00	\$360,685.83	\$0.00	\$3,850,441.87	\$49,753.13	99%
Account Type Expense						
Function 1112 - Middle/Junior High	305,743.00	36,715.99	.00	240,765.40	64,977.60	79
Function 1113 - High School	1,564,320.00	147,987.72	.00	1,379,882.73	184,437.27	88
Function 1212 - Guidance Services	264,994.00	28,028.21	.00	270,670.61	(5,676.61)	102
Function 1216 - Social Work Services	108,421.00	4,423.64	.00	59,754.28	48,666.72	55
Function 1218 - Teacher Consultant	51,575.00	.00	.00	.00	51,575.00	0
Function 1221 - Improvement of Instruction	2,793.00	.00	.00	496.99	2,296.01	18
Function 1222 - Educational Media Services	.00	.00	.00	.00	.00	0
Function 1225 - Instructional Technology	117,384.00	5,551.30	.00	87,919.77	29,464.23	75
Function 1226 - SupervisionDirection of Instr Staff	366,997.00	27,513.77	.00	326,102.57	40,894.43	89
Function 1249 - Other School Administration	1,546.00	.00	.00	765.00	781.00	49
Function 1261 - Operating Buildings Services	1,065.00	.00	.00	1,065.00	.00	100
Function 1271 - Pupil Transportation Services	3,686.00	.00	.00	2,850.00	836.00	77
Function 1283 - Staff/Personnel Services	1,665.00	.00	.00	.00	1,665.00	0
Function 1284 - Non-Instr Technology Services	104,251.00	7,996.31	.00	98,539.93	5,711.07	95
Function 1411 - Pmts to Other Mich Publ Schools	262,927.00	.00	.00	223,200.00	39,727.00	85
Function 1511 - Debt Service - Long Term Only - Principal	208,368.00	17,364.00	.00	208,368.00	.00	100
Function 1611 - Fund Modif to General Ed Fund	11,413.00	.00	.00	.00	11,413.00	0
Function 1622 - Fund Modif to Special Ed Fund	59,918.00	.00	.00	.00	59,918.00	0
Function 1647 - Fund Mod to WEOC	25,000.00	.00	.00	25,000.00	.00	100
Account Type Expense Totals	\$3,462,066.00	\$275,580.94	\$0.00	\$2,925,380.28	\$536,685.72	84%
Program 915 - WAVE Program Totals	\$438,129.00	\$85,104.89	\$0.00	\$925,061.59	(\$486,932.59)	14%



Cooperative Activities (Summary)

Fiscal Year to Date 06/30/25

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 917 - Washtenaw County Tech Consortium						
Account Type Revenue						
Function 0000 - Revenue	762,153.00	6,111.18	.00	757,232.79	4,920.21	99
Account Type Revenue Totals	\$762,153.00	\$6,111.18	\$0.00	\$757,232.79	\$4,920.21	99%
Account Type Expense						
Function 1284 - Non-Instr Technology Services	427,202.00	19,108.47	1,324.52	410,010.46	15,867.02	96
Account Type Expense Totals	\$427,202.00	\$19,108.47	\$1,324.52	\$410,010.46	\$15,867.02	96%
Program 917 - Washtenaw County Tech Consortium Totals	\$334,951.00	(\$12,997.29)	(\$1,324.52)	\$347,222.33	(\$10,946.81)	3%



Cooperative Activities (Summary)

Fiscal Year to Date 06/30/25

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 918 - New World Software						
Account Type Revenue						
Function 0000 - Revenue	335,711.00	2,894.64	.00	338,607.39	(2,896.39)	101
Account Type Revenue Totals	\$335,711.00	\$2,894.64	\$0.00	\$338,607.39	(\$2,896.39)	101%
Account Type Expense						
Function 1284 - Non-Instr Technology Services	353,286.00	61,339.19	.00	353,018.25	267.75	100
Account Type Expense Totals	\$353,286.00	\$61,339.19	\$0.00	\$353,018.25	\$267.75	100%
Program 918 - New World Software Totals	(\$17,575.00)	(\$58,444.55)	\$0.00	(\$14,410.86)	(\$3,164.14)	1%



Cooperative Activities (Summary)

Fiscal Year to Date 06/30/25

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 919 - Medicaid Programs						
Account Type Revenue						
Function 0000 - Revenue	8,100,758.00	843,063.42	.00	8,688,248.38	(587,490.38)	107
Account Type Revenue Totals	\$8,100,758.00	\$843,063.42	\$0.00	\$8,688,248.38	(\$587,490.38)	107%
Account Type Expense						
Function 1213 - Health Services	20,000.00	1,980.00	7,020.00	12,980.00	.00	100
Function 1226 - SupervisionDirection of Instr Staff	188,671.00	10,629.02	.00	186,935.35	1,735.65	99
Function 1231 - Board of Education	4,808.00	.00	.00	4,807.50	.50	100
Function 1283 - Staff/Personnel Services	.00	.00	.00	.00	.00	0
Function 1284 - Non-Instr Technology Services	21,875.00	5,520.99	.00	16,354.94	5,520.06	75
Function 1411 - Pmts to Other Mich Publ Schools	6,000,000.00	140,000.00	.00	2,410,718.00	3,589,282.00	40
Function 1641 - Fund Modif to GE Cap Proj	.00	.00	.00	.00	.00	0
Account Type Expense Totals	\$6,235,354.00	\$158,130.01	\$7,020.00	\$2,631,795.79	\$3,596,538.21	42%
Program 919 - Medicaid Programs Totals	\$1,865,404.00	\$684,933.41	(\$7,020.00)	\$6,056,452.59	(\$4,184,028.59)	65%
Revenue Totals	\$27,002,219.00	\$2,436,980.18	\$0.00	\$27,201,756.51	(\$199,537.51)	101%
Expense Totals	\$23,749,211.00	\$2,176,543.90	\$49,127.13	\$17,297,498.05	\$6,402,585.82	73%
Fund 27 - Cooperative Activities Fund Totals	\$3,253,008.00	\$260,436.28	(\$49,127.13)	\$9,904,258.46	(\$6,602,123.33)	
Revenue Totals	\$27,002,219.00	\$2,436,980.18	\$0.00	\$27,201,756.51	(\$199,537.51)	101%
Expense Totals	\$23,749,211.00	\$2,176,543.90	\$49,127.13	\$17,297,498.05	\$6,402,585.82	73%
Grand Totals	\$3,253,008.00	\$260,436.28	(\$49,127.13)	\$9,904,258.46	(\$6,602,123.33)	



Cooperative Activities (Detail)

Fiscal Year to Date 06/30/25

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 000 - Unassigned							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.0000.0000.0000.0000	Earnings on Investments and Deposits	.00	.00	.00	.91	(.91)	+++
27.0192.0000.000.9864.00000.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
27.0312.0000.000.2083.00000.0000	Restricted State Revenues Received as Grants	52,304.00	4,076.83	.00	44,146.11	8,157.89	84
27.0312.0000.000.2384.00000.0000	Restricted State Revenues Received as Grants	.00	9,450.00	.00	9,450.00	(9,450.00)	+++
27.0312.0000.000.2734.00000.0000	Restricted State Revenues Received as Grants	710.00	.00	.00	710.00	.00	100
27.0312.0070.000.3491.00000.0000	LAWMASC State aid	.00	.00	.00	.00	.00	+++
27.0312.0070.000.3494.00000.0000	LAWMASC State aid	6,757.00	.00	.00	6,757.01	(.01)	100
27.0312.0070.000.3495.00000.0000	LAWMASC State aid	9,000.00	.00	.00	4,986.20	4,013.80	55
27.0518.0000.000.0000.00000.0000	Compensation Rec'd in Pmt of Srvc Prvided to Other Public School	1,095,527.00	.00	.00	930,000.00	165,527.00	85
Function 0000 - Revenue Totals		\$1,164,298.00	\$13,526.83	\$0.00	\$996,050.23	\$168,247.77	86%
Account Type Revenue Totals		\$1,164,298.00	\$13,526.83	\$0.00	\$996,050.23	\$168,247.77	86%
Account Type Expense							
Function 1112 - Middle/Junior High							
27.1112.1920.000.3495.00000.0000	Professional-Education	428.00	.00	.00	.00	428.00	0
27.1112.2390.000.2734.00000.0000	Other Special Allowances	134.00	.00	.00	134.00	.00	100
27.1112.2820.000.3495.00000.0000	Contribution to State and Local Retirement Funds	300.00	.00	.00	.00	300.00	0
27.1112.2830.000.3495.00000.0000	Employer Social Security	22.00	.00	.00	.00	22.00	0
27.1112.5990.000.3495.00000.0000	Misc. Supp & Matls	1,500.00	.00	.00	.00	1,500.00	0
Function 1112 - Middle/Junior High Totals		\$2,384.00	\$0.00	\$0.00	\$134.00	\$2,250.00	6%
Function 1113 - High School							
27.1113.1920.000.3495.00000.0000	Professional-Education	428.00	.00	.00	.00	428.00	0
27.1113.2310.000.0000.00000.0000	Tuition	5,000.00	.00	.00	3,250.00	1,750.00	65
27.1113.2390.000.2734.00000.0000	Other Special Allowances	66.00	.00	.00	66.00	.00	100
27.1113.2820.000.3495.00000.0000	Contribution to State and Local Retirement Funds	300.00	.00	.00	.00	300.00	0
27.1113.2830.000.3495.00000.0000	Employer Social Security	22.00	.00	.00	.00	22.00	0
27.1113.3210.000.3490.00000.0000	Regular Duty Travel	.00	.00	.00	.00	.00	+++
27.1113.3220.000.9864.00000.0000	Workshops and Conf Travel	.00	.00	.00	.00	.00	+++
27.1113.4120.000.9872.00000.0000	Equip Repair Serv	2,067.00	.00	.00	1,922.99	144.01	93
27.1113.5110.000.9864.00000.0000	Teaching/Testing Supplies	.00	.00	.00	.00	.00	+++
27.1113.5990.000.9872.00000.0000	Misc. Supp & Matls	933.00	.00	.00	150.00	783.00	16
27.1113.6420.000.9872.00000.0000	Capital-New Equip <\$5000	11,000.00	.00	.00	9,000.00	2,000.00	82
27.1113.7410.000.3495.00000.0000	Dues and Fees	6,000.00	.00	6,000.00	.00	.00	100
Function 1113 - High School Totals		\$25,816.00	\$0.00	\$6,000.00	\$14,388.99	\$5,427.01	79%
Function 1216 - Social Work Services							
27.1216.2390.000.2734.00000.0000	Other Special Allowances	510.00	.00	.00	510.00	.00	100
Function 1216 - Social Work Services Totals		\$510.00	\$0.00	\$0.00	\$510.00	\$0.00	100%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1160.000.0000.00000.0000	Supervision/Direction-Staff	138,853.00	11,571.09	.00	138,853.00	.00	100
27.1226.1620.000.0000.00000.0000	Secretary-Clerical-Bookkeeper	60,000.00	5,000.00	.00	60,000.00	.00	100
27.1226.1790.000.0000.00000.0000	Other Special Payments	3,000.00	.00	.00	2,386.27	613.73	80
27.1226.2110.000.0000.00000.0000	Group Life	88.00	7.20	.00	86.40	1.60	98
27.1226.2120.000.0000.00000.0000	Group Disability	408.00	34.94	.00	413.04	(5.04)	101
27.1226.2130.000.0000.00000.0000	Group Health and Accident	35,522.00	2,938.06	.00	34,975.52	546.48	98
27.1226.2140.000.0000.00000.0000	Dental Health Care	3,136.00	277.84	.00	3,234.48	(98.48)	103
27.1226.2150.000.0000.00000.0000	Vision Care	740.00	65.32	.00	761.28	(21.28)	103
27.1226.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	96,000.00	6,949.92	.00	89,804.53	6,195.47	94
27.1226.2830.000.0000.00000.0000	Employer Social Security	15,213.00	1,191.94	.00	14,495.36	717.64	95
27.1226.3150.000.0000.00000.0000	Management Services	460,000.00	77,040.36	.00	445,986.36	14,013.64	97
27.1226.3170.000.0000.00000.0000	Legal Services	105,000.00	.00	.00	51,353.51	53,646.49	49
27.1226.3190.000.0000.00000.0000	Other Prof & Technical Services	2,500.00	.00	.00	2,500.00	.00	100
27.1226.3210.000.0000.00000.0000	Regular Duty Travel	750.00	.00	.00	225.00	525.00	30



Cooperative Activities (Detail)

Fiscal Year to Date 06/30/25

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1226.3220.000.0000.00000.0000	Workshops and Conf Travel	4,000.00	.00	.00	4,286.79	(286.79)	107
27.1226.3430.000.0000.00000.0000	Mail/Postage Serv	.00	.00	.00	.00	.00	+++
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	245.29	754.71	25
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	538.00	212.00	72
27.1226.7910.000.0000.00000.0000	Misc Expenditures	2,000.00	.00	.00	870.37	1,129.63	44
Function 1226 - SupervisionDirection of Instr Staff Totals		\$932,160.00	\$105,076.67	\$0.00	\$851,015.20	\$81,144.80	91%
Function 1249 - Other School Administration							
27.1249.5990.000.0000.00000.0000	Misc. Supp & Matls	6,200.00	.00	.00	32.30	6,167.70	1
Function 1249 - Other School Administration Totals		\$6,200.00	\$0.00	\$0.00	\$32.30	\$6,167.70	1%
Function 1252 - Fiscal Services							
27.1252.1310.000.0000.00000.0000	Accounting	.00	.00	.00	.00	.00	+++
27.1252.2110.000.0000.00000.0000	Group Life	.00	.00	.00	.00	.00	+++
27.1252.2120.000.0000.00000.0000	Group Disability	.00	.00	.00	.00	.00	+++
27.1252.2130.000.0000.00000.0000	Group Health and Accident	.00	.00	.00	.00	.00	+++
27.1252.2140.000.0000.00000.0000	Dental Health Care	.00	.00	.00	.00	.00	+++
27.1252.2150.000.0000.00000.0000	Vision Care	.00	.00	.00	(.18)	.18	+++
27.1252.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	(1.80)	1.80	+++
27.1252.2830.000.0000.00000.0000	Employer Social Security	.00	.00	.00	(.49)	.49	+++
27.1252.2990.000.0000.00000.0000	Other Benefits	.00	.00	.00	.00	.00	+++
27.1252.3220.000.0000.00000.0000	Workshops and Conf Travel	.00	.00	.00	.00	.00	+++
27.1252.3410.000.0000.00000.0000	Telephone Serv	.00	.00	.00	112.41	(112.41)	+++
Function 1252 - Fiscal Services Totals		\$0.00	\$0.00	\$0.00	\$109.94	(\$109.94)	+++
Function 1283 - Staff/Personnel Services							
27.1283.3120.000.0000.00000.0000	Employee Training & Devel Serv	5,000.00	.00	.00	.00	5,000.00	0
27.1283.3190.000.0000.00000.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	+++
27.1283.3510.000.0000.00000.0000	Advertisement Serv	55,000.00	.00	.00	37,239.34	17,760.66	68
Function 1283 - Staff/Personnel Services Totals		\$60,000.00	\$0.00	\$0.00	\$37,239.34	\$22,760.66	62%
Function 1284 - Non-Instr Technology Services							
27.1284.1510.000.0000.00000.0000	Information Management	62,300.00	(14,302.35)	147.35	62,300.00	(147.35)	100
27.1284.2110.000.0000.00000.0000	Group Life	44.00	3.60	.00	43.20	.80	98
27.1284.2120.000.0000.00000.0000	Group Disability	158.00	13.36	.00	159.00	(1.00)	101
27.1284.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	27,063.00	1,897.04	.00	24,359.06	2,703.94	90
27.1284.2830.000.0000.00000.0000	Employer Social Security	4,767.00	396.56	.00	4,762.36	4.64	100
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	15,000.00	385.83	(4,125.40)	9,776.04	9,349.36	38
Function 1284 - Non-Instr Technology Services Totals		\$109,832.00	(\$11,605.96)	(\$3,978.05)	\$101,399.66	\$12,410.39	89%
Function 1391 - Other Community Services							
27.1391.5990.000.0000.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
Function 1391 - Other Community Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7190.000.0000.00000.0000	Other LT Debt Principal	31,433.00	2,007.00	.00	23,796.00	7,637.00	76
Function 1511 - Debt Service - Long Term Only - Principal Totals		\$31,433.00	\$2,007.00	\$0.00	\$23,796.00	\$7,637.00	76%
Account Type Expense Totals		\$1,168,335.00	\$95,477.71	\$2,021.95	\$1,028,625.43	\$137,687.62	88%
Program 000 - Unassigned Totals		(\$4,037.00)	(\$81,950.88)	(\$2,021.95)	(\$32,575.20)	\$30,560.15	-3%



Cooperative Activities (Detail)

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G/L Account Number	Account Description	Amended 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	730.69	.00	8,214.82	(90.82)	101
27.0192.0000.910.9868.00000.0000	Private Sources (Contributions)	155.00	.00	.00	155.77	(.77)	100
27.0192.0000.910.9872.00000.0000	Private Sources (Contributions)	14,000.00	.00	.00	14,000.00	.00	100
27.0312.0000.910.2083.00000.0000	Restricted State Revenues Received as Grants	667,592.00	52,035.18	.00	563,464.92	104,127.08	84
27.0511.0000.910.0000.81010.0000	Tuition Payments Received from Other Public Schools	1,049,674.00	81,083.52	.00	1,049,674.01	(.01)	100
27.0511.0000.910.0000.81020.0000	Tuition Payments Received from Other Public Schools	5,065,818.00	431,735.48	.00	5,065,818.00	.00	100
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	428,997.00	31,490.22	.00	428,997.20	(.20)	100
27.0511.0000.910.0000.81100.0000	Tuition Payments Received from Other Public Schools	27,383.00	152.12	.00	27,382.79	.21	100
27.0511.0000.910.0000.81120.0000	Tuition Payments Received from Other Public Schools	173,424.00	14,452.04	.00	173,424.41	(.41)	100
Function 0000 - Revenue Totals		\$7,435,167.00	\$611,679.25	\$0.00	\$7,331,131.92	\$104,035.08	99%
Account Type Revenue Totals		\$7,435,167.00	\$611,679.25	\$0.00	\$7,331,131.92	\$104,035.08	99%
Account Type Expense							
Function 1112 - Middle/Junior High							
27.1112.1240.910.0000.00000.0000	Teaching	515,000.00	111,996.59	.00	501,005.80	13,994.20	97
27.1112.1790.910.0000.00000.0000	Other Special Payments	4,000.00	.00	.00	2,868.84	1,131.16	72
27.1112.1920.910.0000.00000.0000	Professional-Education	200.00	.00	.00	100.00	100.00	50
27.1112.2110.910.0000.00000.0000	Group Life	315.00	22.02	.00	260.66	54.34	83
27.1112.2120.910.0000.00000.0000	Group Disability	1,225.00	85.85	.00	1,007.94	217.06	82
27.1112.2130.910.0000.00000.0000	Group Health and Accident	73,000.00	5,298.21	.00	60,780.89	12,219.11	83
27.1112.2140.910.0000.00000.0000	Dental Health Care	6,920.00	494.46	.00	5,719.60	1,200.40	83
27.1112.2150.910.0000.00000.0000	Vision Care	1,645.00	117.38	.00	1,358.23	286.77	83
27.1112.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	220,000.00	48,206.63	.00	215,763.58	4,236.42	98
27.1112.2830.910.0000.00000.0000	Employer Social Security	38,000.00	8,397.42	.00	37,176.04	823.96	98
Function 1112 - Middle/Junior High Totals		\$860,305.00	\$174,618.56	\$0.00	\$826,041.58	\$34,263.42	96%
Function 1113 - High School							
27.1113.1240.910.0000.00000.0000	Teaching	1,800,000.00	390,859.99	.00	1,741,462.70	58,537.30	97
27.1113.1790.910.0000.00000.0000	Other Special Payments	.00	.00	.00	6,966.47	(6,966.47)	+++
27.1113.1920.910.0000.00000.0000	Professional-Education	43,000.00	.00	.00	38,341.95	4,658.05	89
27.1113.1920.910.3494.00000.0000	Professional-Education	750.00	.00	.00	.00	750.00	0
27.1113.2110.910.0000.00000.0000	Group Life	1,139.00	92.83	.00	965.53	173.47	85
27.1113.2120.910.0000.00000.0000	Group Disability	4,650.00	366.91	.00	3,897.14	752.86	84
27.1113.2130.910.0000.00000.0000	Group Health and Accident	251,461.00	17,289.80	.00	179,614.40	71,846.60	71
27.1113.2140.910.0000.00000.0000	Dental Health Care	21,310.00	1,686.51	.00	17,360.53	3,949.47	81
27.1113.2150.910.0000.00000.0000	Vision Care	5,095.00	409.54	.00	4,109.16	985.84	81
27.1113.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	779,572.00	172,612.41	.00	748,138.16	31,433.84	96
27.1113.2820.910.3494.00000.0000	Contribution to State and Local Retirement Funds	150.00	.00	.00	.00	150.00	0
27.1113.2830.910.0000.00000.0000	Employer Social Security	137,314.00	29,561.18	.00	132,529.47	4,784.53	97
27.1113.2830.910.3494.00000.0000	Employer Social Security	29.00	.00	.00	.00	29.00	0
27.1113.2850.910.0000.00000.0000	Unemployment Compensation	4,000.00	.00	.00	2,867.36	1,132.64	72
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	2,565.00	.00	.00	.00	2,565.00	0
27.1113.3220.910.0000.00000.0000	Workshops and Conf Travel	30,000.00	.00	.00	6,554.46	23,445.54	22
27.1113.3450.910.0000.00000.0000	Software Lic/Agmts Serv	27,835.00	3,598.80	.00	19,718.07	8,116.93	71
27.1113.3610.910.0000.00000.0000	Printing Serv	7,564.00	.00	.00	7,564.98	(.98)	100
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	.00	7,518.00	0
27.1113.5110.910.0000.00000.0000	Teaching/Testing Supplies	60,000.00	224.25	704.63	26,645.28	32,650.09	46
27.1113.5210.910.0000.00000.0000	Textbook Supp	5,370.00	.00	.00	9,253.66	(3,883.66)	172
27.1113.5990.910.3494.00000.0000	Misc. Supp & Matls	287.00	.00	.00	.00	287.00	0
27.1113.5990.910.9868.00000.0000	Misc. Supp & Matls	155.00	.00	.00	155.77	(.77)	100
27.1113.6420.910.0000.00000.0000	Capital-New Equip <\$5000	40,000.00	24,432.56	6,829.87	26,184.56	6,985.57	83



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G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1113.7410.910.0000.00000.0000	Dues and Fees	34,021.00	24,514.00	.00	9,498.17	24,522.83	28
27.1113.7410.910.3494.00000.0000	Dues and Fees	2,976.00	.00	.00	5,300.00	(2,324.00)	178
Function 1113 - High School Totals		\$3,268,104.00	\$665,648.78	\$7,534.50	\$2,987,127.82	\$273,441.68	92%
Function 1212 - Guidance Services							
27.1212.1220.910.0000.00000.0000	Counseling	225,000.00	47,986.77	.00	216,012.24	8,987.76	96
27.1212.1790.910.0000.00000.0000	Other Special Payments	1,300.00	.00	.00	960.00	340.00	74
27.1212.2110.910.0000.00000.0000	Group Life	139.00	9.00	.00	115.20	23.80	83
27.1212.2120.910.0000.00000.0000	Group Disability	552.00	34.58	.00	457.08	94.92	83
27.1212.2130.910.0000.00000.0000	Group Health and Accident	35,105.00	2,659.46	.00	28,900.44	6,204.56	82
27.1212.2140.910.0000.00000.0000	Dental Health Care	3,050.00	208.40	.00	2,563.68	486.32	84
27.1212.2150.910.0000.00000.0000	Vision Care	728.00	49.58	.00	610.84	117.16	84
27.1212.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	94,000.00	21,677.41	.00	94,459.74	(459.74)	100
27.1212.2830.910.0000.00000.0000	Employer Social Security	16,892.00	3,566.17	.00	15,692.05	1,199.95	93
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		\$379,097.00	\$76,191.37	\$0.00	\$359,771.27	\$19,325.73	95%
Function 1216 - Social Work Services							
27.1216.1440.910.0000.00000.0000	Social Work	.00	.00	.00	.00	.00	+++
27.1216.1920.910.0000.00000.0000	Professional-Education	925.00	.00	.00	925.00	.00	100
27.1216.2110.910.0000.00000.0000	Group Life	.00	.00	.00	.00	.00	+++
27.1216.2120.910.0000.00000.0000	Group Disability	.00	.00	.00	.00	.00	+++
27.1216.2130.910.0000.00000.0000	Group Health and Accident	.00	.00	.00	.00	.00	+++
27.1216.2140.910.0000.00000.0000	Dental Health Care	.00	.00	.00	.00	.00	+++
27.1216.2150.910.0000.00000.0000	Vision Care	.00	.00	.00	.00	.00	+++
27.1216.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	387.00	.00	.00	386.53	.47	100
27.1216.2830.910.0000.00000.0000	Employer Social Security	70.00	.00	.00	70.77	(.77)	101
27.1216.3210.910.0000.00000.0000	Regular Duty Travel	.00	.00	.00	.00	.00	+++
27.1216.3220.910.0000.00000.0000	Workshops and Conf Travel	.00	.00	.00	.00	.00	+++
Function 1216 - Social Work Services Totals		\$1,382.00	\$0.00	\$0.00	\$1,382.30	(\$0.30)	100%
Function 1218 - Teacher Consultant							
27.1218.8220.910.0000.00000.0000	Pmt to Another Public School District for Serv	26,526.00	.00	.00	.00	26,526.00	0
Function 1218 - Teacher Consultant Totals		\$26,526.00	\$0.00	\$0.00	\$0.00	\$26,526.00	0%
Function 1219 - Other Pupil Support Serv							
27.1219.2110.910.0000.00000.0000	Group Life	.00	.00	.00	.00	.00	+++
27.1219.2120.910.0000.00000.0000	Group Disability	.00	.00	.00	.00	.00	+++
27.1219.2130.910.0000.00000.0000	Group Health and Accident	.00	.00	.00	.00	.00	+++
27.1219.2140.910.0000.00000.0000	Dental Health Care	.00	.00	.00	.00	.00	+++
27.1219.2150.910.0000.00000.0000	Vision Care	.00	.00	.00	.00	.00	+++
27.1219.2830.910.0000.00000.0000	Employer Social Security	.00	.00	.00	.01	(.01)	+++
Function 1219 - Other Pupil Support Serv Totals		\$0.00	\$0.00	\$0.00	\$0.01	(\$0.01)	+++
Function 1221 - Improvement of Instruction							
27.1221.3110.910.0000.00000.0000	Instructional Services	907.00	.00	.00	.00	907.00	0
27.1221.3220.910.0000.00000.0000	Workshops and Conf Travel	235.00	348.60	.00	583.32	(348.32)	248
Function 1221 - Improvement of Instruction Totals		\$1,142.00	\$348.60	\$0.00	\$583.32	\$558.68	51%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1620.910.0000.00000.0000	Secretary-Clerical-Bookkeeper	200,000.00	30,288.59	.00	188,055.13	11,944.87	94
27.1226.1790.910.0000.00000.0000	Other Special Payments	333.00	.00	.00	333.43	(.43)	100
27.1226.2110.910.0000.00000.0000	Group Life	138.00	12.60	.00	138.60	(.60)	100
27.1226.2120.910.0000.00000.0000	Group Disability	415.00	37.18	.00	414.18	.82	100
27.1226.2130.910.0000.00000.0000	Group Health and Accident	59,806.00	3,526.68	.00	38,088.48	21,717.52	64
27.1226.2140.910.0000.00000.0000	Dental Health Care	4,704.00	388.98	.00	3,793.11	910.89	81
27.1226.2150.910.0000.00000.0000	Vision Care	1,110.00	107.89	.00	1,072.67	37.33	97
27.1226.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	78,000.00	11,882.46	.00	80,866.45	(2,866.45)	104



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27.1226.2830.910.0000.00000.0000	Employer Social Security	12,700.00	2,248.91	.00	13,838.10	(1,138.10)	109
27.1226.3150.910.0000.00000.0000	Management Services	30,000.00	5,851.25	9,837.50	17,497.50	2,665.00	91
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	1,209.76	290.24	81
27.1226.3450.910.0000.00000.0000	Software Lic/Agmts Serv	3,500.00	.00	.00	3,231.55	268.45	92
27.1226.3610.910.0000.00000.0000	Printing Serv	13,492.00	593.74	8,743.86	4,747.66	.48	100
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	4,056.15	1,943.85	68
27.1226.7910.910.0000.00000.0000	Misc Expenditures	.00	.00	.00	450.00	(450.00)	+++
Function 1226 - SupervisionDirection of Instr Staff Totals		\$412,459.00	\$54,938.28	\$18,581.36	\$357,792.77	\$36,084.87	91%
Function 1241 - Office of the Principal							
27.1241.1160.910.0000.00000.0000	Supervision/Direction-Staff	239,450.00	20,501.36	.00	230,907.93	8,542.07	96
27.1241.1790.910.0000.00000.0000	Other Special Payments	1,564.00	.00	.00	1,564.22	(.22)	100
27.1241.2110.910.0000.00000.0000	Group Life	88.00	7.20	.00	77.40	10.60	88
27.1241.2120.910.0000.00000.0000	Group Disability	540.00	38.90	.00	455.80	84.20	84
27.1241.2130.910.0000.00000.0000	Group Health and Accident	7,162.00	.00	.00	2,914.30	4,247.70	41
27.1241.2140.910.0000.00000.0000	Dental Health Care	2,091.00	138.92	.00	1,834.94	256.06	88
27.1241.2150.910.0000.00000.0000	Vision Care	498.00	32.66	.00	433.74	64.26	87
27.1241.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	110,000.00	8,396.82	.00	103,062.84	6,937.16	94
27.1241.2830.910.0000.00000.0000	Employer Social Security	18,320.00	1,542.92	.00	17,365.03	954.97	95
27.1241.3210.910.0000.00000.0000	Regular Duty Travel	495.00	.00	.00	7.20	487.80	1
27.1241.3220.910.0000.00000.0000	Workshops and Conf Travel	1,139.00	.00	.00	1,138.27	.73	100
27.1241.7410.910.0000.00000.0000	Dues and Fees	773.00	.00	.00	545.98	227.02	71
Function 1241 - Office of the Principal Totals		\$382,120.00	\$30,658.78	\$0.00	\$360,307.65	\$21,812.35	94%
Function 1249 - Other School Administration							
27.1249.5990.910.0000.00000.0000	Misc. Supp & Matls	7,340.00	2,318.28	1,796.85	7,136.64	(1,593.49)	122
Function 1249 - Other School Administration Totals		\$7,340.00	\$2,318.28	\$1,796.85	\$7,136.64	(\$1,593.49)	122%
Function 1261 - Operating Buildings Services							
27.1261.3830.910.0000.00000.0000	Water Sewage Serv	.00	.00	.00	.00	.00	+++
27.1261.3840.910.0000.00000.0000	Waste/Trash Serv	10,000.00	.00	.00	5,479.68	4,520.32	55
27.1261.4110.910.0000.00000.0000	Building Repair Serv	211,340.00	15,947.00	2,614.75	203,354.14	5,371.11	97
27.1261.4210.910.0000.00000.0000	Land/Building Rental Serv	350,000.00	.00	.00	.00	350,000.00	0
27.1261.5510.910.0000.00000.0000	Natural Gas Supp	25,773.00	.00	.00	.00	25,773.00	0
27.1261.5520.910.0000.00000.0000	Electricity Supp	45,361.00	.00	.00	.00	45,361.00	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		\$643,011.00	\$15,947.00	\$2,614.75	\$208,833.82	\$431,562.43	33%
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	200.00	.00	.00	177.50	22.50	89
Function 1271 - Pupil Transportation Services Totals		\$200.00	\$0.00	\$0.00	\$177.50	\$22.50	89%
Function 1284 - Non-Instr Technology Services							
27.1284.1510.910.0000.00000.0000	Information Management	58,301.00	4,858.33	.00	58,300.00	1.00	100
27.1284.2110.910.0000.00000.0000	Group Life	44.00	3.60	.00	43.20	.80	98
27.1284.2120.910.0000.00000.0000	Group Disability	148.00	12.54	.00	149.04	(1.04)	101
27.1284.2130.910.0000.00000.0000	Group Health and Accident	7,162.00	594.64	.00	7,065.00	97.00	99
27.1284.2140.910.0000.00000.0000	Dental Health Care	600.00	46.32	.00	539.16	60.84	90
27.1284.2150.910.0000.00000.0000	Vision Care	150.00	11.28	.00	131.40	18.60	88
27.1284.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	30,000.00	1,969.56	.00	25,515.57	4,484.43	85
27.1284.2830.910.0000.00000.0000	Employer Social Security	4,461.00	371.66	.00	4,459.94	1.06	100
27.1284.3450.910.0000.00000.0000	Software Lic/Agmts Serv	4,296.00	.00	.00	.00	4,296.00	0



Cooperative Activities (Detail)

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G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1284 - Non-Instr Technology Services Totals		\$105,162.00	\$7,867.93	\$0.00	\$96,203.31	\$8,958.69	91%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.910.0000.00000.0000	Sub-Grantee / Flow through Disbursements	547,763.00	.00	.00	465,000.00	82,763.00	85
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$547,763.00	\$0.00	\$0.00	\$465,000.00	\$82,763.00	85%
Function 1456 - Building Improvement Services							
27.1456.6450.910.0000.00000.0000	Capital-Repl Equip >\$5000	.00	.00	.00	.00	.00	+++
Function 1456 - Building Improvement Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7190.910.0000.00000.0000	Other LT Debt Principal	.00	.00	.00	.00	.00	+++
Function 1511 - Debt Service - Long Term Only - Principal Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.910.0000.00000.0000	Indirect Cost Recovery	24,321.00	.00	.00	.00	24,321.00	0
Function 1611 - Fund Modif to General Ed Fund Totals		\$24,321.00	\$0.00	\$0.00	\$0.00	\$24,321.00	0%
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.910.0000.00000.0000	Indirect Cost Recovery	127,685.00	.00	.00	.00	127,685.00	0
Function 1622 - Fund Modif to Special Ed Fund Totals		\$127,685.00	\$0.00	\$0.00	\$0.00	\$127,685.00	0%
Function 1647 - Fund Mod to WEOC							
27.1647.8110.910.0000.00000.0000	Fund Modifications	25,000.00	.00	.00	25,000.00	.00	100
Function 1647 - Fund Mod to WEOC Totals		\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	100%
Account Type Expense Totals		\$6,811,886.00	\$1,028,537.58	\$30,527.46	\$5,695,357.99	\$1,086,000.55	84%
Program 910 - WIHI - IB Program Totals		\$623,281.00	(\$416,858.33)	(\$30,527.46)	\$1,635,773.93	(\$981,965.47)	15%



Cooperative Activities (Detail)

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G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
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	4,384.14	.00	49,288.59	(542.59)	101
27.0192.0000.913.9865.00000.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
27.0312.0000.913.2083.00000.0000	Restricted State Revenues Received as Grants	368,982.00	28,760.19	.00	311,430.76	57,551.24	84
27.0511.0000.913.0000.00000.0000	Tuition Payments Received from Other Public Schools	213,093.00	.00	.00	.00	213,093.00	0
27.0511.0000.913.0000.81010.0000	Tuition Payments Received from Other Public Schools	821,484.00	104,425.82	.00	853,193.27	(31,709.27)	104
27.0511.0000.913.0000.81020.0000	Tuition Payments Received from Other Public Schools	1,204,843.00	157,165.10	.00	1,247,761.17	(42,918.17)	104
27.0511.0000.913.0000.81040.0000	Tuition Payments Received from Other Public Schools	82,148.00	11,260.43	.00	82,303.59	(155.59)	100
27.0511.0000.913.0000.81050.0000	Tuition Payments Received from Other Public Schools	57,794.00	6,973.49	.00	64,727.91	(6,933.91)	112
27.0511.0000.913.0000.81070.0000	Tuition Payments Received from Other Public Schools	1,129,540.00	176,640.36	.00	1,197,258.17	(67,718.17)	106
27.0511.0000.913.0000.81080.0000	Tuition Payments Received from Other Public Schools	146,041.00	26,780.38	.00	162,781.62	(16,740.62)	111
27.0511.0000.913.0000.81100.0000	Tuition Payments Received from Other Public Schools	319,466.00	42,221.23	.00	347,843.70	(28,377.70)	109
27.0511.0000.913.0000.81120.0000	Tuition Payments Received from Other Public Schools	282,956.00	26,622.16	.00	287,063.01	(4,107.01)	101
27.0511.0000.913.0000.81140.0000	Tuition Payments Received from Other Public Schools	100,404.00	13,785.73	.00	107,952.14	(7,548.14)	108
27.0511.0000.913.0000.82430.0000	Tuition Payments Received from Other Public Schools	528,440.00	.00	.00	528,440.00	.00	100
Function 0000 - Revenue Totals		\$5,303,937.00	\$599,019.03	\$0.00	\$5,240,043.93	\$63,893.07	99%
Account Type Revenue Totals		\$5,303,937.00	\$599,019.03	\$0.00	\$5,240,043.93	\$63,893.07	99%
Account Type Expense							
Function 1113 - High School							
27.1113.1240.913.0000.00000.0000	Teaching	1,127,520.00	265,187.36	.00	1,111,906.17	15,613.83	99
27.1113.1630.913.0000.00000.0000	Aides	.00	.00	.00	.00	.00	+++
27.1113.1790.913.0000.00000.0000	Other Special Payments	7,000.00	.00	.00	5,569.40	1,430.60	80
27.1113.1920.913.0000.00000.0000	Professional-Education	54,984.00	5,567.00	.00	43,426.00	11,558.00	79
27.1113.2110.913.0000.00000.0000	Group Life	748.00	59.40	.00	617.40	130.60	83
27.1113.2120.913.0000.00000.0000	Group Disability	3,228.00	260.93	.00	2,693.96	534.04	83
27.1113.2130.913.0000.00000.0000	Group Health and Accident	189,679.00	14,793.23	.00	157,076.86	32,602.14	83
27.1113.2140.913.0000.00000.0000	Dental Health Care	16,111.00	1,282.80	.00	13,337.93	2,773.07	83
27.1113.2150.913.0000.00000.0000	Vision Care	3,826.00	304.65	.00	3,167.70	658.30	83
27.1113.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	525,202.00	113,473.95	.00	491,722.28	33,479.72	94
27.1113.2830.913.0000.00000.0000	Employer Social Security	90,477.00	20,253.21	.00	83,184.65	7,292.35	92
27.1113.3190.913.0000.00000.0000	Other Prof & Technical Services	1,119,492.00	.00	.00	800,000.00	319,492.00	71
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	1,000.00	.00	.00	375.00	625.00	38
27.1113.3450.913.0000.00000.0000	Software Lic/Agmts Serv	7,237.00	.00	.00	6,254.35	982.65	86
27.1113.3610.913.0000.00000.0000	Printing Serv	20,640.00	.00	.00	16,914.12	3,725.88	82
27.1113.3710.913.0000.00000.0000	Tuition Services	24,365.00	1,894.00	.00	26,259.37	(1,894.37)	108
27.1113.5110.913.0000.00000.0000	Teaching/Testing Supplies	128,866.00	7,444.85	.00	91,295.16	37,570.84	71
27.1113.5990.913.0000.00000.0000	Misc. Supp & Mats	11,000.00	.00	.00	1,444.51	9,555.49	13
27.1113.5990.913.9865.00000.0000	Misc. Supp & Mats	.00	.00	.00	.00	.00	+++
27.1113.6420.913.0000.00000.0000	Capital-New Equip <\$5000	5,000.00	.00	7,245.22	3,780.62	(6,025.84)	221
27.1113.6460.913.0000.00000.0000	Capital-Repl Equip <\$5000	17,000.00	.00	.00	.00	17,000.00	0
Function 1113 - High School Totals		\$3,353,644.00	\$430,521.38	\$7,245.22	\$2,859,025.48	\$487,373.30	85%
Function 1212 - Guidance Services							
27.1212.1220.913.0000.00000.0000	Counseling	156,600.00	13,050.00	.00	156,600.00	.00	100
27.1212.1790.913.0000.00000.0000	Other Special Payments	1,921.00	.00	.00	1,921.20	(.20)	100
27.1212.1920.913.0000.00000.0000	Professional-Education	3,550.00	500.00	.00	4,050.00	(500.00)	114
27.1212.2110.913.0000.00000.0000	Group Life	88.00	7.20	.00	86.40	1.60	98
27.1212.2120.913.0000.00000.0000	Group Disability	386.00	32.58	.00	388.08	(2.08)	101
27.1212.2130.913.0000.00000.0000	Group Health and Accident	41,134.00	3,446.94	.00	40,769.36	364.64	99
27.1212.2140.913.0000.00000.0000	Dental Health Care	3,300.00	277.84	.00	3,234.48	65.52	98
27.1212.2150.913.0000.00000.0000	Vision Care	760.00	65.32	.00	761.28	(1.28)	100
27.1212.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	74,000.00	5,682.88	.00	72,463.79	1,536.21	98
27.1212.2830.913.0000.00000.0000	Employer Social Security	11,982.00	956.22	.00	11,492.06	489.94	96
27.1212.3220.913.0000.00000.0000	Workshops and Conf Travel	1,568.00	.00	.00	.00	1,568.00	0



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27.1212.7410.913.0000.00000.0000	Dues and Fees	833.00	.00	.00	.00	833.00	0
Function 1212 - Guidance Services Totals		\$296,122.00	\$24,018.98	\$0.00	\$291,766.65	\$4,355.35	99%
Function 1216 - Social Work Services							
27.1216.1440.913.0000.00000.0000	Social Work	57,300.00	14,325.00	.00	57,300.00	.00	100
27.1216.2110.913.0000.00000.0000	Group Life	44.00	3.60	.00	36.00	8.00	82
27.1216.2120.913.0000.00000.0000	Group Disability	141.00	11.92	.00	118.24	22.76	84
27.1216.2130.913.0000.00000.0000	Group Health and Accident	7,162.00	594.64	.00	5,899.28	1,262.72	82
27.1216.2140.913.0000.00000.0000	Dental Health Care	620.00	46.32	.00	452.08	167.92	73
27.1216.2150.913.0000.00000.0000	Vision Care	200.00	11.28	.00	110.16	89.84	55
27.1216.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	24,891.00	5,836.08	.00	24,270.76	620.24	98
27.1216.2830.913.0000.00000.0000	Employer Social Security	4,384.00	1,095.51	.00	4,381.29	2.71	100
Function 1216 - Social Work Services Totals		\$94,742.00	\$21,924.35	\$0.00	\$92,567.81	\$2,174.19	98%
Function 1218 - Teacher Consultant							
27.1218.8220.913.0000.00000.0000	Pmt to Another Public School District for Serv	13,000.00	.00	.00	.00	13,000.00	0
Function 1218 - Teacher Consultant Totals		\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1170.913.0000.00000.0000	Program/Department Direction	80,676.00	6,722.91	.00	80,675.00	1.00	100
27.1226.1620.913.0000.00000.0000	Secretary-Clerical-Bookkeeper	68,300.00	5,691.67	.00	68,300.00	.00	100
27.1226.1790.913.0000.00000.0000	Other Special Payments	975.00	.00	.00	975.26	(.26)	100
27.1226.1920.913.0000.00000.0000	Professional-Education	2,350.00	1,200.00	.00	3,550.00	(1,200.00)	151
27.1226.2110.913.0000.00000.0000	Group Life	88.00	7.20	.00	86.40	1.60	98
27.1226.2120.913.0000.00000.0000	Group Disability	367.00	30.98	.00	369.12	(2.12)	101
27.1226.2130.913.0000.00000.0000	Group Health and Accident	7,162.00	594.64	.00	7,065.00	97.00	99
27.1226.2140.913.0000.00000.0000	Dental Health Care	2,000.00	157.46	.00	1,833.00	167.00	92
27.1226.2150.913.0000.00000.0000	Vision Care	500.00	37.52	.00	437.28	62.72	87
27.1226.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	68,000.00	5,565.92	.00	67,127.31	872.69	99
27.1226.2830.913.0000.00000.0000	Employer Social Security	11,398.00	1,023.29	.00	11,484.90	(86.90)	101
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	(350.00)	.00	2,418.00	4,370.00	36
27.1226.3210.913.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	54.87	214.13	20
27.1226.3220.913.0000.00000.0000	Workshops and Conf Travel	4,020.00	.00	.00	4,018.47	1.53	100
27.1226.3610.913.0000.00000.0000	Printing Serv	3,608.00	2,155.45	.00	2,155.45	1,452.55	60
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	7,216.00	.00	.00	5,697.16	1,518.84	79
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	591.00	.00	.00	.00	591.00	0
27.1226.7910.913.0000.00000.0000	Misc Expenditures	15,500.00	.00	.00	15,809.24	(309.24)	102
Function 1226 - SupervisionDirection of Instr Staff Totals		\$283,675.00	\$22,837.04	\$0.00	\$272,056.46	\$11,618.54	96%
Function 1241 - Office of the Principal							
27.1241.1160.913.0000.00000.0000	Supervision/Direction-Staff	233,201.00	19,503.16	.00	233,200.00	1.00	100
27.1241.1790.913.0000.00000.0000	Other Special Payments	2,813.00	.00	.00	2,813.24	(.24)	100
27.1241.1920.913.0000.00000.0000	Professional-Education	200.00	.00	.00	200.00	.00	100
27.1241.2110.913.0000.00000.0000	Group Life	88.00	7.20	.00	86.40	1.60	98
27.1241.2120.913.0000.00000.0000	Group Disability	535.00	44.74	.00	535.44	(.44)	100
27.1241.2130.913.0000.00000.0000	Group Health and Accident	38,097.00	3,066.50	.00	37,003.68	1,093.32	97
27.1241.2140.913.0000.00000.0000	Dental Health Care	3,000.00	250.06	.00	2,911.08	88.92	97
27.1241.2150.913.0000.00000.0000	Vision Care	700.00	58.90	.00	686.52	13.48	98
27.1241.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	110,000.00	8,179.63	.00	105,577.44	4,422.56	96
27.1241.2830.913.0000.00000.0000	Employer Social Security	17,842.00	1,327.90	.00	16,207.42	1,634.58	91
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	4,147.17	1,852.83	69
27.1241.7410.913.0000.00000.0000	Dues and Fees	1,262.00	.00	.00	900.00	362.00	71
Function 1241 - Office of the Principal Totals		\$414,705.00	\$32,438.09	\$0.00	\$404,268.39	\$10,436.61	97%
Function 1249 - Other School Administration							



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27.1249.5990.913.0000.00000.0000	Misc. Supp & Mats	25,505.00	.00	.00	10,730.19	14,774.81	42
Function 1249 - Other School Administration Totals		\$25,505.00	\$0.00	\$0.00	\$10,730.19	\$14,774.81	42%
Function 1259 - Other Business Services							
27.1259.7910.913.0000.00000.0000	Misc Expenditures	.00	.00	.00	.00	.00	+++
Function 1259 - Other Business Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1271 - Pupil Transportation Services							
27.1271.3310.913.0000.00000.0000	Transportation Serv-Cont Carrier	5,155.00	.00	.00	69.00	5,086.00	1
Function 1271 - Pupil Transportation Services Totals		\$5,155.00	\$0.00	\$0.00	\$69.00	\$5,086.00	1%
Function 1281 - Planning, Research and Evaluation							
27.1281.5910.913.0000.00000.0000	Office Supplies	11.00	.00	.00	.00	11.00	0
Function 1281 - Planning, Research and Evaluation Totals		\$11.00	\$0.00	\$0.00	\$0.00	\$11.00	0%
Function 1284 - Non-Instr Technology Services							
27.1284.1510.913.0000.00000.0000	Information Management	48,300.00	4,025.00	.00	48,300.00	.00	100
27.1284.2110.913.0000.00000.0000	Group Life	44.00	3.60	.00	43.20	.80	98
27.1284.2120.913.0000.00000.0000	Group Disability	118.00	10.04	.00	119.16	(1.16)	101
27.1284.2130.913.0000.00000.0000	Group Health and Accident	7,162.00	594.64	.00	7,065.00	97.00	99
27.1284.2140.913.0000.00000.0000	Dental Health Care	523.00	46.32	.00	539.16	(16.16)	103
27.1284.2150.913.0000.00000.0000	Vision Care	128.00	11.28	.00	131.40	(3.40)	103
27.1284.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	20,982.00	1,631.74	.00	21,139.19	(157.19)	101
27.1284.2830.913.0000.00000.0000	Employer Social Security	3,696.00	307.54	.00	3,688.76	7.24	100
27.1284.3450.913.0000.00000.0000	Software Lic/Agmts Serv	4,381.00	.00	987.98	.00	3,393.02	23
Function 1284 - Non-Instr Technology Services Totals		\$85,334.00	\$6,630.16	\$987.98	\$81,025.87	\$3,320.15	96%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.913.0000.00000.0000	Sub-Grantee / Flow through Disbursements	284,837.00	.00	.00	241,800.00	43,037.00	85
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$284,837.00	\$0.00	\$0.00	\$241,800.00	\$43,037.00	85%
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7150.913.0000.00000.0000	Capital Lease Principal	.00	.00	.00	.00	.00	+++
Function 1511 - Debt Service - Long Term Only - Principal Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1599 - Miscellaneous Other Financing So							
27.1599.7190.913.0000.00000.0000	Other LT Debt Principal	295,054.00	.00	.00	.00	295,054.00	0
Function 1599 - Miscellaneous Other Financing So Totals		\$295,054.00	\$0.00	\$0.00	\$0.00	\$295,054.00	0%
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.913.0000.00000.0000	Indirect Cost Recovery	18,288.00	.00	.00	.00	18,288.00	0
Function 1611 - Fund Modif to General Ed Fund Totals		\$18,288.00	\$0.00	\$0.00	\$0.00	\$18,288.00	0%
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.913.0000.00000.0000	Indirect Cost Recovery	96,010.00	.00	.00	.00	96,010.00	0
Function 1622 - Fund Modif to Special Ed Fund Totals		\$96,010.00	\$0.00	\$0.00	\$0.00	\$96,010.00	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		\$5,291,082.00	\$538,370.00	\$8,233.20	\$4,253,309.85	\$1,029,538.95	81%
Program 913 - ECA Program Totals		\$12,855.00	\$60,649.03	(\$8,233.20)	\$986,734.08	(\$965,645.88)	18%



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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	3,548.28	.00	39,891.35	(439.35)	101
27.0192.0000.915.9861.00000.0000	Private Sources (Contributions)	1,000.00	.00	.00	1,000.00	.00	100
27.0192.0000.915.9868.00000.0000	Private Sources (Contributions)	195.00	.00	.00	195.22	(.22)	100
27.0192.0000.915.9899.00000.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
27.0192.0000.915.9915.00000.0000	Private Sources (Contributions)	40,000.00	.00	.00	40,000.00	.00	100
27.0199.0000.915.0000.00000.0000	Miscellaneous Local Revenues	535.00	.00	.00	535.00	.00	100
27.0312.0000.915.2083.00000.0000	Restricted State Revenues Received as Grants	307,168.00	23,942.11	.00	259,258.07	47,909.93	84
27.0511.0000.915.0000.81010.0000	Tuition Payments Received from Other Public Schools	465,508.00	56,895.38	.00	465,507.61	.39	100
27.0511.0000.915.0000.81020.0000	Tuition Payments Received from Other Public Schools	1,111,285.00	114,171.07	.00	1,111,285.31	(.31)	100
27.0511.0000.915.0000.81040.0000	Tuition Payments Received from Other Public Schools	45,638.00	2,738.28	.00	45,638.00	.00	100
27.0511.0000.915.0000.81050.0000	Tuition Payments Received from Other Public Schools	63,893.00	.00	.00	63,893.20	(.20)	100
27.0511.0000.915.0000.81070.0000	Tuition Payments Received from Other Public Schools	812,356.00	59,785.78	.00	810,074.50	2,281.50	100
27.0511.0000.915.0000.81080.0000	Tuition Payments Received from Other Public Schools	209,935.00	20,689.22	.00	209,934.79	.21	100
27.0511.0000.915.0000.81100.0000	Tuition Payments Received from Other Public Schools	602,422.00	64,311.55	.00	602,421.62	.38	100
27.0511.0000.915.0000.81120.0000	Tuition Payments Received from Other Public Schools	146,042.00	8,975.48	.00	146,041.61	.39	100
27.0511.0000.915.0000.81140.0000	Tuition Payments Received from Other Public Schools	54,766.00	5,628.68	.00	54,765.59	.41	100
Function 0000 - Revenue Totals		\$3,900,195.00	\$360,685.83	\$0.00	\$3,850,441.87	\$49,753.13	99%
Function 0192 - MI Ctr Youth Justice Wave Grant							
27.0192.0000.915.9745.00405.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
Function 0192 - MI Ctr Youth Justice Wave Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Account Type Revenue Totals		\$3,900,195.00	\$360,685.83	\$0.00	\$3,850,441.87	\$49,753.13	99%
Account Type Expense							
Function 1112 - Middle/Junior High							
27.1112.1240.915.0000.00000.0000	Teaching	154,646.00	9,866.35	.00	120,503.71	34,142.29	78
27.1112.1790.915.0000.00000.0000	Other Special Payments	1,000.00	.00	.00	904.13	95.87	90
27.1112.1920.915.0000.00000.0000	Professional-Education	9,000.00	4,423.75	.00	12,286.25	(3,286.25)	137
27.1112.2110.915.0000.00000.0000	Group Life	88.00	5.66	.00	69.00	19.00	78
27.1112.2120.915.0000.00000.0000	Group Disability	367.00	24.64	.00	291.46	75.54	79
27.1112.2130.915.0000.00000.0000	Group Health and Accident	28,220.00	2,083.76	.00	24,977.35	3,242.65	89
27.1112.2140.915.0000.00000.0000	Dental Health Care	2,091.00	165.32	.00	1,938.46	152.54	93
27.1112.2150.915.0000.00000.0000	Vision Care	498.00	39.08	.00	458.90	39.10	92
27.1112.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	67,178.00	5,631.88	.00	56,241.99	10,936.01	84
27.1112.2830.915.0000.00000.0000	Employer Social Security	11,832.00	1,024.08	.00	9,498.23	2,333.77	80
27.1112.3210.915.0000.00000.0000	Regular Duty Travel	515.00	.00	.00	144.45	370.55	28
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	20,000.00	13,451.47	.00	13,451.47	6,548.53	67
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		\$305,743.00	\$36,715.99	\$0.00	\$240,765.40	\$64,977.60	79%
Function 1113 - High School							
27.1113.1240.915.0000.00000.0000	Teaching	817,823.00	68,784.72	.00	758,446.50	59,376.50	93
27.1113.1240.915.9915.00000.0000	Teaching	.00	.00	.00	.00	.00	+++
27.1113.1790.915.0000.00000.0000	Other Special Payments	4,000.00	.00	.00	3,529.79	470.21	88
27.1113.1920.915.0000.00000.0000	Professional-Education	45,000.00	18,500.00	.00	26,550.00	18,450.00	59
27.1113.1920.915.9915.00000.0000	Professional-Education	15,000.00	.00	.00	.00	15,000.00	0
27.1113.2110.915.0000.00000.0000	Group Life	2,002.00	33.09	.00	388.25	1,613.75	19
27.1113.2120.915.0000.00000.0000	Group Disability	1,766.00	154.88	.00	1,853.38	(87.38)	105
27.1113.2130.915.0000.00000.0000	Group Health and Accident	133,864.00	8,739.71	.00	108,837.08	25,026.92	81
27.1113.2140.915.0000.00000.0000	Dental Health Care	9,835.00	662.78	.00	8,256.60	1,578.40	84
27.1113.2150.915.0000.00000.0000	Vision Care	2,489.00	165.42	.00	2,051.35	437.65	82
27.1113.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	374,453.00	34,343.26	.00	340,294.58	34,158.42	91



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27.1113.2820.915.9915.00000.0000	Contribution to State and Local Retirement Funds	3,000.00	.00	.00	.00	3,000.00	0
27.1113.2830.915.0000.00000.0000	Employer Social Security	66,023.00	6,500.62	.00	57,934.53	8,088.47	88
27.1113.2830.915.9915.00000.0000	Employer Social Security	2,000.00	.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	.00	.00	.00	269.00	0
27.1113.3220.915.0000.00000.0000	Workshops and Conf Travel	4,639.00	.00	.00	.00	4,639.00	0
27.1113.3450.915.0000.00000.0000	Software Lic/Agmts Serv	3,478.00	894.60	.00	3,477.80	.20	100
27.1113.3610.915.0000.00000.0000	Printing Serv	2,000.00	444.18	.00	1,300.41	699.59	65
27.1113.3710.915.0000.00000.0000	Tuition Services	15,000.00	628.00	.00	11,060.34	3,939.66	74
27.1113.3710.915.9861.00000.0000	Tuition Services	.00	.00	.00	.00	.00	+++
27.1113.4140.915.0000.00000.0000	Software Maint Agmts Serv	4,378.00	1,938.16	.00	4,378.81	-.81	100
27.1113.5110.915.0000.00000.0000	Teaching/Testing Supplies	1,649.00	.00	.00	.00	1,649.00	0
27.1113.5110.915.9915.00000.0000	Teaching/Testing Supplies	.00	.00	.00	.00	.00	+++
27.1113.5210.915.0000.00000.0000	Textbook Supp	806.00	.00	.00	231.04	574.96	29
27.1113.5990.915.9745.00405.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
27.1113.5990.915.9899.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
27.1113.6420.915.0000.00000.0000	Capital-New Equip <\$5000	52,000.00	6,198.30	.00	51,292.27	707.73	99
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		\$1,564,320.00	\$147,987.72	\$0.00	\$1,379,882.73	\$184,437.27	88%
Function 1212 - Guidance Services							
27.1212.1220.915.0000.00000.0000	Counseling	153,748.00	12,812.34	.00	153,748.00	.00	100
27.1212.1790.915.0000.00000.0000	Other Special Payments	2,000.00	.00	.00	1,844.92	155.08	92
27.1212.1920.915.0000.00000.0000	Professional-Education	1,000.00	4,500.00	.00	5,500.00	(4,500.00)	550
27.1212.2110.915.0000.00000.0000	Group Life	88.00	7.20	.00	86.40	1.60	98
27.1212.2120.915.0000.00000.0000	Group Disability	376.00	31.96	.00	378.96	(2.96)	101
27.1212.2130.915.0000.00000.0000	Group Health and Accident	23,987.00	1,984.54	.00	23,621.16	365.84	98
27.1212.2140.915.0000.00000.0000	Dental Health Care	1,777.00	157.46	.00	1,833.00	(56.00)	103
27.1212.2150.915.0000.00000.0000	Vision Care	425.00	37.52	.00	437.28	(12.28)	103
27.1212.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	66,788.00	7,260.82	.00	71,837.85	(5,049.85)	108
27.1212.2830.915.0000.00000.0000	Employer Social Security	11,764.00	1,236.37	.00	11,383.04	380.96	97
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	195.00	.00	.00	.00	195.00	0
27.1212.7410.915.0000.00000.0000	Dues and Fees	269.00	.00	.00	.00	269.00	0
Function 1212 - Guidance Services Totals		\$264,994.00	\$28,028.21	\$0.00	\$270,670.61	(\$5,676.61)	102%
Function 1216 - Social Work Services							
27.1216.1440.915.0000.00000.0000	Social Work	70,418.00	2,992.77	.00	39,727.51	30,690.49	56
27.1216.2110.915.0000.00000.0000	Group Life	44.00	1.84	.00	24.42	19.58	56
27.1216.2120.915.0000.00000.0000	Group Disability	166.00	7.46	.00	96.40	69.60	58
27.1216.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	30,590.00	1,192.62	.00	16,866.80	13,723.20	55
27.1216.2830.915.0000.00000.0000	Employer Social Security	5,388.00	228.95	.00	3,039.15	2,348.85	56
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		\$108,421.00	\$4,423.64	\$0.00	\$59,754.28	\$48,666.72	55%
Function 1218 - Teacher Consultant							
27.1218.8220.915.0000.00000.0000	Pmt to Another Public School District for Serv	51,575.00	.00	.00	.00	51,575.00	0
Function 1218 - Teacher Consultant Totals		\$51,575.00	\$0.00	\$0.00	\$0.00	\$51,575.00	0%
Function 1221 - Improvement of Instruction							
27.1221.3120.915.0000.00000.0000	Employee Training & Devel Serv	2,793.00	.00	.00	496.99	2,296.01	18
Function 1221 - Improvement of Instruction Totals		\$2,793.00	\$0.00	\$0.00	\$496.99	\$2,296.01	18%
Function 1222 - Educational Media Services							
27.1222.1260.915.0000.00000.0000	Instructional Media	.00	.00	.00	.00	.00	+++
27.1222.2110.915.0000.00000.0000	Group Life	.00	.00	.00	.00	.00	+++
27.1222.2120.915.0000.00000.0000	Group Disability	.00	.00	.00	.00	.00	+++



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27.1222.2130.915.0000.00000.0000	Group Health and Accident	.00	.00	.00	.00	.00	+++
27.1222.2140.915.0000.00000.0000	Dental Health Care	.00	.00	.00	.00	.00	+++
27.1222.2150.915.0000.00000.0000	Vision Care	.00	.00	.00	.00	.00	+++
27.1222.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1222.2830.915.0000.00000.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
Function 1222 - Educational Media Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
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	.00	18,127.51	7,645.49	70
27.1225.3490.915.0000.00000.0000	Other Communic Serv	90,000.00	5,551.30	.00	69,792.26	20,207.74	78
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	\$5,551.30	\$0.00	\$87,919.77	\$29,464.23	75%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1170.915.0000.00000.0000	Program/Department Direction	111,000.00	9,250.00	.00	87,875.00	23,125.00	79
27.1226.1620.915.0000.00000.0000	Secretary-Clerical-Bookkeeper	108,600.00	9,050.00	.00	108,600.00	.00	100
27.1226.1790.915.0000.00000.0000	Other Special Payments	2,750.00	.00	.00	2,750.50	(.50)	100
27.1226.1920.915.0000.00000.0000	Professional-Education	1,500.00	.00	.00	1,500.00	.00	100
27.1226.2110.915.0000.00000.0000	Group Life	132.00	10.80	.00	120.60	11.40	91
27.1226.2120.915.0000.00000.0000	Group Disability	521.00	45.06	.00	477.30	43.70	92
27.1226.2130.915.0000.00000.0000	Group Health and Accident	.00	.00	.00	.00	.00	+++
27.1226.2140.915.0000.00000.0000	Dental Health Care	3,100.00	277.84	.00	3,234.60	(134.60)	104
27.1226.2150.915.0000.00000.0000	Vision Care	370.00	32.66	.00	380.64	(10.64)	103
27.1226.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	95,394.00	7,675.02	.00	88,686.70	6,707.30	93
27.1226.2830.915.0000.00000.0000	Employer Social Security	16,802.00	1,346.67	.00	14,729.14	2,072.86	88
27.1226.3190.915.0000.00000.0000	Other Prof & Technical Services	2,416.00	500.00	.00	500.00	1,916.00	21
27.1226.3210.915.0000.00000.0000	Regular Duty Travel	269.00	.00	.00	249.00	20.00	93
27.1226.3220.915.0000.00000.0000	Workshops and Conf Travel	5,155.00	.00	.00	1,893.73	3,261.27	37
27.1226.3430.915.0000.00000.0000	Mail/Postage Serv	600.00	.00	.00	514.74	85.26	86
27.1226.3610.915.0000.00000.0000	Printing Serv	323.00	.00	.00	295.43	27.57	91
27.1226.5910.915.0000.00000.0000	Office Supplies	11,622.00	(674.28)	.00	13,900.11	(2,278.11)	120
27.1226.5990.915.0000.00000.0000	Misc. Supp & Matls	3,093.00	.00	.00	395.08	2,697.92	13
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		\$366,997.00	\$27,513.77	\$0.00	\$326,102.57	\$40,894.43	89%
Function 1249 - Other School Administration							
27.1249.5990.915.0000.00000.0000	Misc. Supp & Matls	1,546.00	.00	.00	765.00	781.00	49
Function 1249 - Other School Administration Totals		\$1,546.00	\$0.00	\$0.00	\$765.00	\$781.00	49%
Function 1261 - Operating Buildings Services							
27.1261.4110.915.0000.00000.0000	Building Repair Serv	1,065.00	.00	.00	1,065.00	.00	100
Function 1261 - Operating Buildings Services Totals		\$1,065.00	\$0.00	\$0.00	\$1,065.00	\$0.00	100%
Function 1271 - Pupil Transportation Services							
27.1271.3310.915.0000.00000.0000	Transportation Serv-Cont Carrier	2,686.00	.00	.00	900.00	1,786.00	34
27.1271.3310.915.9861.00000.0000	Transportation Serv-Cont Carrier	1,000.00	.00	.00	975.00	25.00	98
27.1271.5990.915.9868.00000.0000	Misc. Supp & Matls	.00	.00	.00	975.00	(975.00)	+++
Function 1271 - Pupil Transportation Services Totals		\$3,686.00	\$0.00	\$0.00	\$2,850.00	\$836.00	77%
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	58,981.00	4,915.09	.00	58,981.00	.00	100
27.1284.1790.915.0000.00000.0000	Other Special Payments	707.00	.00	.00	707.81	(.81)	100



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27.1284.1920.915.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1284.2110.915.0000.00000.0000	Group Life	44.00	3.60	.00	43.20	.80	98
27.1284.2120.915.0000.00000.0000	Group Disability	145.00	12.26	.00	145.80	(.80)	101
27.1284.2130.915.0000.00000.0000	Group Health and Accident	7,055.00	583.68	.00	6,947.28	107.72	98
27.1284.2140.915.0000.00000.0000	Dental Health Care	523.00	46.32	.00	539.16	(16.16)	103
27.1284.2150.915.0000.00000.0000	Vision Care	128.00	11.28	.00	131.40	(3.40)	103
27.1284.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	27,000.00	2,061.39	.00	26,636.49	363.51	99
27.1284.2830.915.0000.00000.0000	Employer Social Security	4,513.00	362.69	.00	4,407.79	105.21	98
27.1284.3450.915.0000.00000.0000	Software Lic/Agmts Serv	5,155.00	.00	.00	.00	5,155.00	0
Function 1284 - Non-Instr Technology Services Totals		\$104,251.00	\$7,996.31	\$0.00	\$98,539.93	\$5,711.07	95%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.915.0000.00000.0000	Sub-Grantee / Flow through Disbursements	262,927.00	.00	.00	223,200.00	39,727.00	85
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$262,927.00	\$0.00	\$0.00	\$223,200.00	\$39,727.00	85%
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7190.915.0000.00000.0000	Other LT Debt Principal	208,368.00	17,364.00	.00	208,368.00	.00	100
Function 1511 - Debt Service - Long Term Only - Principal Totals		\$208,368.00	\$17,364.00	\$0.00	\$208,368.00	\$0.00	100%
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.915.0000.00000.0000	Indirect Cost Recovery	11,413.00	.00	.00	.00	11,413.00	0
Function 1611 - Fund Modif to General Ed Fund Totals		\$11,413.00	\$0.00	\$0.00	\$0.00	\$11,413.00	0%
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.915.0000.00000.0000	Indirect Cost Recovery	59,918.00	.00	.00	.00	59,918.00	0
Function 1622 - Fund Modif to Special Ed Fund Totals		\$59,918.00	\$0.00	\$0.00	\$0.00	\$59,918.00	0%
Function 1647 - Fund Mod to WEOC							
27.1647.8110.915.0000.00000.0000	Fund Modifications	25,000.00	.00	.00	25,000.00	.00	100
Function 1647 - Fund Mod to WEOC Totals		\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	100%
Account Type Expense Totals		\$3,462,066.00	\$275,580.94	\$0.00	\$2,925,380.28	\$536,685.72	84%
Program 915 - WAVE Program Totals		\$438,129.00	\$85,104.89	\$0.00	\$925,061.59	(\$486,932.59)	14%



Cooperative Activities (Detail)

Fiscal Year to Date 06/30/25

G/L Account Number	Account Description	Amended 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	2,849.72	.00	32,037.91	4,962.09	87
27.0312.0000.917.2083.00000.0000	Restricted State Revenues Received as Grants	35,275.00	3,261.46	.00	35,316.88	(41.88)	100
27.0518.0000.917.0000.00000.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	4,636.00	.00	.00	4,636.00	.00	100
27.0518.0000.917.0000.81010.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	284,988.00	.00	.00	284,988.00	.00	100
27.0518.0000.917.0000.81020.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	70,984.00	.00	.00	70,984.00	.00	100
27.0518.0000.917.0000.81040.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	43,244.00	.00	.00	43,244.00	.00	100
27.0518.0000.917.0000.81050.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	63,897.00	.00	.00	63,897.00	.00	100
27.0518.0000.917.0000.81070.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	65,398.00	.00	.00	65,398.00	.00	100
27.0518.0000.917.0000.81080.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	13,718.00	.00	.00	13,718.00	.00	100
27.0518.0000.917.0000.81100.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	35,150.00	.00	.00	35,150.00	.00	100
27.0518.0000.917.0000.81120.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	90,497.00	.00	.00	90,497.00	.00	100
27.0518.0000.917.0000.81140.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	12,635.00	.00	.00	12,635.00	.00	100
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		\$762,153.00	\$6,111.18	\$0.00	\$757,232.79	\$4,920.21	99%
Account Type Revenue Totals		\$762,153.00	\$6,111.18	\$0.00	\$757,232.79	\$4,920.21	99%
Account Type Expense							
Function 1284 - Non-Instr Technology Services							
27.1284.1170.917.0000.00000.0000	Program/Department Direction	.00	.00	.00	.00	.00	+++
27.1284.1510.917.0000.00000.0000	Information Management	133,660.00	(7,456.36)	.00	132,602.51	1,057.49	99
27.1284.1790.917.0000.00000.0000	Other Special Payments	.00	.00	.00	12.56	(12.56)	+++
27.1284.1920.917.0000.00000.0000	Professional-Education	3,000.00	.00	.00	1,646.33	1,353.67	55
27.1284.2110.917.0000.00000.0000	Group Life	1,641.00	1,286.85	.00	1,640.68	.32	100
27.1284.2120.917.0000.00000.0000	Group Disability	684.00	380.22	.00	683.78	.22	100
27.1284.2130.917.0000.00000.0000	Group Health and Accident	10,733.00	3,884.95	.00	10,732.26	.74	100
27.1284.2140.917.0000.00000.0000	Dental Health Care	3,435.00	1,511.19	.00	3,435.06	(.06)	100
27.1284.2150.917.0000.00000.0000	Vision Care	838.00	387.26	.00	837.46	.54	100
27.1284.2820.917.0000.00000.0000	Contribution to State and Local Retirement Funds	60,078.00	1,661.90	.00	59,642.38	435.62	99
27.1284.2830.917.0000.00000.0000	Employer Social Security	10,632.00	(90.58)	.00	10,465.25	166.75	98
27.1284.2920.917.0000.00000.0000	Cash in Lieu of Benefits	2,501.00	715.22	.00	2,500.18	.82	100
27.1284.2990.917.0000.00000.0000	Other Benefits	.00	1,147.90	.00	1,147.90	(1,147.90)	+++
27.1284.3190.917.0000.00000.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	+++
27.1284.4190.917.0000.00000.0000	Other Repair & Maint Serv	200,000.00	15,679.92	1,324.52	184,664.11	14,011.37	93
Function 1284 - Non-Instr Technology Services Totals		\$427,202.00	\$19,108.47	\$1,324.52	\$410,010.46	\$15,867.02	96%
Account Type Expense Totals		\$427,202.00	\$19,108.47	\$1,324.52	\$410,010.46	\$15,867.02	96%
Program 917 - Washtenaw County Tech Consortium Totals		\$334,951.00	(\$12,997.29)	(\$1,324.52)	\$347,222.33	(\$10,946.81)	3%



Cooperative Activities (Detail)

Fiscal Year to Date 06/30/25

G/L Account Number	Account Description	Amended 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	22,815.00	2,227.52	.00	25,043.13	(2,228.13)	110
27.0312.0000.918.2083.00000.0000	Restricted State Revenues Received as Grants	6,556.00	667.12	.00	7,223.91	(667.91)	110
27.0519.0000.918.0000.00000.0000	Other Distributions Received from Other Public Schools	39,765.00	.00	.00	39,765.34	(.34)	100
27.0519.0000.918.0000.81010.0000	Other Distributions Received from Other Public Schools	115,615.00	.00	.00	115,615.57	(.57)	100
27.0519.0000.918.0000.81020.0000	Other Distributions Received from Other Public Schools	25,761.00	.00	.00	25,761.27	(.27)	100
27.0519.0000.918.0000.81040.0000	Other Distributions Received from Other Public Schools	15,673.00	.00	.00	15,672.92	.08	100
27.0519.0000.918.0000.81050.0000	Other Distributions Received from Other Public Schools	23,170.00	.00	.00	23,169.81	.19	100
27.0519.0000.918.0000.81070.0000	Other Distributions Received from Other Public Schools	23,694.00	.00	.00	23,694.02	(.02)	100
27.0519.0000.918.0000.81080.0000	Other Distributions Received from Other Public Schools	4,965.00	.00	.00	4,964.98	.02	100
27.0519.0000.918.0000.81100.0000	Other Distributions Received from Other Public Schools	12,741.00	.00	.00	12,740.93	.07	100
27.0519.0000.918.0000.81120.0000	Other Distributions Received from Other Public Schools	32,802.00	.00	.00	32,801.77	.23	100
27.0519.0000.918.0000.81140.0000	Other Distributions Received from Other Public Schools	4,583.00	.00	.00	4,583.03	(.03)	100
27.0519.0000.918.0000.81901.0000	Other Distributions Received from Other Public Schools	1,711.00	.00	.00	1,710.80	.20	100
27.0519.0000.918.0000.81903.0000	Other Distributions Received from Other Public Schools	5,860.00	.00	.00	5,859.91	.09	100
Function 0000 - Revenue Totals		\$335,711.00	\$2,894.64	\$0.00	\$338,607.39	(\$2,896.39)	101%
Account Type Revenue Totals		\$335,711.00	\$2,894.64	\$0.00	\$338,607.39	(\$2,896.39)	101%
Account Type Expense							
Function 1284 - Non-Instr Technology Services							
27.1284.1510.918.0000.00000.0000	Information Management	53,348.00	38,060.80	.00	52,886.33	461.67	99
27.1284.1790.918.0000.00000.0000	Other Special Payments	.00	.00	.00	24.04	(24.04)	+++
27.1284.1920.918.0000.00000.0000	Professional-Education	.00	.00	.00	131.71	(131.71)	+++
27.1284.2110.918.0000.00000.0000	Group Life	106.00	66.23	.00	105.38	.62	99
27.1284.2120.918.0000.00000.0000	Group Disability	92.00	58.56	.00	92.04	(.04)	100
27.1284.2130.918.0000.00000.0000	Group Health and Accident	2,232.00	1,442.71	.00	2,231.80	.20	100
27.1284.2140.918.0000.00000.0000	Dental Health Care	618.00	383.73	.00	617.76	.24	100
27.1284.2150.918.0000.00000.0000	Vision Care	147.00	91.53	.00	146.38	.62	100
27.1284.2820.918.0000.00000.0000	Contribution to State and Local Retirement Funds	23,174.00	17,153.92	.00	23,025.95	148.05	99
27.1284.2830.918.0000.00000.0000	Employer Social Security	4,081.00	2,994.94	.00	4,079.64	1.36	100
27.1284.2920.918.0000.00000.0000	Cash in Lieu of Benefits	901.00	734.02	.00	900.66	.34	100
27.1284.2990.918.0000.00000.0000	Other Benefits	.00	352.75	.00	352.75	(352.75)	+++
27.1284.3190.918.0000.00000.0000	Other Prof & Technical Services	75,000.00	.00	.00	74,839.15	160.85	100
27.1284.4140.918.0000.00000.0000	Software Maint Agmts Serv	193,587.00	.00	.00	193,584.66	2.34	100
27.1284.6450.918.0000.00000.0000	Capital-Repl Equip >\$5000	.00	.00	.00	.00	.00	+++
Function 1284 - Non-Instr Technology Services Totals		\$353,286.00	\$61,339.19	\$0.00	\$353,018.25	\$267.75	100%
Account Type Expense Totals		\$353,286.00	\$61,339.19	\$0.00	\$353,018.25	\$267.75	100%
Program 918 - New World Software Totals		(\$17,575.00)	(\$58,444.55)	\$0.00	(\$14,410.86)	(\$3,164.14)	1%



Cooperative Activities (Detail)

Fiscal Year to Date 06/30/25

G/L Account Number	Account Description	Amended 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	1,329,213.00	119,548.56	.00	1,344,007.87	(14,794.87)	101
27.0181.0000.919.0000.00000.0000	Revenue from Community Service Activities	6,399,445.00	721,810.00	.00	7,121,255.39	(721,810.39)	111
27.0181.0000.919.0000.10918.0000	Revenue from Community Service Activities	.00	.00	.00	.00	.00	+++
27.0181.0000.919.0000.10920.0000	Revenue from Community Service Activities	.00	.00	.00	.00	.00	+++
27.0312.0000.919.2083.00000.0000	Restricted State Revenues Received as Grants	21,873.00	1,704.86	.00	18,461.11	3,411.89	84
27.0412.0000.919.0000.10919.0000	Unrestricted Received from Federal Government Through State	350,227.00	.00	.00	204,524.01	145,702.99	58
Function 0000 - Revenue Totals		\$8,100,758.00	\$843,063.42	\$0.00	\$8,688,248.38	(\$587,490.38)	107%
Account Type Revenue Totals		\$8,100,758.00	\$843,063.42	\$0.00	\$8,688,248.38	(\$587,490.38)	107%
Account Type Expense							
Function 1213 - Health Services							
27.1213.3130.919.0000.00000.0000	Pupil Services	20,000.00	1,980.00	7,020.00	12,980.00	.00	100
Function 1213 - Health Services Totals		\$20,000.00	\$1,980.00	\$7,020.00	\$12,980.00	\$0.00	100%
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1620.919.0000.00000.0000	Secretary-Clerical-Bookkeeper	71,677.00	5,891.17	.00	71,467.76	209.24	100
27.1226.1620.919.0000.10919.0000	Secretary-Clerical-Bookkeeper	.00	.00	.00	.00	.00	+++
27.1226.1790.919.0000.00000.0000	Other Special Payments	675.00	.00	.00	(675.57)	1,350.57	-100
27.1226.2110.919.0000.00000.0000	Group Life	199.00	17.04	.00	198.72	.28	100
27.1226.2110.919.0000.10919.0000	Group Life	.00	.00	.00	.00	.00	+++
27.1226.2120.919.0000.00000.0000	Group Disability	172.00	14.70	.00	171.84	.16	100
27.1226.2120.919.0000.10919.0000	Group Disability	.00	.00	.00	.00	.00	+++
27.1226.2130.919.0000.00000.0000	Group Health and Accident	20,207.00	1,700.68	.00	20,205.85	1.15	100
27.1226.2130.919.0000.10919.0000	Group Health and Accident	.00	.00	.00	.00	.00	+++
27.1226.2140.919.0000.00000.0000	Dental Health Care	1,619.00	138.92	.00	1,617.24	1.76	100
27.1226.2140.919.0000.10919.0000	Dental Health Care	.00	.00	.00	.00	.00	+++
27.1226.2150.919.0000.00000.0000	Vision Care	381.00	32.66	.00	380.64	.36	100
27.1226.2150.919.0000.10919.0000	Vision Care	.00	.00	.00	.00	.00	+++
27.1226.2820.919.0000.00000.0000	Contribution to State and Local Retirement Funds	30,917.00	2,388.97	.00	30,906.66	10.34	100
27.1226.2820.919.0000.10919.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1226.2830.919.0000.00000.0000	Employer Social Security	5,326.00	444.88	.00	5,325.86	.14	100
27.1226.2830.919.0000.10919.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
27.1226.2990.919.0000.00000.0000	Other Benefits	.00	.00	.00	.00	.00	+++
27.1226.3210.919.0000.00000.0000	Regular Duty Travel	417.00	.00	.00	290.04	126.96	70
27.1226.3430.919.0000.00000.0000	Mail/Postage Serv	150.00	.00	.00	116.05	33.95	77
27.1226.4140.919.0000.00000.0000	Software Maint Agmts Serv	56,931.00	.00	.00	56,930.26	.74	100
27.1226.5990.919.0000.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
27.1226.6460.919.0000.00000.0000	Capital-Repl Equip <\$5000	.00	.00	.00	.00	.00	+++
Function 1226 - SupervisionDirection of Instr Staff Totals		\$188,671.00	\$10,629.02	\$0.00	\$186,935.35	\$1,735.65	99%
Function 1231 - Board of Education							
27.1231.3180.919.0000.00000.0000	Audit Services	4,808.00	.00	.00	4,807.50	.50	100
Function 1231 - Board of Education Totals		\$4,808.00	\$0.00	\$0.00	\$4,807.50	\$0.50	100%
Function 1283 - Staff/Personnel Services							
27.1283.3220.919.0000.00000.0000	Workshops and Conf Travel	.00	.00	.00	.00	.00	+++
27.1283.3220.919.0000.10919.0000	Workshops and Conf Travel	.00	.00	.00	.00	.00	+++
Function 1283 - Staff/Personnel Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1284 - Non-Instr Technology Services							
27.1284.3160.919.0000.10919.0000	Management Info Services	21,875.00	5,520.99	.00	16,354.94	5,520.06	75
Function 1284 - Non-Instr Technology Services Totals		\$21,875.00	\$5,520.99	\$0.00	\$16,354.94	\$5,520.06	75%
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.919.0000.00000.0000	Sub-Grantee / Flow through Disbursements	6,000,000.00	140,000.00	.00	2,410,718.00	3,589,282.00	40
27.1411.8510.919.0000.10919.0000	Sub-Grantee / Flow through Disbursements	.00	.00	.00	.00	.00	+++



Cooperative Activities (Detail)

Fiscal Year to Date 06/30/25

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$6,000,000.00	\$140,000.00	\$0.00	\$2,410,718.00	\$3,589,282.00	40%
Function 1641 - Fund Modif to GE Cap Proj							
27.1641.8110.919.0000.00000.0000	Fund Modifications	.00	.00	.00	.00	.00	+++
Function 1641 - Fund Modif to GE Cap Proj Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Account Type Expense Totals		\$6,235,354.00	\$158,130.01	\$7,020.00	\$2,631,795.79	\$3,596,538.21	42%
Program 919 - Medicaid Programs Totals		\$1,865,404.00	\$684,933.41	(\$7,020.00)	\$6,056,452.59	(\$4,184,028.59)	65%
Grand Totals		\$3,253,008.00	\$260,436.28	(\$49,127.13)	\$9,904,258.46	(\$6,602,123.33)	28%

Washtenaw Intermediate School District
Investments
Jun-25

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	3,964,537.65	13,970.84	3,978,508.49
MILAF GE Investment Term	-	-	-

Special Education

Investment	Settlement Date	Maturity Date	Principal	Int. Rate
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Old National Bank	1/26/2025	10/26/2025	\$ 278,063.58	0.10%
			\$ 278,063.58	

Cash Movement	Beginning Balance	in/(out)	Ending Balance
Investments	\$ 273,414.06	\$ 4,649.52	\$ 278,063.58
Comerica	\$ 3,041.40	\$ 10.20	\$ 3,051.60
MBIA	\$ 2,538.91	\$ 9.08	\$ 2,547.99
MILAF SE Investment Max	19,673,993.34	69,326.59	19,743,319.93
MILAF SE Investment Term	-	-	-
MILAF SUB Investment Max	2,135,365.25	(1,781,979.76)	353,385.49
MILAF Lunch Investment Max	6,729.67	23.80	6,753.47
MILAF COOP Investment Max	22,026,251.55	77,619.45	22,103,871.00
MILAF COOP Investment Term	-	-	-
MILAF 2019 School Bond Debt Retirement Investment Max	2,881,774.51	10,155.23	2,891,929.74
MILAF Capital Projects Investment Max	4,124,608.99	14,534.92	4,139,143.91
MILAF 2019 Bond Capital Projects Fund	4,619,764.56	16,279.83	4,636,044.39
MILAF Agency Investment	34,547.66	122.17	34,669.83
MILAF AP Investment Max	1,311,227.40	4,620.70	1,315,848.10

Washtenaw Int School District
Open Payment Report
 Report As Of Date: 6/30/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
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		
213970	06/10/2024	Open			Accounts Payable	SCOTT, LANEYAH	\$40.00		
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		
214274	07/10/2024	Open			Accounts Payable	SCOTT, LANEYAH	\$40.00		
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		
214462	07/25/2024	Open			Accounts Payable	SCOTT, LANEYAH	\$40.00		
214521	08/09/2024	Open			Accounts Payable	BLOOMING BUTTERCUP LLC	\$250.00		
214578	08/09/2024	Open			Accounts Payable	MANSOOR, TOOBA	\$18.89		
214614	08/09/2024	Open			Accounts Payable	SCOTT, LANEYAH	\$40.00		
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		
215082	10/10/2024	Open			Accounts Payable	SCOTT, LANEYAH	\$80.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
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		
215327	11/08/2024	Open			Accounts Payable	SCOTT , LANEYAH	\$40.00		
215337	11/08/2024	Open			Accounts Payable	THOMPSON, TIMIA	\$40.00		
215345	11/08/2024	Open			Accounts Payable	YOUNG , RHONDA , RENEE	\$150.00		
215380	11/25/2024	Open			Accounts Payable	CROSHECK, GLORIANNE	\$150.00		
215390	11/25/2024	Open			Accounts Payable	GIBBS JR, HERMAN	\$92.46		
215439	11/25/2024	Open			Accounts Payable	SCOTT , LANEYAH	\$40.00		
215538	12/16/2024	Open			Accounts Payable	MIDDLETON, JANAYA	\$562.50		
215566	12/16/2024	Open			Accounts Payable	SCOTT , LANEYAH	\$40.00		
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		
215737	01/10/2025	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$22,969.05		
215742	01/10/2025	Open			Accounts Payable	SCHOLASTIC INC	\$263.56		
215947	02/25/2025	Open			Accounts Payable	CRUM , KARLA	\$75.00		
215949	02/25/2025	Open			Accounts Payable	DOTSON, BRIANNE, MAXINE	\$4,200.00		
216010	02/25/2025	Voided	50	07/09/2025	Accounts Payable	PITTSFIELD ACRES ACADEMY	\$1,172.00		
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		
216429	04/25/2025	Open			Accounts Payable	ADKINS, CHRISTINA	\$225.00		
216458	04/25/2025	Open			Accounts Payable	DOZIER , DEAHJAE, DESHAWN	\$225.00		
216548	04/29/2025	Open			Accounts Payable	DOTSON, BRIANNE, MAXINE	\$1,900.00		
216582	05/09/2025	Open			Accounts Payable	CLARK , OLIVIA	\$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		
216659	05/09/2025	Voided	50	07/01/2025	Accounts Payable	WHITE , TYLER	\$150.00		
216669	05/22/2025	Open			Accounts Payable	ARBOR PREPARATORY HIGH SCHOOL	\$18,066.00		
216678	05/22/2025	Open			Accounts Payable	BYRD JR, ANTONIO	\$225.00		
216686	05/22/2025	Open			Accounts Payable	CLARK , OLIVIA	\$300.00		
216706	05/22/2025	Open			Accounts Payable	HONOS , SARAH, M	\$40.00		
216750	05/22/2025	Open			Accounts Payable	SCOTT , LANEYAH	\$40.00		
216758	05/22/2025	Open			Accounts Payable	TEN80 EDUCATION, LLC	\$5,000.00		
216775	05/22/2025	Voided	50	07/01/2025	Accounts Payable	WHITE , TYLER	\$1,950.00		
216795	06/02/2025	Open			Accounts Payable	KOREMENOS-TSEBELIS, SELENE	\$150.00		
216811	06/10/2025	Open			Accounts Payable	AT&T	\$2,798.84		
216831	06/10/2025	Open			Accounts Payable	CLARK , OLIVIA	\$450.00		

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216833	06/10/2025	Open			Accounts Payable	CRANBROOK EDUCATIONAL COMMUNITY	\$1,040.00		
216840	06/10/2025	Open			Accounts Payable	ESQUIVEL, ANGELICA	\$80.00		
216845	06/10/2025	Open			Accounts Payable	GHRBAL, HIBA	\$10.00		
216848	06/10/2025	Open			Accounts Payable	GRISHAM-GREGORY, ASHTON	\$225.00		
216854	06/10/2025	Open			Accounts Payable	J ALVIN INTERNATIONAL LLC	\$850.00		
216884	06/10/2025	Open			Accounts Payable	MAVERICK VR	\$4,095.00		
216891	06/10/2025	Open			Accounts Payable	MUKHERJEE, MOHANA	\$250.00		
216893	06/10/2025	Voided	50	07/01/2025	Accounts Payable	NO FEAR CAFE LLC	\$3,400.00		
216894	06/10/2025	Voided	50	07/01/2025	Accounts Payable	O'NEILL, KAYLEE	\$1,250.00		
216934	06/10/2025	Open			Accounts Payable	WASHTENAW COUNTY HEALTH DEPT	\$238.00		
216939	06/10/2025	Voided	50	07/01/2025	Accounts Payable	WHITE , TYLER	\$1,275.00		
216944	06/24/2025	Open			Accounts Payable	ABSOPURE WATER COMPANY, LLC	\$406.70		
216945	06/24/2025	Open			Accounts Payable	ADRIAN PUBLIC SCHOOLS	\$107,105.99		
216946	06/24/2025	Open			Accounts Payable	AFFAS , AYA	\$975.00		
216947	06/24/2025	Open			Accounts Payable	ALDERMAN, PETER	\$1,400.00		
216948	06/24/2025	Open			Accounts Payable	AMBUTECH INC	\$30.34		
216949	06/24/2025	Open			Accounts Payable	ANN ARBOR PUBLIC SCHOOLS FOOD	\$1,636.00		
216950	06/24/2025	Open			Accounts Payable	ANN ARBOR/YPSILANTI REGIONAL CHAMBER	\$235.00		
216951	06/24/2025	Open			Accounts Payable	ARBOR PREPARATORY HIGH SCHOOL	\$32,258.00		
216952	06/24/2025	Open			Accounts Payable	AT&T	\$1,164.20		
216953	06/24/2025	Open			Accounts Payable	BATTLE CREEK PUBLIC SCHOOLS	\$12,000.00		
216954	06/24/2025	Open			Accounts Payable	BEDFORD PUBLIC SCHOOLS	\$50,274.00		
216955	06/24/2025	Open			Accounts Payable	BELLE ARBOR COMMONS LLC	\$2,670.14		
216956	06/24/2025	Open			Accounts Payable	BROOKS , KAILI	\$375.00		
216957	06/24/2025	Open			Accounts Payable	BROWN , SAMANTHA	\$700.00		
216960	06/24/2025	Open			Accounts Payable	CARE TRANSPORT	\$750.00		
216962	06/24/2025	Open			Accounts Payable	CENTRAL ACADEMY	\$22,953.00		
216963	06/24/2025	Open			Accounts Payable	CHELSEA SCHOOL DISTRICT	\$788,989.34		
216964	06/24/2025	Open			Accounts Payable	CLARK , OLIVIA	\$375.00		
216965	06/24/2025	Open			Accounts Payable	CLINTON COMMUNITY SCHOOLS	\$708.92		
216966	06/24/2025	Open			Accounts Payable	CROSHECK, GLORIANNE	\$600.00		
216967	06/24/2025	Open			Accounts Payable	DETROIT PUBLIC MEDIA	\$2,450.00		
216968	06/24/2025	Open			Accounts Payable	DOLLAR BILL PRINTING	\$429.28		
216969	06/24/2025	Open			Accounts Payable	DTE ENERGY	\$4,883.27		
216970	06/24/2025	Open			Accounts Payable	EASTERN UPPER PENINSULA	\$16,000.00		
216971	06/24/2025	Open			Accounts Payable	EL-AMON, MAYA G	\$450.00		
216972	06/24/2025	Open			Accounts Payable	EMDIN SUPPORT SERVICES LLC	\$27,500.00		
216973	06/24/2025	Open			Accounts Payable	ENVIRONMENTAL SUPPORT SERVICES	\$273.00		
216974	06/24/2025	Open			Accounts Payable	FARHA, NIVEAN	\$414.00		

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216975	06/24/2025	Open			Accounts Payable	FOWLERVILLE COMMUNITY SCHOOLS	\$914.84		
216976	06/24/2025	Open			Accounts Payable	GATES, BRIAN	\$1,400.00		
216977	06/24/2025	Open			Accounts Payable	GEE COMPASS ACADEMY	\$12,103.00		
216978	06/24/2025	Open			Accounts Payable	GIFTED NURSES, LLC	\$14,542.50		
216979	06/24/2025	Open			Accounts Payable	GLOBAL TECH ACADEMY	\$16,493.00		
216980	06/24/2025	Open			Accounts Payable	GRETCHEN'S HOUSE, INC.	\$51,317.00		
216981	06/24/2025	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$355.00		
216982	06/24/2025	Open			Accounts Payable	HILLSDALE COMMUNITY SCHOOLS	\$90,607.00		
216983	06/24/2025	Open			Accounts Payable	HOCHREIN , HEIDI M	\$189.36		
216984	06/24/2025	Open			Accounts Payable	HOEFLER, JASON C	\$1,400.00		
216985	06/24/2025	Open			Accounts Payable	HOWELL PUBLIC SCHOOLS	\$19,393.00		
216986	06/24/2025	Open			Accounts Payable	HUDSON AREA SCHOOLS	\$365.49		
216987	06/24/2025	Open			Accounts Payable	INDEPENDENT LIVING AIDS, INC.	\$13.66		
216988	06/24/2025	Open			Accounts Payable	INSECTECH INC	\$165.00		
216989	06/24/2025	Open			Accounts Payable	INTERIOR SYSTEMS CONTRACT GRP, INC	\$49,876.00		
216990	06/24/2025	Open			Accounts Payable	INTERNATIONAL BACCALAUREATE	\$7,921.00		
216991	06/24/2025	Open			Accounts Payable	JENKINS , JESSICA D	\$1,050.00		
216992	06/24/2025	Open			Accounts Payable	JOHNSON, JULIA, TAYLOR	\$750.00		
216993	06/24/2025	Voided	30	07/08/2025	Accounts Payable	JOHNSON, WENDY	\$3,000.00		
216994	06/24/2025	Open			Accounts Payable	JOSTENS	\$1,741.20		
216995	06/24/2025	Open			Accounts Payable	JUSTICE LEADERS COLLABORTIVE LLC	\$7,350.00		
216996	06/24/2025	Open			Accounts Payable	KHATIB , ALI, A	\$1,350.00		
216998	06/24/2025	Open			Accounts Payable	LEHMKUHLE, HEIDIE	\$1,400.00		
216999	06/24/2025	Open			Accounts Payable	LIVINGSTON EDUCATIONAL	\$175,865.00		
217000	06/24/2025	Open			Accounts Payable	LOUGHRIDGE , PATRICK	\$1,400.00		
217002	06/24/2025	Open			Accounts Payable	LOWE'S COMPANIES, INC	\$365.98		
217003	06/24/2025	Open			Accounts Payable	M LIVE MEDIA GROUP	\$291.01		
217004	06/24/2025	Open			Accounts Payable	MARSHALL MUSIC CO.	\$104.25		
217005	06/24/2025	Open			Accounts Payable	MCDONALD , JILL M	\$2,500.00		
217006	06/24/2025	Open			Accounts Payable	MI ASSOC FOR PUPIL TRANSPORTATION	\$500.00		
217007	06/24/2025	Open			Accounts Payable	MICHIGAN BRAILLE TRANSCRIBING FUND	\$171.25		
217008	06/24/2025	Open			Accounts Payable	MILAN AREA SCHOOLS	\$1,247,959.00		
217009	06/24/2025	Open			Accounts Payable	MOVE INTERNATIONAL	\$3,570.00		
217011	06/24/2025	Open			Accounts Payable	NEXTWAVESTEM LLC	\$11,980.00		
217013	06/24/2025	Open			Accounts Payable	PALMER, ANIYA	\$900.00		
217015	06/24/2025	Open			Accounts Payable	PEDIATRIC THERAPY ASSOCIATES	\$2,157.00		
217016	06/24/2025	Open			Accounts Payable	PEOPLE DRIVEN TECHNOLOGY, INC	\$22,796.66		
217017	06/24/2025	Open			Accounts Payable	PITTSFIELD ACRES ACADEMY	\$1,188.00		
217019	06/24/2025	Open			Accounts Payable	POWER OF ENCOURAGEMENT LLC	\$750.00		
217020	06/24/2025	Open			Accounts Payable	PRIELIPP, JESSICA	\$1,400.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
217021	06/24/2025	Open			Accounts Payable	RAYHAVEN GROUP INC	\$6,270.00		
217022	06/24/2025	Open			Accounts Payable	RODRIGUEZ , AYSIA	\$180.00		
217023	06/24/2025	Open			Accounts Payable	ROSE PEST SOLUTIONS	\$2,683.00		
217024	06/24/2025	Open			Accounts Payable	RUGGIERO, PAMELA A	\$100.00		
217025	06/24/2025	Open			Accounts Payable	SLOAT , BRADLEY	\$975.00		
217026	06/24/2025	Open			Accounts Payable	SOUTH ARBOR CHARTER ACADEMY	\$71,200.00		
217027	06/24/2025	Open			Accounts Payable	SOUTH POINTE SCHOLARS CHARTER ACADEMY	\$109,045.00		
217028	06/24/2025	Open			Accounts Payable	STATE OF MICHIGAN - LARA	\$160.00		
217029	06/24/2025	Open			Accounts Payable	STEVENSON-MCGEE, PATRICIA	\$100.00		
217030	06/24/2025	Open			Accounts Payable	STUDENT ADVOCACY CTR OF MICHIGAN	\$50,000.00		
217031	06/24/2025	Open			Accounts Payable	SUPERIOR TOWNSHIP UTILITY DEPARTMENT	\$397.94		
217032	06/24/2025	Open			Accounts Payable	TEISAN, JUNE	\$1,000.00		
217033	06/24/2025	Open			Accounts Payable	THERE AND BACK TRANSPORTATION	\$758.73		
217034	06/24/2025	Open			Accounts Payable	TJ EDUCATION CONSULTING INC.	\$11,250.00		
217035	06/24/2025	Open			Accounts Payable	TODAY'S CLASSROOM LLC	\$703.41		
217037	06/24/2025	Open			Accounts Payable	TOWN AND COUNTRY POOLS INC	\$493.75		
217038	06/24/2025	Open			Accounts Payable	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$18,495.75		
217040	06/24/2025	Open			Accounts Payable	WAGGONER DIAGNOSTIC	\$900.00		
217041	06/24/2025	Open			Accounts Payable	WASHTENAW COMMUNITY COLLEGE	\$2,593.00		
217042	06/24/2025	Open			Accounts Payable	WASHTENAW TECHNICAL MIDDLE COLL	\$30,323.00		
217043	06/24/2025	Open			Accounts Payable	WASTE MANAGEMENT OF MICHIGAN	\$203.32		
217044	06/24/2025	Open			Accounts Payable	WHITE , TYLER	\$750.00		
217045	06/24/2025	Open			Accounts Payable	YOUNG , SIERRA , NICOLE	\$150.00		
217046	06/24/2025	Open			Accounts Payable	COLUMBIA SCHOOL DISTRICT	\$63,817.00		
217047	06/24/2025	Open			Accounts Payable	EAST ARBOR CHARTER ACADEMY	\$70,292.00		
217048	06/24/2025	Open			Accounts Payable	FORTIS ACADEMY	\$89,521.00		
217049	06/24/2025	Open			Accounts Payable	GENOVA DEVELOPMENT	\$1,607.50		
217050	06/24/2025	Open			Accounts Payable	HONEY CREEK COMMUNITY SCHOOL	\$58,626.00		
217051	06/24/2025	Open			Accounts Payable	LIVINGSTON CLASSICAL ACADEMY	\$11,442.00		
217052	06/26/2025	Open			Accounts Payable	AT&T	\$2,389.25		
217053	06/26/2025	Open			Accounts Payable	BLACK STONE PROJECT LLC	\$3,773.75		
217054	06/26/2025	Open			Accounts Payable	PEOPLE DRIVEN TECHNOLOGY, INC	\$11,327.37		
217055	06/26/2025	Open			Accounts Payable	TALK TO ME TECHNOLOGIES LLC	\$12,395.00		
217056	06/26/2025	Open			Accounts Payable	WELTMAN, WEINBERG & REIS CO., LPA	\$304.74		
Type Check Totals:					197 Transactions		\$3,586,859.61		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Accounts Payable MILAF Totals									
				Checks	Status	Count	Transaction Amount	Reconciled Amount	
					Open	190	\$3,574,662.61	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	7	\$12,197.00	\$0.00	
					Total	197	\$3,586,859.61	\$0.00	
				All	Status	Count	Transaction Amount	Reconciled Amount	
					Open	190	\$3,574,662.61	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	7	\$12,197.00	\$0.00	
					Total	197	\$3,586,859.61	\$0.00	
Grand Totals:									
				Checks	Status	Count	Transaction Amount	Reconciled Amount	
					Open	190	\$3,574,662.61	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	7	\$12,197.00	\$0.00	
					Total	197	\$3,586,859.61	\$0.00	
				All	Status	Count	Transaction Amount	Reconciled Amount	
					Open	190	\$3,574,662.61	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	7	\$12,197.00	\$0.00	
					Total	197	\$3,586,859.61	\$0.00	

Coversheet

Approval: Minutes

Section:	VI. Consent Agenda
Item:	A. Approval: Minutes
Purpose:	
Submitted by:	
Related Material:	6-24-25 Minutes.pdf



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

Tuesday, June 24, 2025

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, June 24, 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 5:10 PM by President Diane Hockett.

ATTENDANCE

The following members were present:

Diane Hockett, President
Mary Jane Tramontin, Vice President
Steve Olsen, Secretary
Dorcas Musili, Trustee

The following member was absent:

Sarena Shivers, Treasurer

Quorum was met.

Also present:

Naomi Norman, Superintendent
Cherie Vannatter, Deputy Superintendent
Brian Marcel, Associate Superintendent
Sherri Papazoglou, Director of Finance
LaDawn White, Grants Manager, Early Childhood Programs
Jennifer Banks, Director of Instruction
Ashley Kryscynski, Director of Communications and Public Relations
Ruth Jordan, Director of Student Support Services for Ypsilanti Community Schools
Stacey Banks, Assistive Technology for Ypsilanti Community Schools
Laura Pasek, Honey Creek Board of Trustee Candidate
Dillon Hendrick, Honey Creek Board of Trustee Candidate
TJ Greggs, Administrative Assistant to the Superintendent

APPROVAL OF THE AGENDA

Steve Olsen moved, Mary Jane Tramontin seconded, to approve the agenda and the addition of the Honey Creek Board appointment after the presentation, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

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COMMUNICATIONS: There were no communications.

PUBLIC PARTICIPATION: There was no public participation.

PRESENTATION: Director of Student Support Services for Ypsilanti Community Schools Ruth Jordan shared the YCS and WISD proposed pilot program with the Board.

APPOINTMENT OF HONEY CREEK BOARD OF TRUSTEES

Mary Jane Tramontin motioned, Dorcas Musili seconded, that the Board of Education approve the appointment of the three individuals to the Honey Creek Community School Board, those being Dillon Hendrick, Laura Pasek, and Jarvis Adams, as presented.

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

Voting no: None.

Motion carried.

OATH OF OFFICE: Administrative Assistant to the Superintendent TJ Greggs conducted the Oath of Office for the Board of Trustees of the Honey Creek Community School's candidates Dillon Hendrick and Laura Pasek.

PUBLIC HEARING 2025-2026 WISD BUDGET: Associate Superintendent Brian Marcel noted the Budget Public Hearing Notice was placed in the Ann Arbor News, as required. He explained that the district is required by state law to have the millage rates be a subject of the Public Hearing. The 2025-26 millage rates on all Washtenaw Intermediate School District taxable properties being .0933 for the General Education budget and 5.1280 on the Special Education budget. There was no public comment on the budget.

FINANCIAL REPORTS: Associate Superintendent Brian Marcel reviewed the financial reports for May 2025. Early Childhood Grants Manager LaDawn White reviewed the May 2025 Head Start Financial Reports.

Dorcas Musili motioned, Steve Olsen seconded, that the Board of Education approve the May 2025 Head Start Financial Reports, as presented.

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

Voting no: None.

Motion carried.

EQUITY, INCLUSION, AND SOCIAL JUSTICE DIALOGUE: Superintendent Naomi Norman facilitated the Equity, Inclusion, and Social Justice (EISJ) discussion, sharing about the following:

- Superintendent Naomi Norman shared about looking into the history of the WISD by looking through the minutes from the beginning of the organization to date.

CONSENT AGENDA

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

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

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Approval of Minutes

The Board approved the minutes of the June 23, 2025, special meeting.

142-24-25

The Board approved the following employment recommendations:

- Blerim Rusay as a Technical Assistant on the Desktop Support team
- Brigitte Clements as a TA in room 33 at High Point during ESY
- Caryl Dazeras as an Adaptive PE teacher for ESY
- Courtniqe Cornish as an ASD Teaching Assistant
- Derban Demeuse as an ASD Teaching Assistant
- Emily Campbell as a Head Start/GSRP Early Childhood Specialist
- Jane Benn as an ASD Teaching Assistant
- Jennifer Fendt as a Head Start/GSRP Early Childhood Specialist
- Michael Cushman as an WISD Drone/Aviation CTE instructor

143-24-25

The Board approved the following reclassification requests:

- Kristen West, Teacher ASD, 1.0 FTE, 185 workdays, Unit II to Teacher YA SCI, 1.0 FTE, 205 workdays, Unit II.
- Sarah Levar, Mental Health Practitioner, 1.0 FTE, 210 workdays, Non-Affiliated to Mental Health Clinical Supervisor, 1.0 FTE, 205 workdays, Non-Affiliated.
- Sara Vanzanten, TA Milan MS, 1.0 FTE, 185 workdays, Unit I to Teacher Assistant ASD, 1.0 FTE, 185 workdays, Unit I.

144-24-25

The Board approved the following new position requests:

- Teacher Assistant 1 - Drone/Aviation CTE program 1, 1.0 FTE, 185 workdays, Worksite: TLC, Unit I.
- Teacher Assistant 2 - Drone/Aviation CTE program 1, 1.0 FTE, 185 workdays, Worksite: TLC, Unit I.

145-24-25

The Board approved the following staff retirements:

- Julie Liskiewicz, effective June 12, 2025

146-24-25

The Board authorized the administration to amend the Ozone House contract in the amount of \$15,267, for a total amount \$75,267, as presented.

147-24-25

The Board authorized the administration to execute the lease agreement with Ypsilanti Community Schools for two (2) suites located at 111 S. Wallace Blvd., Ypsilanti, MI 48197 with rent totaling \$20,906 for the one-year term, as presented.

148-24-25

The Board authorized the administration to execute the lease extension with Bell Arbor Commons, LLC for the suite located at 2835 Carpenter Rd., Ann Arbor, MI with rent totaling \$100,021.56 for the three-year term, as presented.

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149-24-25

The Board authorized the administration to renew the technology licenses, maintenance, and services if the pricing does not exceed an increase of more than 8 % of the costs listed for the licenses being renewed, as presented.

150-24-25

The Board authorized the administration to authorize the administration to approve the Technology Support Services contract with Robert Half, Inc. in the amount of \$134,000, as presented.

151-24-25

The Board authorized the administration the approval of a contract with Contextual Learning Concepts, LLC for a cost not to exceed \$68,220, as presented.

152-24-25

The Board authorized the administration to authorize the administration to approve the Technology Support Services contract with Robert Half, Inc. in the amount of \$134,000, as presented.

NEW BUSINESS – Year-End Board Report 2024-25– Director of Communications and Public Relations Ashley Kryscynski presented the Board with the 2024-2025 Year-End Board Report. No action was needed.

NEW BUSINESS – 2024-2025 Budget Amendments – Prior to board action, Director of Finance Sherri Papazoglou reviewed the 2024-2025 budget amendments in detail for the board. Sherri Papazoglou fielded questions from the board.

Mary Jane Tramontin moved, Dorcas Musili seconded, that the Board of Education adopt the 2024-2025 Budget Amendments dated June 24, 2025, for the following funds as presented: General Education Operating Fund, Special Education Operating Fund, Food Service Fund, School Activity Fund, and Cooperative Activities Fund, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Adoption of 2025-2026 Budget Resolutions – Prior to board action, Associate Superintendent Brian Marcel reviewed the 2025-2026 budget resolution in detail for the board. Brian Marcel fielded questions from the board.

Steve Olsen moved, Dorcas Musili seconded, that the Board of Education adopt the 2025-2026 Budget Resolutions dated June 24, 2025, for the following funds as presented: General Education Operating Fund, Special Education Operating Fund, Food Service Fund, School Activity Fund, and Cooperative Activities Fund, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

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NEW BUSINESS – Unit II Tentative Agreement (2025-2028 Contract)– Associate Superintendent Brian Marcel shared the modifications to the new Unit II Collective Bargaining Agreement with the Board.

Dorcas Musili moved, Steve Olsen seconded, that the Board of Education approve the Tentative Agreement of the three-year (July 1, 2025 – June 30, 2028) collective bargaining agreement reached with Unit II, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Non-Affiliated Manual Recommendation – Associate Superintendent Brian Marcel shared modifications for the Staff Manual for Non-Affiliated and Early Childhood Personnel Agreement with the Board.

Mary Jane Tramontin moved, Dorcas Musili seconded, that the Board of Education approve the Staff Manual for Non-Affiliated and Early Childhood Personnel, for the three-year period from July 1, 2025 – June 30, 2028, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Sexual Education Curriculum – Prior to Board action, Deputy Superintendent Cherie Vannatter discussed that this was the same curriculum shared with the Board at the June 3 and June 10, 2025 public hearings.

Steve Olsen moved, Dorcas Musili seconded, that the Board of Education approve the approve Sexual Health Curriculum, The 3 Rs (Rights, Respect, Responsibility), as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Updated Head Start/GSRP Policies – First Read – Superintendent Naomi Norman shared the first read of the following Head Start/GRSP policies. No Action was needed.

- 1) Eligibility
- 2) Enrollment, Waitlist, Re-Enrollment & Transfers
- 3) Recruitment & Service Area
- 4) Selection Process
- 5) Attendance – Center-Based Programs
- 6) Center-Based Class Size and Adult/Child Ratio
- 7) Child Assessment
- 8) Child Guidance
- 9) Community Partnerships
- 10) Community Resources
- 11) Curriculum
- 12) Developmental and Behavioral Screenings

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- 13) Drop-Off/Pick-up and Late Child Procedure
- 14) Family Partnership Services
- 15) Family Satisfaction Survey
- 16) Holidays, Birthdays, and Graduation in Head Start and GSRP
- 17) Home Visits & Family Conferences (Center-based programs)
- 18) Individualization
- 19) Lesson Planning
- 20) Outdoor Play & Materials
- 21) Parent Involvement General
- 22) Parent Involvement in Community Advocacy
- 23) Services to Enrolled WHS Pregnant Women
- 24) Transition into and out of Early Head Start, Head Start & Great Start Readiness Program

NEW BUSINESS – Updated WISD Policy – Second Read – Superintendent Naomi Norman shared the changes to policy #1240 – Evaluation of the Superintendent.

Dorcas Musili moved, Mary Jane Tramontin seconded, that the Board of Education approve the updated Evaluation of the Superintendent policy, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Contract with LCK Coaching & Consulting – Superintendent Naomi Norman shared details about the continued work planned with LCK Consulting for the 2025-26 year.

Mary Jane Tramontin moved, Steve Olsen seconded, that the Board of Education authorize the administration to approve the contact with LCK Coaching & Consulting for leadership coaching training, and development services for a cost not to exceed \$140,000, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Kriseles Contract – Superintendent Naomi Norman shared details about the continued work planned with Kriseles for the 2025-26 year.

Steve Olsen moved, Dorcas Musili seconded, that the Board of Education authorize the administration to approve the contract with Kriseles, Inc. for advisory and consulting services related to Organizational Management, Leadership Development, and Inclusive Practices for a cost not to exceed \$200,000, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

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NEW BUSINESS – Career Technical Education Millage Resolution – Director of Career and Technical Education Dr. Ryan Rowe and Director of Communications and Public Relations Ashley Kryscynski shared the details of the CTE Millage Resolution that was approved by all the local district Boards of Washtenaw County.

Dorcas Musili moved, Mary Jane Tramontin seconded, that the Board of Education approve the CTE Millage Resolution and authorize the administration to place the career and technical education millage of 1.0 mils for a 10-year term on the ballot for the November 2025 election, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Annual Organization for 2025-2026:

Election of President

Mary Jane Tramontin was nominated by **Diane Hockett**.

Motion by **Steve Olsen**, supported by **Dorcas Musili**, that nominations be closed, and a unanimous ballot be cast for **Mary Jane Tramontin** as President of the Board of Education.

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

Voting no: None.

Motion carried.

Mary Jane Tramontin was declared elected as President of the Board of Education.

Election of Vice-President

Steve Olsen was nominated by **Mary Jane Tramontin**.

Motion by **Dorcas Musili**, supported by **Mary Jane Tramontin**, that nominations be closed, and a unanimous ballot be cast for **Steve Olsen** as Vice-President of the Board of Education. (Voice Vote)

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

Voting no: None

Motion carried.

Steve Olsen was declared elected as Vice-President of the Board of Education.

Election of Secretary

Dorcas Musili was nominated by **Diane Hockett**.

Motion by **Mary Jane Tramontin**, supported by **Steve Olsen**, that nominations be closed, and a unanimous ballot be cast for **Dorcas Musili** as Secretary of the Board of Education. (Voice Vote)

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

Voting no: None

Motion carried.

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Dorcas Musili was declared elected as Secretary of the Board of Education.

Election of Treasurer

Sarena Shivers was nominated by **Steve Olsen**.

Motion by **Mary Jane Tramontin**, supported by **Steve Olsen**, that nominations be closed, and a unanimous ballot be cast for **Sarena Shivers** as Treasurer of the Board of Education. (Voice Vote)

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

Voting no: None

Motion carried.

Sarena Shivers was declared elected as Treasurer of the Board of Education.

Depositories and Accounting Funds

Motion by Steve Olsen supported by Dorcas Musili, to authorize the Superintendent of Schools, or her designee, to deposit school district funds in accordance with Policy 6144- Investments, in the following depositories:

**Comerica Bank
Fifth Third Bank
J.P. Morgan Chase
MI Class
Michigan Liquid Asset Fund Plus
Old National Bank**

and further,

to authorize funds to be withdrawn from school district depositories, by check or wire, signed or authorized by Brian Marcel, Associate Superintendent, and/or Naomi Norman, Superintendent, and/or Sherri Papazoglou, Finance Director and/or Rebecca Muessig, Finance Manager.

and further,

to authorize the use of the following accounting funds of the district and establishment of the necessary banking accounts for these funds:

General Education Fund	General Education Capital Projects Fund
Special Education Fund	Special Education Capital Project Fund
Food Service Fund	
Cooperative Activities Fund	
Internal Service Fund	
WEOC Capital Projects Fund	
2019 Bonds Capital Projects Fund	
2019 School Bond Debt Retirement Fund	
Washtenaw Children's Savings Account Fund	

Motion by Mary Jane Tramontin, supported by Dorcas Musili, that the Board of Education meet for their regular board meetings on the 2nd and 4th Tuesday of each month at 5:00 p.m. in the Washtenaw

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Intermediate School District's Teaching and Learning Center, 1819 South Wagner Road, Ann Arbor, Michigan with exceptions as noted below.

July 30, 2025 (Board Retreat), August 12, 2025, August 26, 2025, September 9, 2025, September 23, 2025, October 14, 2025, October 28, 2025, November 11, 2025, November 25, 2025, December 9, 2025, January 13, 2026, January 27, 2026, February 10, 2026, February 24, 2026, March 10, 2026, March 24, 2026, April 14, 2026, April 28, 2026, May 12, 2026, May 26, 2026, June 9, 2026, June 23, 2026.

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

Voting no: None

Motion carried.

School Attorney

Motion by Dorcas Musili, supported by Steve Olsen, to appoint Thrun Law Firm, P.C. as counsel to the school district for the 2025-2026 fiscal year. (Voice Vote)

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

Voting no: None

Motion carried.

Board Representation

Motion by Mary Jane Tramontin, seconded by Steve Olsen, to designate:

- **Mary Jane Tramontin** as a Director of the Washtenaw Association of School Boards (WASB) representative.
- **Diane Hockett** as the Washtenaw Association of School Boards Legislative Relations Network (LRN) representative.
- **Dorcas Musili** as voting delegate and **Diane Hockett** as alternate to the Annual Fall MASB Conference.
- **Mary Jane Tramontin** and **Steve Olsen** as the 2025-2026 Risk Assessment Committee representatives.
- **Mary Jane Tramontin** and **Steve Olsen** as the 2025-2026 Policy Committee representatives.
- **Sarena Shivers** as the 2025-2026 Board Financial Subcommittee representative.

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

Voting no: None

Motion carried.

Board Member Attendance at Conference, Meetings, or Conventions

Diane Hockett moved, **Mary Jane Tramontin** seconded, to authorize the reimbursement of Board Members incurring expenses while on official duty for business of the Board of Education for the following 2025-26 Conferences:

- Michigan Association of School Boards (MASB) – Annual Leadership Conference, Lansing Center, Lansing, MI. October 24 - 27, 2024, registration fee (\$450.00); hotel charges (\$385.00 nightly rate + \$50.05 tax/night), approximate total for 3 nights (\$1,305.15); round trip mileage (150 miles round trip - \$98.25); and meals (\$135.00) for an estimated total expenditure per Board member of \$1,988.40.
- Association of Educational Service Agencies (AESAs) – Annual Conference, The

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Broadmoor in Colorado Springs, Colorado Springs, CO. December 3 - December 5, 2025; registration fee (\$990.00); hotel charges (\$250.00 nightly rate plus \$42 resort fee + \$33.63 tax/night), approximate total for 3 nights (\$976.89); round trip airline ticket (approx. \$800.00); shuttle to and from airport (\$300.00); meals for 4 days (\$236.00) for an estimated total expenditure per board member of \$3,302.89.

- Any other Michigan Association of School Boards (MASB) classes and/or day events throughout the year.
- Any Michigan Head Start Association (MHSA) conference/events throughout the year.

OTHER ITEMS OF BUSINESS – Superintendent Norman’s Evaluation - The Board of Education discussed Superintendent Norman’s evaluation and shared their thoughts.

Mary Jane Tramontin moved, Steve Olsen seconded, that the Board of Education adopt the following resolution regarding the Superintendent’s yearly evaluation: “The Board of Education completed its evaluation of Naomi Norman performance as superintendent during the 2024-2025 school year. Recognizing that the Michigan legislature changed its permissible rating categories from ineffective, minimally ineffective, effective, and highly effective to needing support, developing, and effective, the Board rates the superintendent’s performance as effective. The Board recognizes her leadership of the school district as both visionary and high level. She facilitated access to learning opportunities for students and staff throughout Washtenaw County. The Board extends her contract for an additional year through the 2030 school year.”

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

OTHER ITEMS OF BUSINESS - Strategic Plan Focus Areas Discussion – Superintendent Naomi Norman and the Board decided to work on the Strategic Planning Areas at the board retreat on July 30, 2025.

Steve Olsen moved, Dorcas Musili seconded, that the Board of Education postpone Item 12 B until the next meeting July 30, 2025, Board Retreat, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

BOARD OF EDUCATION REPORTS: There was nothing to report from the board.

ADMINISTRATIVE REPORTS - Superintendent’s Report:

Superintendent Norman shared about the following:

- Superintendent Norman and Deputy Superintendent Vannatter went to lunch with the Honey Creek principals to reflect on their first completed year.
- Superintendent Norman and Deputy Superintendent Vannatter shared about the Michigan Association of Intermediate School Administrators General Membership Meeting in Frankenmuth, MI.
- Superintendent Norman shared that she has been added to the Board of Michigan Association of Intermediate School Administrators.

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ADJOURNMENT

The meeting was adjourned at 8:19 PM

Respectfully submitted,

Steve Olsen, Secretary
Washtenaw ISD Board of Education

Coversheet

Superintendent's Recommendations

Section:	VI. Consent Agenda
Item:	B. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	New Hire_A. Walker.pdf New Hire_D. West.pdf New Hire_N. Ruella (1).pdf New Hire_T. Genyk.pdf New Hire_T. Welch-Konett.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Marshaun Brooks , Career and Technical Education Coordinator

DATE: 6/20/2025

RE: New Hire Recommendation -Aaron Walker, Assistant Drone Aviation Instructor

I would like to recommend Aaron Walker for employment as an Assistant Drone Aviation Instructor. Aaron Walker received his BA in Business Management/Northwood University. AaronWalker is currently employed as a long-term substitute and assistant teacher at the high school level. He also serves as a paraprofessional, supporting K-12 students. With nine years of experience as a Youth Services Specialist and Coach, Aaron has significant expertise in team management and youth development. His diverse background and dedication to education make him an excellent candidate for this role. I am confident that Aaron will bring valuable skills and insight.

If approved by the Board, Aaron Walker salary will be \$31,102/ Step 3. All other fringe benefits are set forth in the Unit 1 contract.

Please let me know if you require additional information.

AARON WALKER

Educator & Youth Services Specialist/Coach

Profile

I am a highly motivated and experienced educator with a diverse and proven record of growth, adaptability and performance. I am committed to supporting high-quality, equitable, and inclusive educational systems for all learners. I am a dedicated career learner with extensive experience in working with diverse student populations in educational and training capacities. I am ready to leverage my strong instructional support, technical aptitude and collaborative team and relationship building skills necessary to contribute to the CTE Drone/Aviation program and support the future generations in a familiar Washtenaw County I have grown up and thrived in. I am familiar with drone technology and flight simulation software. I am a quick learner who is prepared to quickly gain the proficiency necessary to obtain the FAA Pilot Certificate and other certifications required for this role.

Experience

Long term Substitute/Assistant Teacher/Paraprofessional Edustaff,
2023-Present

Long term substitute teaching, and assistance with supporting Lead Teachers in classroom settings for high school, middle school and elementary aged students. I have a demonstrated ability to work effectively with students across all ability levels. A proven history in flexibility to adapt in varied instructional environments showcasing adaptability and collaborative team building skills.

School Board Director
Michigan Virtual Charter Academy, 2019-Present

I am active and experienced in the strategic oversight and development within an educational institution, demonstrating a commitment to the enhancement of a diverse group of students across the globe.

Youth Services Specialist, Coach & Team Manager Boys &
Girls Club SE Michigan,
NFL Flag, I-9 Sports, & High Velocity, 2016-Present

Head & Assistant Coach, Team operations support, social media and team management. Skills, Conditioning and Fitness instruction.

Tutor and Core Skills Learning Instructor Huntington
Learning Center, 2023-2024.

I provided direct tutoring and test skills building, supporting students impacted by covid and other learning deficiencies.

Education

Northwood University- BA in Business Management

Washtenaw Community College- Communications and Marketing focused

Skills

Instructional and Youth development: Education, Coaching, Team Building, Tutoring, Mentoring, Student Support, Youth Leadership, Work based learning.

Technical & Operational: Operations manager, digital marketing & Social media management, Familiarity with drone technology, flight simulation software, and Technical troubleshooting. Microsoft Office Suite capabilities, Experience in Video conferencing and communications.

Communication and Collaboration: Customer service specialist, proven in Team & Relationship building. Liaison to Community Partners, Excellent Presentation skills

Strategic & Administrative: Experienced in Business development & Team Training, Problem Solving skills, Attention to detail, Record and Equipment Keeping. The ability to successfully multi task in diverse environments. I am Proficient in Financial consistency and Budgeting.

Equity and Inclusion: A demonstrated ability to work effectively with a diverse group including: administrative, students, employees and stake holders. I am Committed to educational equity for all.



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Amy Olmstead-Brayton, Supervisor of Instruction

DATE: June 30, 2025

RE: New Hire Recommendation – MiSTEM Program Manager

I would like to recommend Danielle West for employment as a MiSTEM Program Manager. Danielle West received her Masters Degree from Nova Southeastern University and has most recently been employed as a State Director SkillsUSA Michigan.

If approved by the Board, Danielle's salary will be \$94,382 (Grade 9, Step 4). All other fringe benefits will be set forth in the Non-Affiliated contract.

CC: Dr. Jennifer Banks, Director of Instruction

DANIELLE WEST

NONPROFIT LEADER

I am an action-oriented leader dedicated to improving communities through high-quality collaborative projects.

AREA OF EXPERTISE

Project management	Strategy and goal development
Public speaking and presentations	Stakeholder engagement and relations

RECENT ACHIEVEMENTS

- **Program expansion.** Identified and implemented strategies for growth resulting in a 20% membership increase and a 30%-60% increase in event attendance.
- **Capacity building project.** Initiated, planned and am leading a multi-year project to build capacity to serve growing membership.
- **Fund development.** Developed and implemented funding strategies resulting in a 50% increase in revenue.

PROFESSIONAL EXPERIENCE

State Director SkillsUSA Michigan, Eastern Michigan University COET	Jan 2022 - Present
<ul style="list-style-type: none">• Administer state-wide career readiness partnership of 4,500 students, 500 teachers, and 350 business and industry partners.• Key organizational communicator for internal and external stakeholders.• Direct day-to-day operations and lead organizational and programmatic development initiatives.• Develop and execute strategies and plans to achieve short and long term goals.• Build partnerships with alumni, community, industry, government, and educational entities.• Fundraising and grant management.• Provide annual professional development for students, teachers, and personnel.• Plan, organize, and manage ongoing and new projects and programs including the complex State Leadership and Skills Conference; a 3-day, 1700 attendee event with 100 hands-on skilled competitions.• Recruit, onboard, and coordinate efforts of over 350 volunteers and small staff.	
Youth Program Coordinator, Southeast Michigan Community Alliance	Nov 2020 - Jan 2022
<ul style="list-style-type: none">• Facilitated the work of the Wayne County College Access Network (WCCAN) using a collective impact framework.• Launched two action teams in response to a regional analysis of barriers to college access in Wayne County.• Coordinated Wayne County’s Manufacturing Day event, doubling attendance of the event.• Key organizational communicator and meeting facilitator for Manufacturing Day Planning Committee and WCCAN Leadership Team.• Managed data collection and analysis, creating detailed reports on activities and outcomes.• Built and maintained relationships with donors, local, state, and national organizations to secure funding and support.	

PROFESSIONAL EXPERIENCE CONTINUED

Director, Community Grown Gardens*

April 2017 - Current

- Led the transition from a community project to an operational nonprofit corporation.
- Collaborated with the Board of Directors and the wider community to develop and implement 20+ programs in response to community needs.
- Key organizational communicator for internal and external relations.
- Developed foundational documents including, processes, policies, procedures, and bylaws.
- Managed outreach, marketing and communications.
- Financial management and reporting including fundraising and grant management.
- Donor and partner relations.
- Recruited, trained, and coordinated volunteers and staff.

Youth Summer Camp Director, Grosse Ile Township

Summer 2018 & 2019

- Launched and managed summer camp programs for the recreation department, including developing, overseeing, and evaluating camp activities.
- Developed and oversaw policies and procedures for day to day operations ensuring compliance with state licensing guidelines.
- Key communicator for internal and external stakeholders.
- Established conduct and performance expectations for students and staff.
- Supervised program staff, managed inventory, and handled purchasing needs.

Teacher, Riverview Community Schools

Aug 2002 - June 2019

- Delivered and adjusted lesson plans based on student needs, and managed classroom behavior with positive support models.
- Assessed and evaluated progress toward goals and objectives.
- Administrative duties including data collection and reporting.
- Developed and maintained strong relationships with stakeholders.
- Co-led 5 year school improvement plan and the successful transition from targeted Title 1 assistance to a school-wide program.

**This role has included some full-time paid experience but has been primarily part-time and voluntary.*

EDUCATION

Master of the Arts in Education

2005 - 2006

Nova Southeastern University

- 3.5 GPA

Bachelor of Science in Education

1996 - 2002

Eastern Michigan University

- 3.2 GPA
- Early Childhood Endorsement (ZA)



TO: Debra Hester-Washington, Director of Special Education, Naomi Norman, Superintendent; WISD Board of Education

FROM: Tracye Johnson, Principal, Progress Park

DATE: May 22, 2025

RE: New Hire Recommendation – Nathalie Ruelle, EI Teacher at Progress Park

I am pleased to recommend Nathalie Ruelle for the position of Emotional Impairment Special Education Teacher at Progress Park. Ms. Ruelle brings a strong combination of educational credentials and relevant experience that makes her an excellent candidate for this specialized role.

Ms. Ruelle currently serves as a special education teacher in one of our local districts and has demonstrated her commitment to our educational community through her previous work as a teaching assistant in Ann Arbor Public Schools, where she supported students across the K-12 spectrum. Her professional journey is particularly noteworthy as she is a graduate of the Grow Your Own Program through the Washtenaw Intermediate School District, demonstrating her dedication to advancing her career in special education while serving our local community.

Her educational qualifications include a Bachelor of General Science degree with an endorsement in Emotional Impairment from Eastern Michigan University, providing her with the specialized knowledge essential for working with students who have behavioral and emotional needs. Additionally, Ms. Ruelle has gained valuable practical experience as both a special education teacher assistant and classroom teacher at Brick Elementary School in Ypsilanti, giving her comprehensive understanding of various educational settings and student populations.

Should the Board approve this recommendation, Ms. Ruelle's starting salary would be \$50,501 at Step 2, BA, with all additional fringe benefits outlined in the Unit 2 affiliated agreement. Her placement at Step 2 reflects her relevant experience and specialized qualifications in the emotional impairment field.

Please let me know if you have additional questions.

Nathalie Ruelle

Summary

Friendly and energetic, motivated to help students learn and be happy, healthy and well-behaved, love to promote mutual understanding between countries.

Accomplishments

Facilitated small advanced math group 5th to 8th grade
Facilitated inclusion for diverse learners in school club and Gen. Ed. classroom
Encouraged students to be understanding of and helpful to others by creating a welcoming and safe space in the classroom.
Supported students in developing strategies for individual needs and classroom group dynamics.
Chaperoned field trips and after school activities for 16 years.
Managed classes of up to 28 students.
Trained CPI/CPR
Science Olympiad coach.
Worked for Rec & Ed as French teacher
Translate French works for Athletics registration at Pioneer High School

Highlights

Patient and resilient (essential for great accomplishment)
Fluent in French and some basic in Italian/Spanish/Japanese/Korean
Strong communicator
WISD Justice Leader member (learning from our differences make us better)
Arts and crafts
Ikebana instructor
Scrapbooking instructor

Who I am and what I am looking for...

Mom of three, I strongly believe in education. My oldest is a graduate student in Special Ed education program at Michigan State and recently graduate from Master Program in

elementary education at University of Michigan. My second is a junior in engineering program at MSU and my third child is a tenth grader with special needs at Pioneer High. Some words who can define me: Dedicated, Passionate, Caring and Motivated. I was raised thinking that differences make us better.

I am used to work with children diagnosed with special needs who need more specific approach in their independent learning.

Being part of the first cohort of Teacher Assistant that are going back to college to be Special Education Teachers with an EI endorsement, I could learn and practice during my period at Pioneer high school, to be engaged into teaching that can be done differently for everyone, supporting daily student in their studies and pursuing my learning to become a great teacher.

I then applied my knowledge during my student teaching at Progress Park where I became more understanding in working with difficult behavior and became proficient in working with Emotional Impaired student.

During my time there, I got the opportunity to found a job in another district and so for the last year and a half now, I am working as a resource room teacher.

My daily work is both meaningful and fulfilling, but my true passion has always been teaching students with emotional impairments. I chose to specialize in this field and dedicated years of study to developing the skills necessary to support and empower these students. Recently, I saw openings for Emotional Impairment teaching positions on the WISD site, and I am eager to apply. I am an enthusiastic educator who is committed to doing my best, eager to learn, and continually growing in my practice. I am seeking a teaching position where I can thrive as a special educator, contribute to the school's culture and community, and be a true asset to the teaching staff.

Experience

December 2023 to today

Brick Elementary - LCS Ypsilanti, MI

Resource room teacher (K-5th) - Caseload 20 students

Individualized Lesson plan for E.L.A. /Math

Writing IEP/FBA/BIP

Medicaid trained

E.L.A. curriculum: LLI and ARC.

LETRS cohort 7 - Phonemic awareness PD

Math curriculum: SIS / Acadience

CPI trained since 1994 (last renewal 2023)

CPR trained 2024

WISD IEP and PSSP trained

August 2023 to December 2023

WISD Progress Park Ann Arbor, MI

Student Teacher in High school setting (9-12th grades) applying what learned during education courses in the classroom.

- Teaching Civics, Physics and Personal Dev.
- Overlooking Math and E.L.A
- Managed School Store (used as Token Economy for students)

Attended Teacher Assistant Bootcamp at the WISD
IEP and PSSP trained

September 2021 to June 2023

Pioneer High School Ann Arbor, MI

Classroom Substitute Teacher Sept 2022 full time during teacher maternity leave

Teacher Assistant Special Ed in self-contained classroom

CPR/ CPI trained since 1994 (last renewal 2022)

Nurse First Aid training

Special Ed trained support classroom (last renewal 2022)

Field trip support and lunchroom supervisor

September 2016 to June 2021

Lawton elementary school Ann Arbor, MI

Teacher Assistant grade Y5's, 1, 2, 4 and 5 grades

Substitute Teacher for all grade and Elective classroom

Nurse First Aid training

Building Sub teacher.

Special ed trained support classroom

Picture Day Chair and School bulletin board Co-Chair

September 2014 to July 2016

PESG (formerly Edustaff) Ann Arbor, MI

Sub Teacher for grade K to 12.

With subbing for secondary in Math / Science / Art / French.

September 2009 to July 2014

Dicken elementary school Ann Arbor, MI

Different fields of volunteering on top of being a personal TA for my son.
Head logistic during picture Day.

September 2008 to September 2018

International neighbors Integration for English learner Ann Arbor, MI

English Conversation Groups and Cultural Encounters group

Learned to speak and write in English then Taught as a volunteer to the new comers.

2008 Moving to USA

September 2007 to July 2007

Groupe scolaire du Bourg Valbonnais, Isere 38 FRANCE

Teaching/ Supervising elementary 3 and 4th grade class.

January 1999 to June 2005

Schering-plough Dardilly, Rhone 69 FRANCE

Medical Lab researcher.

January 1995 to January 1999

CTTN-IREN Ecully, Rhone 69 FRANCE

Lab researcher at government lab

August 1993 to January 1995

Adecco Lyon, Rhone 69 FRANCE

Lab technical support.

Education

2023 MTTC Emotional Impairment passed in April

Graduate with a Bachelor of General Science with endorsement in EI in Dec.

2020 Started WISD/EMU "TA to Teacher Certification program" first cohort

2015 **Ichiyo school of Ikebana Tokyo**, Japanese art of flower.

Instructor level, 5 years of studies with master Janet Knowlton in USA.

Member of Ikebana international.

Ikebana encourages personal interpretation where imagination is considered as essential to creative designs.

2008 **International Neighbors - English language**

September through May

2006 **SEPR LYON**, Rhone 69 FRANCE

Full year of internship at Grande Pharmacy des Balmes Corbas 69 France

2005 **SEPR LYON**, Rhone 69 FRANCE

Pharmacy Cosmetology.

Training courses of 405 hours to be qualified in

Professional: Chemistry, biology, applied sciences pharmacy, galenic, legislation and professional management. General: French expression and communication and openness to the world, human relation

1995 - 2005 Rhone 69 FRANCE

Yearlong multi continuous training according to technical and legislative labor demands

Communication, Physics, Chemistry, Law.

1994 **University of Pharmacy** Besancon, 25 FRANCE

pharmacy. Top 4% of class. CPI/CPR training.

Majored in Pharmacy Science and Minor in Math

1992 **High School diploma** Grenoble, 38 FRANCE

Majored in Science / Math and French



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Tracie Johnson

DATE: July 17, 2025

RE: New Hire Recommendation – Tim Genyk – Progress Park TA

I would like to recommend Tim Genyk for employment as a Teaching Assistant. Mr. Genyk worked through the 2024/2025 school year and is currently working in the ESY program as a contracted teaching assistant through Gifted Healthcare.

If approved by the Board, Mr. Genyk's salary will be \$31,102, step 3. All other fringe benefits are set forth in the Unit I contract.

Please let me know if you require additional information.

TIMOTHY GENYK

Employment

Gifted HealthCare- Washtenaw Intermediate School District, Ann Arbor MI

Teaching Assistant 2023- Present

Assist Staff in implementing individual student educational plans and positive behavioral support services/programs for students with severe emotional and behavioral disorders.

Edustaff, Ann Arbor MI

Substitute Teacher/ Teaching Assistant 2019- 2023

Maintain the educational environment that the class room teacher has established by monitoring student safety, work closely with school staff to keep consistency in the classroom, ensuring that classroom rules and procedures are followed and actively engaging students in a dynamic learning environment.

Ann Arbor Public Schools, Ann Arbor MI

Parapro 2021-2022

Assisted in pupil instruction individually and in small groups. Prepared classroom and materials for specialized instructional units. Monitored the activity of the students to ensure safety. Assisted teacher in maintaining discipline.

United States District Court, Detroit MI

Supervisory United States Probation Officer, 2010-2018 (retired)

Provided staff development through regular and team meetings. Led a team of six probation officers. Provided quality control through reviewing work, auditing caseloads and observation to ensure officers are following policy and procedure. Designed and implemented a case assignment system to monitor equity in work assigned to officers. Carried out contracting officer duties; produced financial documents to ensure treatment services complied with financial regulations.

Mental Health treatment Specialist, Senior Probation Officer 2006 to 2010

Designed and implemented community supervision plans for 50 individuals required to participate in mental health treatment. Provide on going training to new treatment agencies and staff. Member of treatment contracting team. Determine needs for mental health and substance abuse treatment and solicit bids. Evaluate treatment proposals. Audit treatment agencies and provide feedback to agencies and internal staff.

Intensive Supervision Unit, Senior Probation Officer 2002-2006

Design and Implement community supervision plans for 50 individuals required to participate in mental health and substance abuse treatment. Coordinate services to clients through networking with community-based agencies.

Presentence Probation Officer, 2000-2002

Complete Presentence reports including investigation offence conduct, applying sentencing guidelines, determining defendants criminal and personal history, providing court with sentencing options, and recommending appropriate sentences.

Probation Officer, 1997-2002

Design and implement supervision plans for 70-95 individuals.

Michigan Department of Corrections, Detroit MI

Probation Officer, 1993-1997

Coordinate supervision and case plans for 80 to 100 probationers. Responsibilities included. Preparation of presentence investigation reports, reclassification of supervision levels, investigate interstate compact transfer requests, complete probation discharge requests.

St. Francis Home for Boys, Detroit MI

Foster care Case Manager, 1992-1993

Vision Quest, Erie PA

Residential Programs, Home Coordinator , 1990-1991

Education

Masters of Public Administration, Eastern Michigan University, 1999

Bachelor of Arts, Psychology, University of Michigan, 1990



DATE: 5/28/2025

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

FROM: Lyn Arons, Special Education Principal

RE: Tracy Welch-Konett

I would like to recommend Tracy Welch-Konett for employment as a social worker. She has been employed as a social worker for 6 years and has been working in Ann Arbor public schools for the past 5 years. She earned her bachelor's degree from Eastern Michigan University in 2004 and masters of social work at University of Michigan in 2005. If approved by the board Tracy's salary would be \$73,394, Step 7, Base MA. All other fringe benefits are set forth in the Unit 2 contract. Please let me know if you require additional information.

Tracy Welch-Konett

OBJECTIVE

To work as a school social worker using my key strengths; school social work experience, excellence in relationship building, and passion for working with young people.

SUMMARY OF PROFESSIONAL QUALIFICATIONS

- Five years experience as a school social worker for Ann Arbor Public Schools
- Master's degree in Social Work, LLMSW
- Limited License Masters of Social Work
- Direct experience with students in Autism Spectrum Disorder (ASD) self-contained classrooms
- Background in student/parent/community organization relationship building
- Superb written and verbal communication skills

PROFESSIONAL EXPERIENCE

SCHOOL SOCIAL WORKER

Ann Arbor Public Schools, Forsythe Middle School / Ann Arbor Open School / Wines Elementary / Haisley Elementary, January 2020-Present

- Provide school social work services and support to broad range of special education and general education students
- Develop and monitor IEP goals and objectives to facilitate student social and academic growth
- Facilitate development and implementation of Functional Behavior Analysis and Behavior Intervention Plans
- Work with Multidisciplinary Evaluation Teams to evaluate student eligibility for special education services
- Provide training and collaboration for teachers and staff regarding best practices for trauma informed work with students, accommodations for special education and BIP implementation
- Facilitate and perform data collection to maximize intervention success
- Assist families in accessing community resources

Plymouth Canton Community Schools, ASD Center Based Program, August 2019-January 2020

- Consult with ASD center based teachers to improve student success
- Develop Behavior Intervention Plans
- Provide wraparound services for families
- Conduct classroom environment and teacher assessment evaluations using START to increase evidence based practices in ASD classrooms

SCHOOL SOCIAL WORKER - LONG TERM SUBSTITUTE

Dexter Community Schools, Anchor Elementary, April 2019-June 2019

- Serve on Multidisciplinary Evaluation Team to determine student special education eligibility
- Participate in Child Find program to determine students needing support
- Coordinate and collaborate with parents and other school personnel to implement interventions at school and supports at home

SPECIAL EDUCATION TEACHER ASSISTANT

Ann Arbor Public Schools, Haisley Elementary, Sept. 2017-Sept. 2018, Ann Arbor, MI

- Assist teacher in self-contained Autism Spectrum Disorder (ASD) classroom
- Collect and record behavior data
- Facilitate successful student inclusion in general education setting

INTERCULTURAL PROGRAM MANAGER

University of Michigan, LS&A, Center for Global and Intercultural Studies, Sept. 2009 - April 2010, Ann Arbor, MI

- Counsel and prepare students for immersive intercultural learning experiences abroad
- Manage conflicts and issues as they arise; including student safety, mental health, academic accommodations, race relations, and parental concerns.
- Manage program budgets

SERVICE-LEARNING PROGRAM MANAGER

University of Michigan, Ginsberg Center for Community Service and Learning, Aug. 2004-Sept. 2009, Ann Arbor, MI

- Facilitate large workshops on wide variety of social issues including racial justice, restorative justice, income inequality, cultural competence and civic engagement
- Continuously evaluate programs to ensure maximum community benefit and experiential learning outcomes
- Develop program and general fund budgets

RELEVANT EXPERIENCE

ANN ARBOR PUBLIC SCHOOLS - SCHOOL SOCIAL WORK FIELD EXPERIENCE

October 2017 - March 2018, Haisley Elementary School, Huron High School, Office of Access and Opportunities at Pathways

RELEVANT TRAINING/CERTIFICATIONS

CPI (Crisis Prevention Institute) Training, Initial and Refresher Courses

Bi-annually, Fall 2019-Present

- Learned non-violent crisis intervention techniques through the Crisis Development Model, including de-escalation strategies and physical intervention.

BYSTANDER INTERVENTION TRAINING, FULL DAY WORKSHOP

Spring 2017, Ypsilanti, MI, Hosted by the Interfaith Council for Peace and Justice

- Learned basic tactics for de-escalating and redirecting threats and harassment of vulnerable people.

RAISING RACE CONSCIOUS CHILDREN, 1.5 HR. WEBINAR

Winter 2016, Ypsilanti, MI, Hosted by the Washtenaw County Chapter of Showing Up for Racial Justice

- Practiced various strategies to proactively talk about race with young children

EDUCATION

SCHOOL SOCIAL WORK COMPETENCY SERIES, 3 GRADUATE COURSES

Winter 2017-August 2018, Michigan State University Online Continuing Education Program

UNIVERSITY OF MICHIGAN SCHOOL OF SOCIAL WORK – MASTERS OF SOCIAL WORK

Sept. 2004 - Aug. 2005, Ann Arbor, MI 48109

Major: Community Organization/Community and Social Systems

Minor: Social Policy and Evaluation

EASTERN MICHIGAN UNIVERSITY — BACHELOR'S OF SOCIAL WORK

Jan. 2001 - April 2004, Ypsilanti, MI 48197

Major: Social Work

Coversheet

Superintendent's Recommendations

Section:	VI. Consent Agenda
Item:	C. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Position Change_M. Brooks.pdf Position Change_C. Jones.pdf Position Change_J. Greenstone.pdf Reclassification_FTE Increase_Vacated Flex Teacher.pdf

Supervisor

Current Pay Rate/ Salary Level

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 Recommended

Please select all that apply

- ☒ Position change
☐ Salary Level /Wage
☐ Location
☐ FTE
☐ Bargaining Unit
☐ Work days
☐ Account Split
☐ Other

Employee Name:

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

Department**Current Account 1****Current Account 1 Split****Current Account 2****Current Account 2 Split****Current Account 3****Current Account 3 Split****Current Account 4****Current Position Title****Recommended Position Title****Current Position Number****Recommended Position Number****Current Bargaining Unit****Recommended Bargaining Unit****Current Account 4 Split****Recommended Account 1****Recommended Account 1 Split****Recommended Account 2****Recommended Account 2 Split****Recommended Account 3****Recommended Account Split 3****Recommended Pay Rate/ Salary Level****Current FTE****Recommended FTE****Current Number of Work Days****Recommended Number of Work Days****Should the Current Position Remain?**

- ☐ Remain
☒ Delete

Recommended Account 4**Recommended Account 4 Split****Current Location**

Worksite/Desk Location

Recommended Location

Worksite/Desk Location

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

The level of responsibility for the position has increased due to several factors including: -
Supervising and evaluating faculty and staff - Researching, developing, implementing, and supervising state-approved CTE programs - Researching, co-creating, implementing, and supervising capstone experiences for students in collaboration with post-secondary institutions, non-profit organizations, and business/industry throughout the region - Researching, developing, implementing, and supervising new countywide pathways and special programs such as the Business, Entrepreneurship, Sports Management, and Tourism (BEST Leadership Program). -
Supervising career pathway initiatives, K-12, such as entrepreneurship curriculum and instruction throughout the elementary and middle school grade bands

Effective Date

Date new duties were assigned or changes made

07/01/2025

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

Other supervisor roles within the WISD

Department Head Comments

Naomi Norman

06/16/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

Finance Comments

Finance

SAP

06/30/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Grade 11, Step 2 230 days Eff. 7/1/25

CD Harmon-Higgins

06/24/2025

Superintendent Comments

Superintendent

Naomi Norman

07/17/2025

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Supervisor of Career Technical Education
Department: Career Technical Education
Calendar: 230-Day/Annual
Reports To: Director of Career Technical Education
FLSA Status: Non-Exempt
Prepared By: Ryan Rowe, Ph.D.
 Director of Career Technical Education
Prepared Date: June 10, 2025
Approved By: Cassandra Harmon-Higgins, Esq.
 Executive Director, Human Resources and Legal Services
Approved Date: June 24, 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 Supervisor of CTE, will lead efforts to increase equity and access to state-approved CTE programs throughout Washtenaw County. The Supervisor will work with faculty, staff, and administration to establish PreK through 12th grade experiential and applied learning opportunities leading to state-approved CTE programs and aligned with post-secondary pathways. The Supervisor will facilitate experiences empowering students to gain valuable insight and knowledge of career possibilities to enhance their academic and career development. The Supervisor will work closely with students, faculty, employers, and community partners to develop and maintain meaningful and impactful learning experiences that enhance academic and professional growth. This role provides leadership, supervision, professional development, consulting, and technical assistance to the local school districts. In this position, you will assist local district staff and students with connecting their experiential and applied learning, including CTE, to business/ industry and post-secondary pathways in a meaningful way to help prepare all students for their respective career.

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.
- Develop, implement, and evaluate instructional support services and youth programming that advances student achievement across the ISD and local district programs
- Ensure programs align with state standards and objectives.
- Monitor program effectiveness and make data-driven adjustments as needed.
- Oversee the development of curriculum and instructional materials for applied and environmental education programs, K-12 grade.
- Supervising and evaluating faculty and staff including state-approved CTE teachers and teacher assistants.
- Researching, developing, implementing and supervising state-approved CTE programs throughout Washtenaw County.

- Researching, developing, implementing and supervising new countywide pathways, K-12 grade, such as Drone/Aviation.
- Researching, developing, implementing, and supervising initiatives and special programs throughout all grade levels and grade bands, K-12. i.e. Drone Soccer at the middle school level.
- Supervising research oriented programs at the elementary and middle school levels
- Program Development and Management:
 - Design, implement, supervise, evaluate experiential learning programs, including CTE, that align with career development goals.
 - Develop and maintain partnerships with local businesses, organizations, community groups, and post-secondary partners to create and sustain career pathways and programs, including work-based learning opportunities.
 - Ensure that all experiential learning programs are aligned with K-12 Michigan state standards and best practices in the field.
- Teacher Professional Learning and Support
 - Provide professional development for teachers on how to link CTE experiences to classroom instruction in and outside of the classroom.
 - Work with teachers to identify and coordinate available experiential learning opportunities, including internships, research projects, and service-learning programs with the Michigan Career Development Model.
 - Provide leadership and support to local districts, educators, and families in K-12 career readiness
- Faculty and Partner Collaboration:
 - Collaborate with faculty to integrate experiential learning into academic programs and courses.
 - Serve as a liaison between the educational service agency, students, and external partners to ensure successful programs, placements, and experiences.
 - Organize workshops, training sessions, and events to prepare students and partners for participation in experiential learning programs.
- Assessment and Reporting:
 - Monitor and assess the effectiveness of experiential learning programs through feedback, evaluations, and data collection.
 - Prepare reports on program outcomes, student progress, and partnership developments for institutional review and improvement.
 - Utilize data to make recommendations for program enhancement and to highlight success stories.
- Marketing and Outreach:
 - Promote experiential learning opportunities to students, faculty, and external partners through presentations, marketing materials, and online platforms.
 - Maintain an up-to-date database of experiential learning opportunities, student placements, and partner organizations.
 - Represent the institution at events, conferences, and meetings to network and develop new partnerships.
- **Other duties as assigned.**

QUALIFICATIONS:

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

- **Leadership:** Ability to lead initiatives, manage programs, and guide students and partners towards achieving experiential learning goals.
- **Collaboration:** Strong ability to work with faculty, students, and external partners to create effective learning experiences.

- **Adaptability:** Flexibility to adapt to changing needs and environments, and to develop innovative solutions to challenges.
- **Detail-oriented:** Attention to detail in managing program logistics, maintaining accurate records, and ensuring compliance.
- **Communication:** Effective verbal and written communication skills, with the ability to present information clearly and persuasively.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in Education (Master's degree preferred).
- Michigan Department of Education Vocational (CTE) teacher certification (preferred)
- Experience working in K-12 environments
- Experience in program coordination, career services, or a related field.
- Strong organizational and project management skills, with the ability to manage multiple tasks and priorities.
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Knowledge of experiential learning practices, career development, and employer relations.

LANGUAGE SKILLS:

- Ability to work effectively and collaboratively with other departments, agencies, and individuals.
- Ability to read, analyze, and interpret periodicals and professional journals.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of educators, customers, and the general public.
- Ability to facilitate effective group processes.
- Ability to express self clearly, both orally and in writing

TECHNICAL SKILLS:

- 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 bulletin boards.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.
- Proficiency in using technology and software for program management, data collection, and communication.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 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 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.

May require occasional travel to meet with partners or attend events. Some evenings or weekend hours may be required for events or student support.

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:

Contract, 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) from \$91,327 - \$112,240.

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 Recommended

Please select all that apply

- ☒ Position change
- ☐ Salary Level /Wage
- ☐ Location
- ☐ FTE
- ☐ Bargaining Unit
- ☐ Work days
- ☐ Account Split
- ☐ Other

Employee Name:

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

Charlie Jones

Department

CTE

Current Account 1

11.1281.1590.000.4005.00000.0000

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Supervisor

Ryan L. Rowe

Current Position Title

Career Technical Education Data Entry & Reporting Specialist

Recommended Position Title

Career Technical Education Data Entry & Reporting Specialist II

Current Position Number

51.00.281.01

Recommended Position Number

51.00.281.01

Current Bargaining Unit

Non-Affiliated

Recommended Bargaining Unit

Non-Affiliated

Current Account 4 Split

Recommended Account 1

11.1281.1590.400.6000.00000.0000

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Current Pay Rate/ Salary Level

Grade 5 - Step 2 \$53,344

Recommended Pay Rate/ Salary Level

Grade 6 - Step 2 \$58,680

Current FTE

1.0

Recommended FTE

1.0

Current Number of Work Days

210

Recommended Number of Work Days

210

Should the Current Position Remain?

- ☐ Remain
- ☒ Delete

Recommended Account 4

Recommended Account 4 Split

Current Location

Workspace/Desktop Location

WISD TLC

Recommended Location

Workspace/Desktop Location

WISD TLC

Rational for Position Change

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

The level of responsibility for this position has increased due to: - Delivering ongoing Professional Development throughout the school year and during the summer to state-approved CTE teachers and CTE administrators within Washtenaw County school districts - Assisting with the development of new state-approved CTE programs - Assisting with data collection and reporting for programs beyond state-approved CTE programs, such as through K-12 grade STEM initiatives with Toyota Driving Possibilities - Facilitating data and reporting of assessments and metrics aligned with CTE-related grants such as the Consolidation Incentive Payment Grant

Effective Date

Date new duties were assigned or changes made

07/01/2025

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

Similar to other Specialist II positions at the WISD.

Department Head Comments

Need to discuss the step level for the upgrade to be consistent with other upgrades in the organization.

Department Head

Naomi Norman

06/12/2025

Finance Approval

☒ Approve

☐ Adjust, See Comments

Finance Comments

Finance

SAP

06/30/2025

Human Resources Approval

☒ Approve

☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

06/24/2025

Superintendent Comments

Superintendent

Naomi Norman

07/17/2025

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Career Technical Education (CTE) Data Entry & Reporting Specialist II –210-Days
Department: Career Technical Education
Reports to: Ryan L. Rowe
FLSA Status: Non-Exempt
Prepared By: Ryan L Rowe
CTE Director & CEPD Administrator
Preparation Date: June 10, 2025
Approved By: Cassandra D. Harmon-Higgins, Esq.
Executive Director of Human Resources and Legal Services
Approval Date: June 24, 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 Data Entry and Reporting Specialist II, under the direct supervision of the CTE Director & CEPD Administrator, and in accordance with established policies and procedures, performs a variety of tasks necessary to CTE-related administrative, compliance, and communication activities.

The CTE Data and Reporting Specialist functions as the central point of contact for internal and external staff for key systems, specifically data collection and reporting, necessary to evaluate - and ultimately improve - equity and access to applied learning opportunities throughout the county. The CTE Data and Reporting Specialist ensures the fidelity of student data collected and reported pertaining to enrollment/registration, instruction and assessment, and achievement and growth through the Career Technical Education Information Systems (CTEIS) data system, leading to improved Region 23 (Washtenaw County) Core Performance Indicators (CPIs) which include:

1S1 - Four-Year Graduation Rate
2S1 - Academic Proficiency in Reading Language Arts
2S2 - Academic Proficiency in Mathematics
2S3 - Academic Proficiency in Science
3S1 - Post-Program Placement
4S1 - Nontraditional Program Concentration
5S1 - Program Quality- Attained Recognized Postsecondary Credential

The CTE Data and Reporting Specialist position requires a high level of accuracy, customer service, technical skill and demonstrated knowledge in data systems in support of district Student Information Systems and Data Systems in general and specifically, support systems for all CTE state data reporting. Strong problem-solving skills, exceptional follow-up and attention to detail are necessary.

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.
- Leads ongoing professional development throughout the school year and during the summer to state-approved CTE teachers and CTE administrators in all nine Washtenaw County school districts
- Supports the development of new state-approved CTE programs
- Facilitates data collection and reporting for state-approved CTE programs as well as through K-12 grade STEM initiatives such as with Toyota Driving Possibilities at Lincoln and Ypsilanti schools.
- Facilitates project management for numerous CTE initiatives.
- Facilitates data collection and reporting of assessments and metrics aligned with CTE-related grants such as the Consolidation Incentive Payment Grant.
- Manages CTE department professional development initiatives
- Provide assistance and technical support to users of Student Information Systems (SIS) such as PowerSchool.
- Initiate technical support requests on behalf of the District.
- Ensure high quality data in all applications integrated with the Student Management system such as Google, CTEIS, and other student assessment applications.
- In cooperation with other team members, provide end user training for PowerSchool and Reporting including the use of the application and processes for entering good quality data.
- Monitor data in the SIS for accuracy and completeness.
- Keep apprised and communicate changes in due dates, format, content and procedures for submitting state reports.
- Assist users in extracting data and creating reports from data systems as requested by the District.
- Coordinate with the Data Team on state reporting and data connectors.
- Support systems for state and federal data reporting as needed.
- Provide project management and implementation tasks for new application projects.
- Provide excellent customer service.
- Actively promotes career preparation with students, parents, and constituent staff.
- Maintains and enters data into the CTEIS for state-required reporting to MDE including fall/spring course collections, staff collections, follow-up, and end of the year completion including work-based learning and credential attainment.
 - **Fall Course and Staff Collection**
Due to CEPD and OCTE: October
 - **Expenditures**
Due to CEPD and OCTE: November
 - **Follow-Up**
Due to CEPD and OCTE: January
 - **End Of Year (EOY) Completion**
Entry Dual Enrollment Extraction
Work Based Learning
Due to CEPD and OCTE: January
 - **Credentials**
Preliminary reporting Due to CEPD and OCTE: June
Final reporting Due to OCTE: August
- Assist with credential testing and attainment in local school districts (i.e ASE testing for Automotive programs).
- Support activities to empower students to transition from school to college and/or career.

- Serve as a liaison between schools and Washtenaw Community College for credit agreements, including articulation agreements for state-approved CTE programs.
- Maintain regular communication with local CTE directors and local school district faculty and staff to obtain and relay information.
- Develop and maintain systems to gather data for departmental data systems such as CTEIS, TRAC, and Perkins.
- Maintain all necessary documentation and submit required reports on a timely basis
- Prepare written informational documents for program improvement as well as communication to key stakeholders.
- Work collaboratively with local CTE directors, administration, faculty and staff to build capacity for data collection, problem solving, and data-driven instructional decision making processes that support implementation of Multi-Tiered Systems of Support (MTSS) across core instruction, strategic intervention and assessment practices leading to student attainment of industry-recognized credentials, certifications, and licenses.
- Work with local district CTE directors to complete the Operating Agency (OA) biennial Comprehensive Local Needs Assessment (CLNA) and the CEPD/Region CLNA based on data submitted by the OAs.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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:

- Bachelor's degree in Education or equivalent experience in a related field
- Valid Michigan Teaching License/Certification
- Two (2) years or more experience in the following areas
 - Working with school personnel, parents, and students (K-12)
 - Working with Career & Technical Education data collection and monitoring, specifically the CTEIS data system.
- Extensive training and experience in support and administration of CTEIS, PowerSchool, and Perkins.
- Experience in the use and support of other database tools.
- Must be accurate, organized and detail oriented and possess excellent customer service skills.
- Must possess excellent communication skills and be able to deliver effective training and assistance to staff in the use of district data applications.
- Must possess the ability to work as part of a team, think creatively and relate well with other team members.
- Demonstrated willingness in the pursuit of professional growth.
- Excellent customer service skills.

LANGUAGE SKILLS:

- Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students and the general public.
- Ability to write reports, business correspondence and procedure manuals.

- Ability to express self clearly, both orally and in writing.

TECHNICAL SKILLS:

- Understand the impact and need for technology throughout the District and the relationship between curriculum, instruction and technology in providing an effective teaching and learning environment.
- Ability to integrate technology into the everyday workflow is necessary.
- Demonstrated working knowledge of hardware components and their functions.
- Ability to implement new technologies.
- Demonstrated working knowledge of fundamental network design and common network operating systems.
- Ability to use multi-media equipment and applications, basic software applications and common operating systems.
- Ability to read, analyze and interpret general periodicals, professional journals, technical procedures and governmental regulations and forms.
- Demonstrated proficiency in the use of a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communications mechanisms such as email, conferencing, bulletin boards, etc.
- Excellent knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) and other technology to support efficient and effective office operation is required.

MATHEMATICAL SKILLS:

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

REASONING ABILITY:

- Demonstrated ability to manage complex needs and assure results.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- 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 complex legal documents, technical documents and employment policies.
- 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 sit, walk and stand. The employee is occasionally required to bend and or twist at the trunk more than the average person with some stooping, kneeling, crouching and/or crawling. While performing the duties of this job, the employee is regularly required to speak or listen. The employee is continuously repeating the same hand, arm or finger motion many times. This position requires significant fine finger dexterity. The employee must occasionally lift and/or move up to 50 pounds such as electronics and books. 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. 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 are set forth by the Board of Education as reflected in the Non-Affiliated Staff Manual. Starting salary ranging (dependent upon experience) from \$56,706 - \$69,692.

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 Recommended

Please select all that apply

- ☒ Position change
☐ Salary Level /Wage
☐ Location
☐ FTE
☐ Bargaining Unit
☐ Work days
☐ Account Split
☐ Other

Employee Name:

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

Jackson Greenstone

Department

CTE

Current Account 1

11.1221.1290.000.2684.00000.0000

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Supervisor

Ryan L. Rowe

Current Position Title

Coordinator of CTE Special Populations

Recommended Position Title

Supervisor of CTE Special Populations

Current Position Number

51.00.221.34

Recommended Position Number

51.00.221.34

Current Bargaining Unit

Non-Affiliated

Recommended Bargaining Unit

Non-Affiliated

Current Account 4 Split

Recommended Account 1

11.1226.1290.000.2684.00000.0000

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Current Pay Rate/ Salary Level

Grade 10 - Step 4 \$92,031

Recommended Pay Rate/ Salary Level

Grade 11 - Step 2 \$94,502

Current FTE

1.0

Recommended FTE

1.0

Current Number of Work Days

210

Recommended Number of Work Days

210

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

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

The level of responsibility for this position has increased due several factors including: -
Supervising and evaluating faculty and staff - Researching, developing, implementing, and supervising state-approved CTE programs - Researching, co-creating, implementing, and supervising capstone experiences for students in collaboration with post-secondary institutions, non-profit organizations, and business/industry throughout the region - Researching, developing, implementing, and supervising new countywide pathways and special programs such as the Business, Entrepreneurship, Sports Management, and Tourism (BEST Leadership Program). -
Supervising career pathway initiatives, K-12, such as entrepreneurship curriculum and instruction throughout the elementary and middle school grade bands

Effective Date

Date new duties were assigned or changes made

07/01/2025

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

Similar supervisor positions at the WSD

Department Head Comments

Naomi Norman

06/16/2025

Finance Approval

☒

 Approve

☐

 Adjust, See Comments

Finance Comments

Finance

SAP

06/30/2025

Human Resources Approval

☒

 Approve

☐

 Adjust, See Comments

Human Resources Comments

Grade 11, Step 2 Eff. 7/1/25

CD Harmon-Higgins

06/24/2025

Superintendent Comments

Superintendent

Naomi Norman

07/17/2025

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Supervisor of Career Technical Education Special Populations
Department: Career Technical Education
Calendar: 210-Day/Annual
Reports To: Director of Career Technical Education
FLSA Status: Non-Exempt
Prepared By: Ryan Rowe, Ph.D.
 Director of Career Technical Education
Prepared Date: June 10, 2025
Approved By: Cassandra Harmon-Higgins, Esq.
 Executive Director, Human Resources and Legal Services
Approved Date: June 24, 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 Supervisor of Career Technical Education (CTE) Coordinator of Special Populations is a professional responsible for supporting and advocating for students or individuals enrolled in state-approved CTE programs and/or participating in applied and experiential education programs who have unique needs, ensuring they receive appropriate services, accommodations, and opportunities for success. These populations might include students with disabilities, English language learners, economically disadvantaged students, foster youth, or other groups who may face challenges in accessing education and services. The Coordinator Supervisor of Special Populations plays a crucial role in creating and supervising an inclusive educational environment s, including unique applied and experiential programs, aligned with CTE pathways, where all students have the opportunity to succeed. The Supervisor of CTE Special Populations will supervise and evaluate faculty, staff, and programs. By providing targeted support, advocating for necessary accommodations, and ensuring compliance with regulations, they help to remove barriers and promote equity in education. This role is essential in fostering a positive and supportive learning environment for all students, regardless of their backgrounds or challenges.

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.
- Develop, implement, supervise, and evaluate instructional support services and youth programming that advances student achievement across the ISD and local district programs
- Ensure programs align with state standards and objectives.
- Monitor program effectiveness and make data-driven adjustments as needed.
- Oversee the development of curriculum and instructional materials for youth programs
- Supervise and evaluate faculty and staff.
- Research, develop, implement, and supervise state-approved CTE programs.

- Research, co-create, implement, and supervise capstone experiences for students in collaboration with post-secondary institutions, non-profit organizations, and business/industry throughout the region.
- Research, develop, implement, and supervise new countywide pathways and special applied and experiential programs, K-12, such as the Business, Entrepreneurship, Sports Management, and Tourism (BEST Leadership Program).
- Supervise career pathway initiatives, K-12, such as entrepreneurship curriculum and instruction at the elementary and middle school level leading to various CTE career pathways.
- Program Development and Implementation:
 - Design, implement and supervise programs tailored to meet the needs of special populations.
 - Develop strategies to support the inclusion and success of these groups in educational settings.
 - Coordinate with LEAs to integrate support and services for special populations.
- Student Support and Advocacy:
 - Identify students who are part of special populations and assess their needs.
 - Advocate for necessary accommodations and modifications to ensure access to education and services.
 - Provide direct support and resources to students and their families, helping them navigate the educational system.
- Compliance and Documentation:
 - Ensure compliance with local, state, and federal regulations regarding services for special populations, such as the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).
 - Maintain accurate records of student services, accommodations, and progress.
 - Prepare reports and documentation required for compliance and funding purposes.
- Collaboration with Educators and Staff:
 - Work closely with teachers, counselors, and administrators to ensure they understand the needs of special populations.
 - Provide training and professional development for staff on topics related to special populations, such as cultural competency, differentiated instruction, and legal requirements.
 - Collaborate on developing individualized education plans (IEPs) or 504 plans.
- Community and Family Engagement:
 - Engage with families to understand their perspectives and ensure their involvement in their child's education.
 - Develop partnerships with community organizations, agencies, and businesses to provide additional resources and support.
 - Facilitate communication between the school, families, and community resources.
- Supervision, Monitoring and Evaluation:
 - Supervision and monitor the effectiveness of programs and services for special populations.
 - Collect and analyze data to identify trends, measure outcomes, and make data-driven decisions.
 - Provide feedback and make recommendations for program improvements.
- Resource Allocation and Management:
 - Identify and allocate resources, including staffing, funding, and materials, to support programs for special populations.
 - Seek grants and other funding opportunities to enhance services and programs.
 - Manage budgets related to programs for special populations.
- **Other duties as assigned.**

QUALIFICATIONS:

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

- **Leadership:** Ability to lead initiatives, supervise and manage programs, and guide students and partners towards achieving experiential learning goals.

- **Collaboration:** Strong ability to work with faculty, students, and external partners to create effective learning experiences.
- **Adaptability:** Flexibility to adapt to changing needs and environments, and to develop innovative solutions to challenges.
- **Detail-oriented:** Attention to detail in managing program logistics, maintaining accurate records, and ensuring compliance.
- **Communication:** Effective verbal and written communication skills, with the ability to present information clearly and persuasively.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in Education (Master's degree preferred).
- Michigan Department of Education Vocational (CTE) teacher certification (preferred)
- At least 5 years teaching experience in a K-12 environment
- Experience working with special populations, such as in special education, counseling, or social services.
- Experience in program coordination, career services, or a related field.
- Strong organizational and project management skills, with the ability to manage multiple tasks and priorities.
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders
- Knowledge of experiential learning practices, career development, and employer relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Michigan Department of Education Teaching Certification in Special Education (preferred).
- Michigan K-12 Counseling Certificate (preferred).

LANGUAGE SKILLS:

- Ability to work effectively and collaboratively with other departments, agencies, and individuals.
- Ability to read, analyze, and interpret periodicals and professional journals.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of educators, customers, and the general public.
- Ability to facilitate effective group processes.
- Ability to express self clearly, both orally and in writing

TECHNICAL SKILLS:

- 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 bulletin boards.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.
- Proficiency in using technology and software for program management, data collection, and communication.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 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 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.

May require occasional travel to meet with partners or attend events. Some evenings or weekend hours may be required for events or student support.

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:

Contract, 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) from \$91,327 - \$112,240.

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 Recommended

Please select all that apply

☐ Position change

☐ Salary Level /Wage

☐ Location

☒ FTE

☐ Bargaining Unit

☐ Work days

☐ Account Split

☐ Other

Employee Name:

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

VACANT (Mary Eddy Previously)

Department

Special Education

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Account 4 Split

Recommended Account 1

22.1122.1870.140.0000.00000.2600

Recommended Account 1 Split

0

Supervisor

Omobola Akintunde

Current Position Title

Flex Teacher LBP

Current Position Number

20.00.122.04

Current Bargaining Unit

Unit II

Current Pay Rate/ Salary Level

70,408.00/11

Recommended Pay Rate/ Salary Level

47,180 - 77,042

Current FTE

.8

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Recommended Account 4

Recommended Account 4 Split

Recommended FTE

1.0

Current Number of Work Days

185

Recommended Number of Work Days

185

Should the Current Position Remain?

☒ Remain

☐ Delete

Current Account 1

22.1122.1870.140.0000.00000.2600

Current Account 1 Split

0

Current Account 2

Current Location

Workspace/Desk Location

Local Based Classrooms

Rational for Position Change

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

The current employee is retiring, and a full-time (1.0 FTE) replacement is needed to fulfill the job duties supporting LBCs in the county.

Effective Date

Date new duties were assigned or changes made

07/01/2025

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

Deborah Hester-Washington
06/26/2025

Finance Approval

- ☒ Approve
☐ Adjust, See Comments

Finance Comments

Finance

SAP
06/30/2025

Human Resources Approval

- ☒ Approve
☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CDH/H
06/26/2025

Superintendent Comments

Superintendent

Naomi Norman
07/17/2025

Coversheet

Superintendent's Recommendations

Section:	VI. Consent Agenda
Item:	D. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Flinn_Foundation_RFP_Board Memo.pdf



TO: Naomi Norman, Superintendent & Washtenaw ISD Board Members

FROM: DarNesha Green, Assistant Director of Community School Partnerships

DATE: June 25, 2025

RE: Ethel and James Flinn Foundation 2025 RFP

WISD has an opportunity to apply for grant funding from the Ethel and James Flinn Foundation. The Ethel and James Flinn Foundation (the “Foundation”) is a Detroit based private foundation established in 1976 by Ethel “Peggy” Flinn and her brother, James “Jim” Flinn, Jr. Peggy Flinn passed away in 1994. Jim Flinn, Jr., who was diagnosed with schizophrenia in his early twenty’s, led a remarkable life until his passing away in 2007 at the age of 91. The Foundation’s mission is to advance effective, well-researched mental health treatment, services and programs that meet the needs of people in Michigan. The Foundation’s geographic focus is primarily southeast Michigan, defined as the counties of Wayne, Oakland, Macomb, and Washtenaw.

The Flinn foundation invites local, or state governmental agencies and non-profit organizations located in Southeast Michigan that provide mental health care and services. \$500,000 has been allocated for one-year grant awards of \$50,000 to \$75,000 per organization to meet increased service needs, organizational challenges and the shifting landscape that may include: Expanding access to therapeutic treatment and services, Training and/ or workforce development, Implementing/ expanding telehealth services, Grant writing and/or alternative funding strategies, Program evaluation and impact measurement, planning cross sector collaboration/ coordination, Strategic and/ or sustainability planning and implementing other program and/or service modification. The WISD will be submitting this RFP to build capacity by increasing training and/or workforce development efforts and expanding access to therapeutic treatment and services. Proposals are due by July 17th before 4 p.m.

We are requesting Board of Education approval to submit a proposal in support of building capacity by increasing training and/or workforce development efforts and expanding access to therapeutic treatment and services in the Bridge Program. If approved, the WISD Bridge Program will split the funds in half to address the needs of our students and community. The Bridge Program will expand workforce development and expansion of the workforce by funding a family support specialist for the Wraparound Program. The other half of funds will be utilized to build capacity in our students participating in our Boy’s group that provide socio-emotional support, soft skills, coping skills, conflict resolution, restorative practices, and community outings where the boys can utilize these skills. Additionally, the Bridge Team will expand Boy’s groups to more districts where it is needed.

The initial grant period is from January 1, 2026 – December 31, 2026. Board of Education approval will allow us to proceed with submitting our proposal by the July 17, 2025, deadline. Please let me know if there are any questions or concerns regarding this request.

Coversheet

Superintendent's Recommendations

Section:	VI. Consent Agenda
Item:	E. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Board Memo_35 N(READ) Grant Application Intent.pdf



DATE: July 16, 2025

TO: Naomi Norman, Superintendent
Jennifer Banks, PhD, Director of Instruction
WISD Board of Education

FROM: Angela Cheek Welch and Erica Rodriguez-Hatt, Coordinators of Early Literacy

RE: The Reading Excellence and Advancing District (READ) Innovation Grant (35n)

We would like to request approval to apply for funding through the Section 35n READ Innovation Competitive Grant, part of Michigan's broader effort to support literacy advancement across the state.

Our \$187,500 proposal will fund high-quality, evidence-based professional development for elementary ELA educators, especially those new to the profession or updating their instructional practices.

Aligned with the Michigan Literacy Essentials and the science of reading, the project includes in-person and virtual sessions, job-embedded coaching, and AI-supported reflection. Two session formats (daytime and evening) will ensure equitable access. Funding will also support instructional materials and teacher incentives to strengthen literacy instruction and outcomes across Washtenaw County.

For any additional questions please contact Amy Olmstead-Brayton, Supervisor of Instruction at aolmstead@washtenawisd.org.

Coversheet

Superintendent's Recommendations

Section: VI. Consent Agenda

Item: F. Superintendent's Recommendations

Purpose:

Submitted by:

Related Material:

Board Memo_Request to Sign FY26 SNAP-Ed Assurances and Accept Potential Funding.pdf

FY26 SNAP-Ed Assurances Package - WISD_encrypted_.pdf



DATE: July 10th, 2025

TO: Naomi Norman, Superintendent
Jennifer Banks, PhD, Director of Instruction
WISD Board of Education

FROM: Danielle Dros, Regional School Health Coordinator

RE: FY26 Supplemental Nutrition Assistance Program Education (SNAP-Ed) Assurances and Funding.

I am requesting the board's approval to sign the FY26 Supplemental Nutrition Assistance Program Education (SNAP-Ed) assurances and accept potential funding from Michigan Fitness Foundation (MFF). In April 2025, WISD applied for FY26 SNAP-Ed funding in the amount of \$360,746.00. On June 2025, WISD received communication from MFF that WISD had been recommended for provisional funding, but the award amount could not be shared until the Federal Budget had resolved. While SNAP-Ed was eliminated from the Federal Budget, MFF is working with State and National partners to explore other ways to fund the program moving forward. Given the uncertainty with funding for SNAP-Ed, provisional funding notifications have been delayed until MFF has clarity about SNAP-Ed's future. Until directed otherwise, MFF is working to prepare an FY26 SNAP-Ed Plan of Work. In order for WISD to be included in the FY26 Plan of Work, MFF must have signed Program, Compliance, and Evaluation Assurances. Given the potential tight timeline of a funding notification and a required programming start date of October 1, 2025, I am requesting the board's approval to sign the FY26 SNAP-Ed assurances and to accept potential funding from MFF, should it be granted for FY26.

SNAP-Ed is an evidence-based, formerly federally funded grant program that helps people lead healthy, active lives through the provision of nutrition and physical activity lessons and through the implementation of community based changes that increase access to nutritious food and physical activity in eligible communities. SNAP-Ed programming has supported the Washtenaw County community for over eight years. Washtenaw County's SNAP-Ed program currently provides direct education lessons in thirteen elementary schools across Ypsilanti, Lincoln, and Whitmore Lake and works with various community partners to provide programming and services.

The SNAP-Ed grant funding has historically been for one year. If awarded, funding would start October 1, 2025 and end September 30, 2026. It will be used to pay for the following: 100% of WISD's Healthy Habits Program Assistant's salary and benefits, 100% of WISD's Healthy Habits Program Nutrition Outreach Specialist's salary and benefits, 40% of WISD's Regional School Health Coordinators salary and benefits, contracted staff time, staff travel, and program supplies.

SNAP-Ed Program Assurances

SNAP-Ed at Michigan Fitness Foundation (MFF) Subrecipient Grantees Fiscal Year 2026 (October 1, 2025 – September 30, 2026)

To be eligible for FY 2026 SNAP-Ed funding from MFF as a subrecipient grantee, organizations must agree to the Assurances outlined below.

By signing these Assurances, it signifies:

- Understanding that subrecipient grantee funding is contingent on SNAP-Ed being funded in the Federal Budget and, if the program is funded, provisional award amounts will reflect any funding reductions in the Federal Budget. _____ (Authorized Organization Representative Initials)
- Acknowledgment that the organization's FY 2026 Provisional Funding Award Letter with a provisional award amount will be issued only if SNAP-Ed is funded to continue and the amount will be in alignment with any program funding reductions. _____ (Authorized Organization Representative Initials)
- If SNAP-Ed is funded in the Federal Budget, the SNAP-Ed Program Lead and Finance Lead at the organization agree to read and act on the FY 2026 Provisional Funding Award Letter, address any necessary clarifications and/or required conditions for funding, and affirm the following statements:
 1. Required changes to programming and budget outlined in the FY 2026 Provisional Funding Award Letter and any reviewer feedback on recommended program and budget improvements shared by MFF supersede content included in your submitted FY 2026 proposal package.
 2. In response to all FY 2026 funding conditions, program and budget improvement feedback, and provisional funding amount, changes will be incorporated into your Program Summary and updated budget before the FY 2026 program year begins on October 1, 2025. An Evaluation Plan (process and outcome evaluation), including SMART Objectives, will be developed in coordination with MFF.

The organization assures that it will:

3. Use program and budget improvement feedback from reviewers to inform program planning and continuously build out quality programming.
4. Design and deliver programming based on a current, strong community-based needs assessment and ensure chosen interventions and community-based strategies (CBS) align with and respond to the needs of identified focus audiences and communities.
5. Commit to providing high quality community relevant programming to meet localized needs of identified eligible focus audiences and communities.

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- 6. Design and deliver a comprehensive program that meets unique, localized needs and includes a balance of direct education (DE) interventions, CBS, and aligned supplemental materials.
- 7. Use only evidence-based interventions and strategies (research-tested or practice-based) in SNAP-Ed programming that show there is a likelihood of positive outcomes for identified focus audiences and communities.
- 8. Develop and follow a clear scope and sequence for each DE intervention and a CBS workplan for each CBS strategy.
- 9. Use community engagement strategies and multi-sector collaborative approaches to engage with community residents and agencies (both SNAP-Ed and non-SNAP-Ed funded) in SNAP-Ed program design and delivery to advance SNAP-Ed goals and activities, leverage community resources, and build long-term impacts.
- 10. Deliver all programming (DE and CBS) with fidelity while considering unique community needs and contexts.
- 11. Adhere to all evaluation requirements as outlined in the *Evaluation Assurances* included with the FY 2026 assurances package, contract language, and evaluation plan, including developing and following plans for both process and outcome evaluation, meeting statewide evaluation requirements, and reporting.
- 12. Comply with the *SNAP-Ed Compliance Assurances* included with the FY 2026 assurances package.
- 13. Be accountable for the programmatic, administrative, and financial aspects of the program and comply with SNAP-Ed Guidance and requirements provided by United States Department of Agriculture, Michigan Department of Health and Human Services, and MFF and included in the FY 2026 Program and Operations Manual.

I have reviewed the above information, verify the information is accurate, and affirm our organization will comply with all the Assurances stated above.

Authorized Organizational Representative

Title

Date

Program Lead

Title

Date

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Finance Lead

Title

Date

SNAP-ED COMPLIANCE ASSURANCES

Subrecipients

SNAP-Ed at Michigan Fitness Foundation (MFF) Fiscal Year 2026 (October 1, 2025 – September 30, 2026)

To be eligible for Fiscal Year (FY) 2026 funding as a subrecipient through SNAP-Ed at Michigan Fitness Foundation (MFF), your organization must agree to comply with the SNAP-Ed Compliance Assurances outlined below. This document must include the original signatures (electronic signatures accepted) of all three representatives listed: the authorized organization representative, organization financial representative, and lead program representative.

1. The Michigan Department of Health and Human Services (MDHHS) is the state's SNAP agency. MDHHS is accountable for the content of Michigan's SNAP-Ed and provides oversight to all implementing agencies.
2. All SNAP-Ed subrecipients must be responsible for the allowability of activities they provide that are funded with SNAP-Ed funds (ALN 10.561) and are liable for repayment of unallowable costs.
3. Program activities will be conducted in compliance with all applicable Federal laws, rules, and regulations including FNS Civil Rights Instructions 113-1 and OMB Uniform Guidance (UG) governing administrative requirements, cost principles, and audit requirements.
4. Organization will comply with most up-to-date [Subrecipient Programming & Operations Manual](#) and SNAP-Ed Guidance. Updates may be issued by MFF and/or United States Department of Agriculture (USDA) and replace previous versions. All SNAP-Ed Programs will need to adjust programming for compliance when necessary.
5. Organization meets all of the proposal requirements outlined in the [FY 2026 Request for Proposals \(RFP\) Process Overview](#).
6. Subrecipient contracts will be awarded through an annual competitive proposal process that considers merit, effectiveness, history of compliance, alignment with SNAP-Ed goals, impact or potential impact, program efficiency, and proposal completeness and are subject to available funds.
7. Not all proposals will receive SNAP-Ed funding or funding at the level requested. Subrecipient grantee funding is contingent on SNAP-Ed being funded in the Federal Budget and, if the program is funded, provisional award amounts will reflect any funding reductions in the Federal Budget. MFF reserves the right to amend an awarded proposal.
8. Organization understands that SNAP-Ed at MFF funding is managed on a cost-reimbursement basis. This means the funded organization incurs expenses by implementing the approved activities included in its contract, and these expenditures are reimbursed to the organization upon accurate completion of monthly invoices. Expense reimbursement is contingent on MFF approval and available funds and will only cover allowable expenses incurred in FY 2026. Organization recognizes the cash flow management that is required with cost-reimbursement awards.

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9. Documentation of costs and payments for approved SNAP-Ed activities will be provided to MFF as required by reporting requirements. All original documentation will be maintained by subrecipient and made available for USDA, MDHHS, and/or MFF review and audit.
10. SNAP-Ed activities included in your contract shall not be financed by any other sources. If other funding for the same or similar work is secured, organization shall submit the scope of work in the areas of nutrition and physical activity that may overlap with the work outlined in and for the period of your FY 2026 contract.
11. Program activities will be reasonable and necessary and allocated appropriately to accomplish SNAP-Ed goals and objectives. SNAP-Ed funding must not be considered as substitute funding for programs that have other funding streams or that move away from the mission of FNS and the goal and focus of SNAP-Ed.
12. Program activities focusing on USDA Food & Nutrition Service (FNS) clients already receiving nutrition education must be designed to provide new information and cannot supplant or duplicate existing nutrition education programs or community-based strategy initiatives. Where operating in conjunction with existing programs and/or initiatives, SNAP-Ed program activities must enhance and supplement them.
13. Organization has the capacity to adhere to the procurement standards outlined in the OMB Uniform Guidance (UG).
14. Criminal background checks and national and state sex offender registry checks shall be conducted or caused to be conducted for each new employee, employee, contractor, contractor employee, or volunteer who has direct contact with client populations, has access to confidential information, or is directly supervising those listed above, in accordance with contract and grant guidelines.
15. Organization will complete approved activities included in their contract within FY 2026 and will not use subcontractors to complete SNAP-Ed work.
16. All programming and aligned budget must be pre-approved by MFF, including any changes that occur after the FY 2026 Plan of Work is approved by USDA.
17. Efforts must focus on providing SNAP-Ed to SNAP participants and/or eligible recipients. Organization will provide allowable evidence-based nutrition education, physical activity promotion, and community-based strategy initiatives to SNAP participants, low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs, and individuals residing in communities or attending schools with a significant low-income population. (Refer to the [Subrecipient Programming and Operations Manual](#) for details regarding each audience eligibility category.)
18. SNAP-Ed programming delivered must be offered free of charge.
19. Program site locations must be updated in the [Map to Healthy Living Update Portal](#) as required by MFF.

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- 20. All materials developed (hard copy and digital), printed, or re-printed/disseminated with SNAP-Ed funds must include the required USDA non-discrimination statement and credit statement. All materials must be pre-approved by MFF.
- 21. Nutrition education and obesity prevention messages will be consistent with the current [Dietary Guidelines for Americans](#) and [Physical Activity Guidelines for Americans](#).

We have reviewed the above information and affirm our organization will comply with all the Assurances stated above.

Signature of Authorized Organization Representative	Date
Print Name	Title
Signature of Organization Financial Representative	Date
Print Name	Title
Signature of Lead Program Representative	Date
Print Name	Title

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**SNAP-Ed at Michigan Fitness Foundation
Evaluation Assurances
Subrecipients
Fiscal Year (FY) 2026 (October 1, 2025 – September 30, 2026)**

Evaluation is an important and required component in SNAP-Ed. SNAP-Ed at Michigan Fitness Foundation (MFF) evaluation tools include process and outcome evaluations for all Community Based Strategies (CBS) and direct education (DE) interventions.

All organizations funded through SNAP-Ed at MFF use surveys to collect information from participants to identify behavior changes and understand the value of the program from the participant perspective. Evaluation tools are used to measure individual behavior change related to food choices and physical activity (outcome evaluation). Program evaluation surveys are also used with youth and adult program participants to understand the value and appropriateness of the interventions offered (process evaluation). Tools have been carefully selected considering nutrition educator and participant respondent burden, ability of the tool to collect information needed, and validity and reliability of the instruments.

MFF evaluation team, in partnership with subrecipient grantees, also identifies evaluation approaches (quantitative and/or qualitative) and data collection methods most appropriate for capturing planned community-based strategies (CBS).

Results across local SNAP-Ed programs are combined to assess the effectiveness of statewide SNAP-Ed programming to increase fruit and vegetable consumption and physical activity behaviors, improve supports for those healthy behaviors, and identify program enjoyment, interest, appropriateness of foods, and intended behavior changes. Evaluation results provide a framework to package and share findings with key stakeholders (e.g., USDA, MDHHS, etc.) to tell the story of SNAP-Ed impact in Michigan.

Of note, the phrase “pre- post- surveys” refers to surveys given before an intervention/series begins and again after the intervention/series comes to an end. For matching pre- post- surveys, demographic data are used (middle initial; day and month of birth, gender, age, etc.).

Read each item below and respond to the statements by checking the boxes.

Outcome Evaluation

1. Direct Education Behavior Change

Your organization must collect direct education outcome evaluation data for behavior change using the SNAP-Ed at MFF evaluation tools identified by their MFF evaluation specialist. In FY 2026, your organization will receive a Survey Guide related to each direct education intervention they are implementing that identifies surveys to use with which program participants (by age), a minimum number of matched pairs surveys to collect (number), and timeframe for evaluation activities, such as when surveys need to be administered (pre- post- or post only).

It is mandatory that the Survey Guide be followed as written. Required outcome surveys align with the indicators and outcome measures included in the [SNAP-Ed Evaluation Framework Interpretive Guide](#). Outcome evaluation provides information to identify effectiveness of the intervention.

If you are using paper surveys or Scantron surveys for DE outcome evaluation, those need to be ordered by the subrecipient from the MFF SNAP-Ed Portal.

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Fruit and Vegetable Consumption Outcomes

All surveys have been drawn from nationally validated tools for a wide range of populations. Youth in grades 6 and higher and adults are assessed for recent (1-4 weeks) fruit and vegetable intake. The surveys need to be administered pre- post- program implementation.

Physical Activity Outcomes

Physical activity (PA) surveys will be administered pre- post- the period of active program intervention and will assess physical activity patterns.

Number of Surveys Required

All participants are expected to complete the designated outcome survey(s) included in your organization's Survey Guide. If your organization collected more than 500 of any survey in the previous fiscal year you can collect surveys from a subset of participants. Your MFF evaluator will provide guidance.

Required Indicators

Your organization must address, measure, and report on the following indicator for DE: **MT1. Healthy Eating.**

Additional indicators relevant to your SNAP-Ed programming can be added. For example, MT2. Food Resource Management and MT3. Physical Activity and Reduced Sedentary Behavior. Your MFF evaluator will provide guidance.

Have you reviewed and do you understand the requirement for DE outcome evaluation as described above?

☐ Yes

☐ No

2. Community Based Strategies (CBS)

Your organization must collect outcome evaluation data for CBS, highlighting the SNAP-Ed contribution to those CBS processes and outcomes. Evaluation allows users to identify the need for CBS change and/or to track such changes implemented to achieve planned CBS to improve nutrition and physical activity supports. Outcome evaluations align with the indicators and outcome measures in the [SNAP-Ed Evaluation Framework Interpretive Guide](#).

Required Indicators

Your organization must report on outcomes of the following indicators for CBS, **as aligned with your approved program:**

- *ST5. Readiness and Need, ST6. Champions, ST7. Organizational Partnerships;*
- *MT5. Nutrition Supports and, as applicable, MT6. Physical Activity and Reduced Sedentary Behavior Supports.*

In addition, your organization must report on outcomes of the following SNAP-Ed indicators, if the following conditions apply:

- *ST8: Multi-Sector Partnerships and Planning: reporting SNAP-Ed contributions* is required if you have implemented SNAP-Ed programming for **at least two (2) full program (fiscal) years.**
- *LT5: Nutrition Supports Implementation and/or LT6: Physical Activity Supports Implementation* is required if you have adopted MT5 Nutrition Supports and/or MT6 Physical Activity/Reduce Sedentary Behavior Supports CBS change(s) **within the last three (2) program years.**

NOTE: Reporting on outcomes of other CBS indicators related to specific programming may be required as determined by your MFF evaluator.

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All data for indicators ST5, ST6, ST7, ST8, MT5, MT6, LT5, and LT6 must be entered into the Map to Healthy Living Update Portal to report progress on those indicators (as appropriate) per the quarterly CBS reporting schedule determined by MFF.

Have you reviewed and do you understand the requirement for CBS outcome evaluation as described above?

☐ Yes

☐ No

Process Evaluation

3. Direct Education and Community Based Strategies

Process evaluation helps to ensure fidelity (that an evidence-based intervention or strategy is delivered as designed and thus likely to result in the expected outcomes) and will be included in your evaluation plan developed in collaboration with your assigned MFF evaluator.

Your organization must collect process evaluation information for both CBS and DE. In FY 2026, your organization will receive a Survey Guide that identifies Logs (Nutrition Educator Log) and Surveys (Program Evaluation for Adults or Program Evaluation for Youth) to use with process evaluation for DE.

Process evaluation for CBS change initiatives include quarterly reports entered in the Map to Healthy Living Update Portal. It is important that the quarterly reports are completed every quarter, and that **roles and activities of SNAP-Ed staff are clearly distinguished from contributions of non-SNAP-Ed partners** in advancing CBS change work.

Have you reviewed and do you understand the requirement for process evaluation as described above?

☐ Yes

☐ No

4. Additional Evaluation Requirements

Organizations shall not create DE or CBS evaluation tools (e.g., surveys, interview guides, focus group guides, etc.) on their own. If there is a need for additional evaluation tools, the subrecipient grantee must contact their assigned MFF evaluation specialist for support.

You must tell your MFF evaluator when a change occurs in your SNAP-Ed programming that could impact evaluation activities. This will ensure that your Evaluation Plan, including Survey Guide and/or other evaluation tools can be updated and remain current.

If research and/or evaluation is being conducted concurrently in the areas of nutrition and physical activity that overlaps with the approved SNAP-Ed work included in your contract, you must notify your MFF evaluator and comply with any aligned requirements outlined in your FY 2026 SNAP-Ed contract.

Have you reviewed and do you understand the requirement for process evaluation as described above?

☐ Yes

☐ No

5. Reach Information

Your organization must collect reach information as required by USDA and report it at the end of the program year using tools provided by MFF. Reach information for DE includes: the total number of unduplicated

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participants, ethnicity, race, gender, age, mode of delivery, number of series and sessions per series. Reach information for CBS includes: the estimated number of people likely to be impacted by an adopted CBS.

Do you agree to create and follow a plan to collect required data?

☐ **Yes** ☐ **No**

Signature of Authorized Organization Representative	Date

Print Name	Title

Signature of Program Lead	Date

Print Name	Title

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Coversheet

Superintendent's Recommendations

Section:	VI. Consent Agenda
Item:	G. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	NGSx Amendment Board Memo 2025.pdf NGSx Amendment 2025.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Dr. Charlene Jones, Advisory Council Grant Administrator

DATE: July 21, 2025

RE: Amendment to Contract with Boston University

I recommend that the WISD Board of Education authorize the administration to approve the Contract Amendment with Boston University for the Next Generation Science Exemplar (NGSx) Program for a cost not to exceed \$54,625.00.

The NGSx Program will provide facilitation services and user fees for 2 cohorts of the Virtual Becoming a Next-Gen Science Teacher, 1 cohort of Oceans, Climate Science, & Big Data, and follow up sessions for all participants. The original contract with Boston University was \$20,700.00 for 1 cohort of the Virtual Becoming a Next-Gen Science Teacher. This contract amendment will increase the scope of work and the amount of the contract to \$54,625.00. The duration of the contract will be from July 8, 2025 – June 30, 2026 and will be paid out of the MiSTEM Advisory Council Grant. This contract will not affect the balance of the general fund.

NGSx is an innovative PD environment composed of powerful learning pathways. These pathways support the use of high leverage tools, tasks, and resources central to understanding classroom changes needed to support Next Generation Science Standards and the K-12 Framework.

CC: Dr. Jennifer Banks, Director of Instruction



Washtenaw Intermediate School District Amendment to Contracted Services Agreement – Company

The contracted services agreement dated July 8, 2025 by and between Washtenaw Intermediate School District hereinafter referred to as WISD or District, and Boston University/NGSx Project hereinafter referred to as Contractor, is amended as follows:

It is the intention of the parties to amend the previous contracted services agreement covering the period of July 8, 2025 – June 30, 2026 in the following manner:

SECTION I – SCOPE OF SERVICES

In connection with the above, the Contractor will perform the additional following services:

Duty 1: Contractor will plan and facilitate one session of the Virtual Becoming a Next-Gen Science Teacher Pathway for a total of 14 educators. This session will occur: August 4, 5, 6, 11, & 12, 2025 from 9am – 2pm. This contract includes:

- Participant fee, which includes NGSx user fee, plus contribution toward facilitation: \$14,600.00
- Indefinite access to NGSx V-BNGST Pathway (\$50 per person): \$700.00

Duty 2: Contractor will plan and facilitate Oceans, Climate Science, and Big Data for up to 33 educators. These sessions will occur after October 1, 2025. This contract includes:

- Participant and Facilitation Fees: \$17,075.00

Duty 3: Contractor will facilitate four two-hour follow up sessions for Cohort 1 and four two-hour follow up sessions for Cohort 2 (total of 8 two-hour sessions). These sessions are designed to support teachers as they honor voice, implement learning from the PL and as they support students in making their learning public (via showcase, etc). Teachers show what they've learned through (V)BNGST and OCSBD via student presentations. (\$4,000.00)

SECTION II – COMPENSATION

1. The previous contract had a total amount of \$20,700.00. This contract increases the total compensation to: \$54,625.00

Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

The Amendment agreed to on July 8, 2025:

<div>_____</div> <div>Contractor</div>	<div>Date_____</div>
<div>_____</div> <div>Advisory Council Grant Administrator</div>	<div>Date_____</div>
<div>_____</div> <div>Department Head</div>	<div>Date_____</div>
<div>_____</div> <div>Washtenaw Intermediate School District</div>	<div>Date_____</div>

Coversheet

Superintendent's Recommendations

Section:	VI. Consent Agenda
Item:	H. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Filter First RFQ Recommendation Memo.pdf doc03827620250502112622.pdf Attachment A - Pricing (3).pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Tanner Rowe, Director of Operations

DATE: July 22, 2025

SUBJECT: EGLE Filter First RFQ Recommendation

The administration recommends that the WISD Board of Education authorize the administration to approve CGC Water Treatment & Plumbing as a pre-qualified contractor for Department of Environment, Great Lakes, and Energy (EGLE) Filter First services and products for potentially a five-year period (one year, with 4 one-year renewal options).

Washtenaw Intermediate School District (WISD) partnered with MAC CoPro+, a state-wide procurement team, to issue a Cooperative Purchasing bid for EGLE's upcoming Filter First requirements. This new requirement from EGLE will require all school districts in the State of Michigan to provide filtered drinking water to their staff and students. The RFQ sought out to find contractors that can water filtration, maintenance, and service related to this Filter First requirement not only here in Washtenaw County but also for school statewide. The bid was developed to provide as much flexibility as possible – including separating services from goods. The bid documents allow for renewals on an annual basis – up to 4 additional years, for a total 5 year renewable contract.

The bid process adhered to all State and board procurement process requirements. After review of all qualification submissions, evaluations of each submission were performed, and it was determined that all submissions were successful in meeting the minimum requirements. WISD plans to utilize this contract to purchase materials and services as it relates to Filter First. WISD will utilize federal grant funding from Michigan Department of Education up to \$75,543. Attached can be found a further explanation of the request for qualifications, scope of work, and submissions.



RFQu # WISD-740/890-04152025

REQUEST FOR QUALIFICATIONS

FOR

WATER FILTRATION, MAINTENANCE, AND SERVICES



BID SUMMARY

Commodity/Service Being Requested: Water Filtration, Maintenance, and Services

Type of Solicitation: Request for Qualifications (RFQu) - It is the intention of Washtenaw ISD to competitively pre-qualify multiple contractors that will provide Water Filtration, Maintenance, and Services for government municipalities and schools statewide. It is the desire of Washtenaw ISD through this process to pre-qualify and establish a list of contractors that will service Washtenaw ISD and participating public municipalities, schools (public, private/parochial, and charter/public school academy), and non-profit organizations with Water Filtration, Maintenance, and Services for up to the next five years.

Type of Resulting Contract: Statewide Cooperative Contract - As a result of this RFQu, Washtenaw ISD will work with the Michigan Association of Counties CoPro+ program to market and extend the resulting Water Filtration, Maintenance, and Services contracts to other government municipalities and school districts statewide. Municipalities and schools will have access to a pool of pre-qualified contractors available for Water Filtration, Maintenance, and Services. The vendors will be competitively selected as having been qualified as defined within the qualification section of this RFQu. This contract will enable public municipalities, non-profit organizations, and schools to "piggyback" and purchase on an "as needed" basis from the pool of contractors awarded by this competitively awarded contract. Washtenaw ISD intends to quarterly reopen the Request for Qualifications (RFQu) process to consider new RFQu responses, and potentially supplement the list of prequalified contractors. Contractors serving a specific area of the State will still be considered for selection.

The resulting contracts for Water Filtration, Maintenance, and Services are for an unspecified number of projects. Members are able to join at any time during the year. Any new ordering entity will submit a specification/price request form that will be sent to each pre-qualified vendor as each new entity or groups of entities request pricing and service. Each awarded vendor will submit pricing within 7 days for each request. Each request will be awarded by the individual or group of public municipalities, non-profit organizations, or school districts.

Resulting Contract Term: One (1) year with Four (4) one-year renewal options.

TIMETABLE	
Release of RFQu:	April 15, 2025
Pre-Proposal Meeting (10:00 A.M./ EST)**:	April 24, 2025
Question & Answer Due Date:	April 29, 2025
Questions and Answers Responses Posted:	May 6, 2025
Proposals Due by (1:00 P.M./ EST) *:	May 13, 2025
Master Agreement Award Date:	June/July 2025

*Any response received later than the specified deadline will be disqualified.

** Pre-Proposal Meeting is strongly encouraged, though it is not mandatory to attend. The Pre-Proposal Meeting will be held virtually via Microsoft Teams on April 24, 2025, at 10:00 A.M. Eastern Time.

Pre-Proposal Microsoft Teams Meeting:

Join Teams Meeting:

https://teams.microsoft.com/join/19%3ameeting_NDMYOTkwMTU0Y2Q0LWEyMTEtNTVmM2ZiMDZiYWl5%40thread.v2/0?context=%7b%22id%22%3a%22e1f19f2f-617d-4202-a476-27bc477a74f5%22%2c%22oid%22%3a%225f987be7-abd4-4e5a-9c24-d98ed4bbc3b5%22%7d

WISD-740/890-04152025

2



Meeting ID: 250 172 948 185 5
Passcode: sY3FG398

Contacts with Washtenaw ISD Personnel: All contact with Washtenaw ISD regarding this RFQu or any matter relating thereto must be sent in e-mail as follows: trowe@washtenawisd.org



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APPENDIX A – Regional Map

ATTACHMENT A – PRICING

Solicitation Terms and Condition can be found at [Bids - Business Services - Administrative Departments - Services - Washtenaw ISD](#)



SECTION 1.0 – BIDDER RESPONSES TO SCOPE OF WORK AND PRICING

1.1 Minimum Mandatory Requirements

All Bids will be reviewed for compliance with the mandatory requirements. Bids deemed non-responsive will be eliminated from further consideration.

- 1) Proposer must have three (3) years' experience, within the last five (5) years, providing water filters, maintenance, and/or services equivalent or similar to the services being requested by Washtenaw ISD. Please provide in **Section 2.2 References**.
- 2) Proposer must be qualified and licensed as a vendor for water filtration installation and maintenance in Michigan. Please provide documentation.
- 3) Proposer must be in compliance with Michigan Occupational Safety and Health Administration (MIOSHA) regulations. Please provide documentation.

Proposer Response:

Please enter your responses in the "Proposer Response" text boxes provided. There is no requirement or limitation on the amount of words for your responses.

1.2 Introduction / Scope of Work

Washtenaw ISD is seeking qualified vendors for the implementation and management of the **Filter First Program**, aimed at improving water quality in schools. The program's primary objective is to ensure the safety of drinking water by installing and maintaining appropriate water filtration systems in compliance with state and federal standards.

To protect Michigan children from exposure to lead in drinking water, the Clean Drinking Water Access Act, 2023 PA 154, and amendments to the Child Care Organizations Act, 1973 PA 116, collectively also known as **Filter First**, were signed into law by Governor Gretchen Whitmer with an effective date of October 24, 2023. These laws require schools and child care centers in Michigan to develop a Drinking Water Management Plan (DWMP), install lead reducing filters on all consumptive fixtures, and test filtered water.

1.3 Requirements and Specifications

1. Lead-Reducing Filters

- a. Filter Specifications:
 - o Must comply with NSF/ANSI Standard 53 for lead reduction and NSF/ANSI 42 for Particulate Class 1 reduction.
 - o Designed to fit a variety of fixture types commonly used in school facilities.
 - o Expected lifespan: Minimum one year or 10,000 gallons, whichever comes first.
 - o Include tamper-proof mechanisms to prevent unauthorized removal or modification.
 - o Include indicator light to notify users when filters need to be changed.
- b. Installation Requirements:
 - o Installation must be conducted by certified professionals.
 - o Filters must be compatible with existing infrastructure without significant modification.

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Proposer Response: Please state whether you agree or do not agree and explain reason(s) for not agreeing.

- | | |
|----------|-------|
| 1.3.1.a. | Agree |
| 1.3.1.b. | Agree |

2. Testing and Verification

- a. Testing Protocols:
 - Conduct water testing post-installation to ensure lead levels are within state-mandated limits (<5 ppb).
 - Provide certified laboratory results for each tested fixture, lab must be a certified drinking water laboratory.
 - Re-test water quality at twelve-month intervals.
- b. Compliance Reporting:
 - Submit detailed reports documenting filter installation and testing outcomes.
 - Provide digital and physical copies to the respective school districts.

Proposer Response: Please state whether you agree or do not agree and explain reason(s) for not agreeing.

- | | |
|----------|-------|
| 1.3.2.a. | Agree |
| 1.3.2.b. | Agree |

3. Maintenance and Replacement Services

- a. Maintenance Plan:
 - Include a schedule for periodic filter inspections.
 - Provide guidelines for filter replacement intervals based on water usage and quality.
- b. Replacement Filters:
 - Ensure availability of replacement filters for the duration of the contract.
 - Provide on-demand replacement services within 30 days of request.

Proposer Response: Please state whether you agree or do not agree and explain reason(s) for not agreeing.

- | | |
|----------|-------|
| 1.3.3.a. | Agree |
| 1.3.3.b. | Agree |

4. Training and Support

- a. Training for Facility Staff:
 - Conduct in-person and virtual training sessions on filter maintenance and troubleshooting.
 - Provide user manuals and quick reference guides for school staff.
- b. Customer Support:
 - Offer a dedicated help desk to handle queries and service requests.
 - Response time: Within 24 hours for critical issues.



Proposer Response: Please state whether you agree or do not agree and explain reason(s) for not agreeing.

1.3.4.a. Agree

1.3.4.b. Agree

5. Sustainability and Disposal

a. Sustainable Practices:

- o Include a plan for environmentally responsible disposal of used filters.

Proposer Response: Please state whether you agree or do not agree and explain reason(s) for not agreeing.

1.3.5.a. Agree

6. Legal and Safety Compliance

a. Vendors must:

- o Comply with Michigan Occupational Safety and Health Administration (MIOSHA) standards.
- o Maintain insurance coverage per state requirements.
- o Submit documentation verifying compliance with Executive Order N-6-22 (if applicable).

- ##### b. All contractors and subcontractors engaged in the provision, installation, maintenance, or servicing of water filtration systems for Michigan schools must comply fully with Michigan's prevailing wage laws. Contractors must ensure that all workers performing services under the resulting Contract(s) are compensated at prevailing wage rates, as determined by the Michigan Department of Labor and Economic Opportunity or applicable local wage determinations. Documentation verifying compliance with prevailing wage requirements shall be maintained and made available for audit upon request by Washtenaw ISD or other authorized entities.

Proposer Response: Please state whether you agree or do not agree and explain reason(s) for not agreeing.

1.3.6.a. Agree

1.3.6.b. Agree

7. Filtration System Recommendations

a. Vendors must:

- o Recommend appropriate filtration systems to meet or exceed the "Filter First" program requirements.
- o Ensure recommended systems comply with Michigan Department of Education and Environmental Protection Agency (EPA) standards.

Proposer Response: Please state whether you agree or do not agree and explain reason(s) for not agreeing.

1.3.7.a. Agree

8. Installation and Implementation

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- a. Vendors must:
 - o Install filtration systems at designated water sources (e.g., drinking fountains, kitchen sinks, etc.).
 - o Coordinate with school district personnel to minimize disruptions during installations.

Proposer Response: Please state whether you agree or do not agree and explain reason(s) for not agreeing.

1.3.8.a. Agree

9. Maintenance and Monitoring

- a. Vendors must:
 - o Develop a maintenance schedule for installed filtration systems.
 - o Perform routine inspections and replace filters as needed.
 - o Conduct periodic water quality testing to ensure continued compliance.

Proposer Response: Please state whether you agree or do not agree and explain reason(s) for not agreeing.

1.3.9.a. Agree

10. Training and Education

- a. Vendors must:
 - o Provide training to school district staff on proper use and minor maintenance of the filtration systems.
 - o Develop educational materials for staff, students, and parents about the importance of water quality and the Filter First Program.

Proposer Response: Please state whether you agree or do not agree and explain reason(s) for not agreeing.

1.3.10.a. Agree

11. Reporting and Compliance

- a. Vendors must:
 - o Submit regular progress and compliance reports to the consortium.
 - o Assist with any required documentation for state and federal compliance.

Proposer Response: Please state whether you agree or do not agree and explain reason(s) for not agreeing.

1.3.11.a. Agree

1.4 Executive Summary

Provide an executive summary, either in the response box below, or a separate sheet not to exceed one (1) page in length providing an overview of your proposal and any information the contractor wishes to bring to the attention of Washtenaw ISD.

Proposer Response:

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Please see attached

1.5 Delivery of Services

Please confirm your understanding of each item by checking Yes or No.

1. Vendor must be able to provide service as required by each participating entity that is convenient for, and will not interfere with, normal operations.

☒ Yes ☐ No

2. Washtenaw ISD expects the vendor to give "priority" service to any call for emergency services for the participating entity. Response times must be stated. Reliable emergency response capabilities are critical. Vendor must commit to emergency response times as responded to in Section 1.7.3.

☒ Yes ☐ No

3. Service will be performed in a variety of locations. All unique requirements and or regulations for each location shall be strictly followed by the vendor and the vendor's employees.

☒ Yes ☐ No

4. For purpose of pricing service calls, Washtenaw ISD's "normal business hours" are defined as being: 7:00 A.M. to 4:00 P.M., Monday through Friday. All other calls outside these hours, including weekends and holidays will be considered "outside normal business hours."

☒ Yes ☐ No

5. Subcontracting: Any person undertaking a part of the work under the terms of the contract, by virtue of an agreement with the vendor, must receive the approval of the authorized individual from Washtenaw ISD or other participating entity prior to any such undertaking. Washtenaw ISD may terminate the contract if the subcontracting is done without this approval.

☒ Yes ☐ No

6. Criminal Background Check: Vendor must certify that any employees, subcontractors, and volunteers of the supplier who will have duties related to the contracted services and will be on the participating school/agency/municipality premises; have passed a criminal history background check.

☒ Yes ☐ No

If answered "NO" on any items (1 – 6), please explain:



1.6 Service Capabilities

1. Communication Plan/Contract Management

Proposers shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger, or acquisition.

Proposer Response:

Please see attached

2. Primary Account Representative

Proposers must identify by name and location the primary account representatives and key contacts who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents. Include names, titles, address, phone number, and email addresses.

Proposer Response:

Please see attached

1.7 Quotes/Order/Delivery Reporting/Customer Service

1. Generally

Requests for quotes will be initiated by participating agencies as specific needs arise. Participating agencies will issue individual detailed specifications to CoPro+ staff who will then pass it on to the pre-qualified vendor pool along with specific response information required, deliverables, and any special terms and conditions. The vendors will respond back to the CoPro+ official within the timeframe specified in the request for quote. The participating agency will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). The vendor will be notified with the award and put in contact with the ordering entity to set up the account and make arrangements.

Please confirm your understanding by checking Yes or No.



Yes



No

2. Ordering Process Capabilities

Proposers shall identify their ordering/customer service capabilities. This includes having the capacity to receive orders electronically, by phone, facsimile, and by written order. Please describe how entities will order.

Proposer Response:

Please see attached

3. Customer Service

It is preferred that the Vendor have an accessible customer service department with an individual specifically assigned to Washtenaw ISD. Customer inquiries should be responded to within 48 hours or two (2) business days unless it is an emergency issue. Describe your company's Customer Service Department (hours of operation, number and location of service centers, response times, etc.) and emergency response process.



Proposer Response:

Please see attached

4. Purchase Orders

Eligible Agencies will issue POs directly to the Vendor. **Vendors should consider all orders from Eligible Agencies to be Washtenaw ISD orders regardless of whether or not the PO makes any reference to Washtenaw ISD, unless specifically directed otherwise by the ordering agency.** Issuance and order placement by an Eligible Agency hereby execute Washtenaw ISD contract terms and conditions and supersedes other terms and conditions that conflict on the PO. Resulting orders are to be shipped and billed directly to these institutions/eligible agencies.

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

5. Product/Service Specifications

All products furnished and services performed must be in conformity with the participating agency specifications and will be subject to inspection and acceptance by the individual customers.

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

If answered "NO" on any items in Section 1.7, #1, #4, and/or #5 above, please explain:

1.8 Delivery Capabilities/Options

1. Delivery Time Frames

Please include delivery time frame information in **Attachment A - Pricing**.

2. Geographic Regions

Indicate the geographic region(s) you will provide service to in **Appendix A**.

3. Reporting Capabilities

Proposers are required to submit quarterly sales reports and other reporting documents to CoPro+/Washtenaw ISD.

4. Shipping Errors

The receiving agencies/schools have been instructed to make immediate inspection on receipt of products/services and to process payment documents promptly. Payment documents, however, will be delayed if the work fails to comply with specification requirements.

Proposer Response:

1.9 Task Orders

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Respondents shall respond to individual Task Orders/Quote Requests issued by Washtenaw ISD and other participating entities based on the job specifications provided. If respondent has existing cooperative contracts in place, Washtenaw ISD requests equal or better than pricing to be submitted.

- a. Unit prices should include delivery.
- b. Bid pricing must reflect Net 30 payment terms unless specified otherwise in the Task Order/Quote Request.
- c. Sales Tax: Washtenaw ISD and participating entities are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.
- d. Federal Excise Tax: Washtenaw ISD and participating entities may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Washtenaw ISD's or the participating entity's exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.
- e. Special Incentives: Washtenaw ISD is interested in any other special programs and alternative recommendations that vendors may have. Please discuss these programs, such as customer employee retail discounts, return policies, trade-in programs allowing the return of new product not needed, quantity discounts, green product offering, Michigan made products, etc.

Proposer Response:

Provide any additional comments regarding pricing, discounts being offered, and information on other cooperative contracts held by respondent.

1.10 Price Assurance

The awarded vendor agrees to provide competitive pricing to Washtenaw ISD and its participating entities.

All pricing submitted to Washtenaw ISD and participating entities through the resulting contract(s) shall include 2.0% administrative/remittance fee to be remitted to CoPro+ by the contractor.

1.11 Product Specifications

1.11.1 Reservation of Rights

All products being bid shall be certified as new and unused. Please bid top-of-the-line products. Generics are not preferred. The product lines of nationally recognized manufacturers who regularly advertise, promote, and distribute catalog products to the school and local government market are preferred. However, Washtenaw ISD will evaluate the merits of all bids submitted and reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all bids or portions of bids with or without cause. Washtenaw ISD further reserves the right to waive any irregularity or informality in the RFQu process or any bid, and the right to award to one or multiple vendors. Washtenaw ISD reserves the right to add or delete products from the bid, extend agreements, or change vendors, in order to best serve the eligible agencies. These changes will follow approved bidding laws. Washtenaw ISD may use the individual product cost or the sum of groups of products, may group similar products, and/or total cost of ownership, to evaluate prices and award bids. Washtenaw ISD reserves the right to request additional information from any or all bidders. Washtenaw ISD also reserves the right to select one or more vendors to award a contract to under this RFQu. In the event a bid is accepted by Washtenaw ISD and the vendor asserts



exceptions, special considerations or conditions after acceptance, Washtenaw ISD, in its sole and absolute discretion, reserves the right to reject the bid and award other bidder(s).

1.11.2 Competition Promoted

The name of a model, manufacturer or brand in Washtenaw ISD bid documents shall not be considered as exclusive of other brands unless "NO SUBSTITUTE" is stated in the item description. Bidders may offer a variety of brands and models, as it is the intent of Washtenaw ISD to provide a multitude of options to the eligible agencies. Washtenaw ISD expects all supplies, materials, equipment, or products bid to meet or exceed the specifications set forth in this RFQu. Further, it is Washtenaw ISD's intent that this RFQu permit competition. Accordingly, the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, materials, equipment, or products requested in this RFQu are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. Washtenaw ISD, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by bidder meet the specifications contained in this RFQu and possess equivalent and/or better qualities. It is the bidder's responsibility to notify Washtenaw ISD in writing if any specifications or suggested comparable equivalent products/brands require clarification by Washtenaw ISD prior to the due date for bids.



SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, any RFQu Addenda and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents of RFQu # WISD-740/890-04152025 – Water Filtration, Maintenance, and Services.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, and agrees that its Bid, if accepted by Washtenaw ISD, will be the basis for the Bidder to enter into a contract with Washtenaw ISD in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements:
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
 - Assurance Regarding Access to Records and Financial Statements
 - Iran Economic Sanctions Act
 - Certificate of Independent Price Determination
 - Clean Air and Water Certificate
 - Certification Regarding Lobbying Contracts, Grants, Loans, and Cooperative Agreements
 - U.S. Department of Energy Assurance of Compliance Non-Discrimination in Federally Assisted Programs
 - Affidavit as to Disclosure of Familial Relationships for Competitive Bids
 - All products must meet Buy American standards
6. The undersigned acknowledges that Bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFQu and associated Bid Documents.
7. It is the responsibility of each bidder to be familiar with all of the specifications, terms, and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against Washtenaw ISD based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with Washtenaw ISD shall hold Washtenaw ISD, its officers, agents, and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to Washtenaw ISD, prior to award, and shall include an insurance



certificate and additional insured certificate, naming Washtenaw ISD, which meets the minimum insurance requirements, as stated in the terms and conditions.



2.1 Company Profile

Official Company Name of Bidder: CGC Water Treatment & Plumbing		Type of Entity/Organization (check one): <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other:
Street Address: 2875 N Old US 23		
City: Howell		
State: Michigan	Zip Code: 48855	
Website: cgewater.com		
Primary Contact Name: Jessica Williams		
Primary Contact Phone Number 810-986-6244		
Primary Contact Email Address: jdurant@cgewater.com		
Dun & Bradstreet (D&B) Number (if applicable):		
Has your company been debarred by the Federal Government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, has it been lifted and if so, when?		
Has your company been debarred by State Governments? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, has it been lifted and if so, when?		
Have you ever been in bankruptcy or in reorganization proceedings? No		
Average sales volume for the past 3 years: \$14,502,804 - average per year		
Brief history of your company, including the year it was established: Founded in 1946 and have grown into a trusted provider of water treatment & plumbing services.		
How many clients do you currently service and how large is each client? We service over 6,000 customers annually, ranging from individual households to larger commercial clients such as fast food chains, office buildings, and hotels.		
Describe the financial soundness of your organization. Include any reports (audited financials, bank letters, D&B reports, etc.) that demonstrate your firm's strength. We maintain consistent revenues and healthy cash flow, enabling us to support large scale projects and outgoing service commitments.		
Identify any litigation your firm is currently involved in or has settled/resolved over the last year. A customer incident from over two years ago, involving a fall, has recently resulted in a lawsuit being filed against the company. We are actively working with our legal counsel.		
Provide a statement on current workload and status. Our team is fully staffed and capable of supporting new projects without impacting service levels		
Signature: <i>Jessica Williams</i>		
Name and Title of Signer: Jessica Williams Operations Director		
Date: 4/28/2025		

Please include a current copy of a W-9 with your proposal.



2.2 References

Provide a minimum of three (3) customer references for product and/or services of similar scope dating within the past 5 years.

Entity Name: Birch Grove School	
Contact Name: Mia	Title:
City: Oakland Charter Township	State: MI
Phone Number: 231-818-1085	Years Served: 4
Description of Services: installation of commercial grade water softening equipment	
Annual Volume: \$28,234	

Entity Name: Wellbridge of Fenton	
Contact Name:	Title:
City: Fenton	State: MI
Phone Number: 810-618-5725	Years Served: 8
Description of Services: Service and maintenance of commercial softener and reverse osmosis drinking water system	
Annual Volume: \$36,808	

Entity Name: Huda Schools	
Contact Name:	Title:
City: Franklin	State: MI
Phone Number: 248-626-0900	Years Served: 11
Description of Services: Service and maintenance of commercial softener and reverse osmosis drinking water system	
Annual Volume: \$10,272	



2.3 Assurances and Certifications

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department or agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education (MDE).

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Washtenaw County Intermediate School District and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F and Compliance Supplement for the U.S. Department of Education.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Washtenaw ISD as a Michigan public entity is required to follow Public Act 517 of 2012.

Vendor Signature:	<i>Williams</i>
Date:	5/1/2025

Notary	
State of	MI
County of	Livingston
Sworn to and subscribed before me, a notary public in and for the above state and county, on this <u>1</u> day of <u>May</u> , 20 <u>25</u> .	
Notary Public	<i>Kimberly Withers</i>
My commission expires:	6-23-30

Livingston

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2.4 Certificate of Independent Price Determination

- (A) By submission of this offer, the offeror certifies each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other offeror or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to bid opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
 - (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.
- (B) Each person signing this offer on behalf of the manufacturer or processor certifies that:
- (1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
 - (2) He or she is not the person in other offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this manufacturer or processor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Jessica Williams Operations Director
Company's Authorized Representative / Position Title

Jessica Williams
Signature of Company Representation

CGC Water Treatment & Plumbing
Company Name

5/1/2025
Date of Signature



2.5 Clean Air and Water Certificate

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c) (1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt.

Name of Manufacturer or Processor

Acting for Washtenaw ISD

THE MANUFACTURER OR PROCESSOR AGREES AS FOLLOWS:

To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports, and information as well as other requirements specified in Section 114 and Section 308 of the Clean Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.

That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency (EPA) List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.

To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.

To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).

The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).

The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.

The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location, or sites of operations, owned, leased, or supervised by the Manufacturer or processor.

Jessica Williams Operations Director

Company's Authorized Representative / Position Title

CGC Water Treatment & Plumbing

Company Name

Jessica Williams

Signature of Company Representation

5/1/2025

Date of Signature



2.6 Certification Regarding Lobbying Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement;

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Jessica Williams Operations Director

Company's Authorized Representative / Position Title

CGC Water Treatment & Plumbing

Company Name

Jessica Williams

Signature of Company Representation

5/1/2025

Date of Signature



2.7 U.S. Department of Energy Assurance of Compliance Non-Discrimination in Federally Assisted Programs

DOE F 1600.5

(06-94)

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U.S. Department of Energy

Assurance of Compliance

Nondiscrimination in Federally Assisted Programs

OMB Burden Disclosure Statement

OMB Control No.

1910-0400

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR422 - GTN, Paperwork Reduction Project (1900-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1900-0400), Washington, DC 20503.

CGC Water Treatment & Plumbing

(Hereinafter called the "Applicant") HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L.88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub.L.93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub.L.93-438), Title IX of the Education Amendments of 1972, as amended (Pub.L.92-318, Pub.L.93-568, and Pub.L.94-482), Section 504 of the Rehabilitation Act of 1973 (Pub.L.93-112), the Age Discrimination Act of 1975 (Pub.L.94-135), Title VIII of the Civil Rights Act of 1968 (Pub.L.90-284), the Department of Energy Organization Act of 1977 (Pub.L.95-91), and the Energy Conservation and Production Act of 1976, as amended (Pub.L.94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

Applicability and Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

Employment Practices

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs, or other forms of compensation and use of facilities.

Subrecipient Assurance

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws cited above. To this end, the subrecipient shall be required to sign a written assurance form, however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

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1910-0400

Data Collection and Access to Records

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to, the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age, and disability, in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to its obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy, Facilities of the Applicant (including the physical plants, building, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereto, to the Applicants by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representation and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signature appears below and who are authorized to sign this assurance on behalf of the Applicant.

Applicant Certification

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. § 1040.5 (a copy will be furnished to the Applicant upon written request to DOE).

Jessica Williams Operations Director	<i>Jessica Williams</i>
Designated Responsible Employee / Position Title	Signature of Company Representation
<i>J Williams</i>	5/1/25
Signature	Date of Signature
Jessica Williams	810-986-6244
Applicant's Name	Telephone Number
2875 N Old US 23	5/1/2025
Address	Date
Howell, MI 48855	



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(06-94)
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OMB Control No.
1910-0400

Authorized Official:
President, Chief Executive Officer
or Authorized Designee

Jessica Williams Operations Director

810-986-6244

Name and Title

Telephone Number


Signature

5/1/2025
Date



2.8 AFFIDAVIT AS TO DISCLOSURE OF FAMILIAL RELATIONSHIPS FOR COMPETITIVE BIDS

Section 1267 of the Michigan Revised School Code requires competitive bids on all material and labor required for the complete construction of a proposed new building, or the addition to, repair, or renovation of, an existing school building ("Competitive Bids"). Section 1267(3)(d) requires any Competitive Bid to be accompanied by a sworn and notarized statement that discloses any familial relationship that exists between the owner or any employee of the bidder and any member of:

- the **Board of Trustees** of the Washtenaw Intermediate School District ("WISD"), Ann Arbor Public Schools (AAPS), Chelsea Schools, Dexter Community Schools, Lincoln Consolidated Schools, Manchester Community Schools, Milan Area Schools, Saline Area Schools, Whitmore Lake Public Schools and Ypsilanti Community Schools
- and the **Superintendent** of the WISD, Ann Arbor Public Schools (AAPS), Chelsea Schools, Dexter Community Schools, Lincoln Consolidated Schools, Manchester Community Schools, Milan Area Schools, Saline Area Schools, Whitmore Lake Public Schools and Ypsilanti Community Schools

THE WISD BOARD OF TRUSTEES WILL NOT ACCEPT A COMPETITIVE BID FOR CONSTRUCTION, ADDITION TO, REPAIR OR RENOVATION OF A SCHOOL BUILDING THAT DOES NOT INCLUDE A NOTARIZED ORIGINAL OF THIS AFFIDAVIT.

INSTRUCTIONS: This report must be completed either in ink or typewritten for each school district listed above. Attach pages of this size if additional space is needed in response to questions 2 and 4.

Name of Bidder: CGC Water Treatment & Plumbing

Address: 2875 N Old US 23, Howell, MI 48855

Period of Proposed Work: _____

1. Does the owner or any employee of the bidder have any familial relationship with any member of the

- | | |
|--|---|
| a. WISD Board of Education | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| b. Ann Arbor Public Schools Board of Education | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| c. Chelsea Schools Board of Education | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| d. Dexter Community Schools Board of Education | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| e. Lincoln Consolidated Schools Board of Education | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| f. Manchester Community Schools Board of Education | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| g. Milan Area Schools Board of Education | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| h. Saline Area School Board of Education | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| i. Whitmore Lake Public Schools Board of Education | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| j. Ypsilanti Community Schools Board of Education | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |

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2. If the answer to #1 is yes, complete the following:

- a. Name of Employee: _____
- b. Home Address of Employee: _____
- c. Position Held: _____
- d. District and Name of the Board of Education Member that owner/ employee knows:
District _____
Name of Trustee: _____

3. Does owner or any employee of the bidder have any familial relationship with the Superintendent of:

- | | |
|---------------------------------|---|
| a. WISD | Yes___ No <input checked="" type="checkbox"/> |
| b. Ann Arbor Public Schools | Yes___ No <input checked="" type="checkbox"/> |
| c. Chelsea Schools | Yes___ No <input checked="" type="checkbox"/> |
| d. Dexter Community Schools | Yes___ No <input checked="" type="checkbox"/> |
| e. Lincoln Consolidated Schools | Yes___ No <input checked="" type="checkbox"/> |
| f. Manchester Community Schools | Yes___ No <input checked="" type="checkbox"/> |
| g. Milan Area Schools | Yes___ No <input checked="" type="checkbox"/> |
| h. Saline Area School | Yes___ No <input checked="" type="checkbox"/> |
| i. Whitmore Lake Public Schools | Yes___ No <input checked="" type="checkbox"/> |
| j. Ypsilanti Community Schools | Yes___ No <input checked="" type="checkbox"/> |

4. If the answer to #3 is yes, complete the following:

- a. Name of Employee: _____
- b. Home Address of Employee: _____
- c. Position Held: _____
- d. District and Name of the Superintendent that owner/ employee knows:
District _____
Name of Superintendent: _____



THIS FORM IS REQUIRED WITH ALL CONSTRUCTION BIDS (or as deemed necessary)

I, Jessica Williams, having been duly sworn on oath, say that I am
(Typed name of affiant)

the above-named, that I have personally prepared the foregoing affidavit, and that the same is true to the best of my knowledge and belief.

Jessica Williams
[Signature of affiant]

Subscribed and sworn to before me, this 1 day of May, 2025

Kimberly Wilkerson [signature of Notary]

Kimberly Withers [typed name of Notary]

NOTARY PUBLIC

My commission expires: June 23, 2030

Kingston



SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains key project dates and activities as well as instructions to proposers on how to prepare and submit their proposal:

TIMETABLE	
Release of RFQu:	April 15, 2025
Question & Answer Due Date:	April 29, 2025
Questions and Answers Responses Posted:	May 6, 2025
Proposals Due by (1:00 P.M. / EST) *:	May 13, 2025
Evaluation/Clarifications/Negotiations:	May 2025
Notice to Award:	June 2025
Master Agreement Award Date:	June/July 2025

*Any response received later than the specified deadline will be disqualified.

3.1 Washtenaw ISD Responsibility

Washtenaw ISD is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Washtenaw ISD Administrator/Purchasing agent designee's sole judgment and his/her judgment shall be final.

3.3 Proposers Questions

Proposers may submit written questions regarding this RFQu by e-mail to the address identified below. All questions must be received by 5:00 P.M. EST (Eastern Standard Time) no later than April 29, 2025. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFQu.

When submitting questions please specify the RFQu section and paragraph number, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFQu. Washtenaw ISD reserves the right to group similar questions when providing answers. Questions should be addressed to:

Email address: trowe@washtenawisd.org

Washtenaw ISD may modify the RFQu at any time during the bid process. All changes to the RFQu will be posted under the bid number and each posting officially revises the RFQu.



3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFQu. The proposal must remain valid for at least 120 days from the due date for responses to this RFQu.

The Proposer will be responsible for completing and submitting the following sections of this RFQu:

Section 1.0 – Bid Responses to Scope of Work and Pricing - The Proposer's proposal must include detailed responses to each of the outlined requirements in the boxes provided. There is no requirement or limitation on the amount of words for your responses.

Section 2.0 – Bidder Information and Acceptance – The Proposer will be required to complete the information in this section and provide required signatures and notarization.

3.5 Bid Submission Deadline

The Deadline for receipt of Bid is: May 13, 2025, 1:00 P.M. EST (the "Due Date").

1. **Submit an electronic version of your Bid to Washtenaw ISD via email to trowe@washtenawisd.org not later than 1:00 P.M. Tuesday, May 10, 2025.** Washtenaw ISD has no obligation to consider any proposal that is not timely received. Note: Timely delivery is regarded as to the time and date that the e-mail arrives within Washtenaw ISD not when it was sent. Bids will not be accepted via U.S. mail or any other delivery method.
2. **APPLICANTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL: "Bid Response RFQu # WISD-740/890-04152025 Water Filtration Bid" with Company Name.**

3.6 Adherence to Mandatory Requirements (Pass/Fail)

Washtenaw ISD Administrator or designee shall review Section 2.0 Bidder Information and determine if the Proposer meets the minimum requirements as outlined in this RFQu.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Washtenaw ISD may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

3.7 Evaluation Process

All bids will be reviewed for compliance with the mandatory requirements stated within this RFQu. Bids not meeting the mandatory requirements will be deemed non-responsive and eliminated from further consideration. Washtenaw ISD may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

- A. Washtenaw ISD may contact the Proposer for clarification of the Proposer's Bid.
- B. Washtenaw ISD may require the Proposer to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFQu. The Proposer(s) whose bid is advantageous to the Eligible Agencies, taking into consideration the evaluation factors, will be recommended for award approval.



After a prospective supplier has been selected, Washtenaw ISD and the prospective supplier(s) will negotiate a Master Agreement. If a satisfactory Master Agreement cannot be negotiated, Washtenaw ISD may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal. It is anticipated that pre-qualified contract awards will be made to multiple vendors.

3.8 Evaluation Criteria

1. Evaluation Factors for Statement of Work (Section 1) – 34 points
2. Company Profile (Section 2.1) - 10 points
3. References (Section 2.2) – 20 points
4. Pricing Range – 36 points

3.9 Optional Tools to Enhance Evaluation Process

Washtenaw ISD during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Washtenaw ISD:

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

3.10 Washtenaw ISD Option to Reject Proposals

Washtenaw ISD may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFQu. Washtenaw ISD shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. Washtenaw ISD reserves the right to waive inconsequential disparities in a submitted proposal.

3.11 Freedom of Information Act

This contract and all information submitted to Washtenaw ISD by the Contractor and Proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Washtenaw ISD shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFQu, the Proposer shall be deemed to have agreed to indemnify and hold harmless Washtenaw ISD for any liability arising from or in connection with Washtenaw ISD's failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFQu which have been marked "Trade Secret," "Confidential," or "Proprietary."



3.12 Contacts with Washtenaw ISD Personnel

All contact with Washtenaw ISD regarding this RFQu or any matter relating thereto must be in e-mailed as follows:

Email address: trowe@washtenawisd.org

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Washtenaw ISD personnel other than the Procurement Contact, Washtenaw ISD, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Washtenaw ISD in writing will be binding with respect to this RFQu.

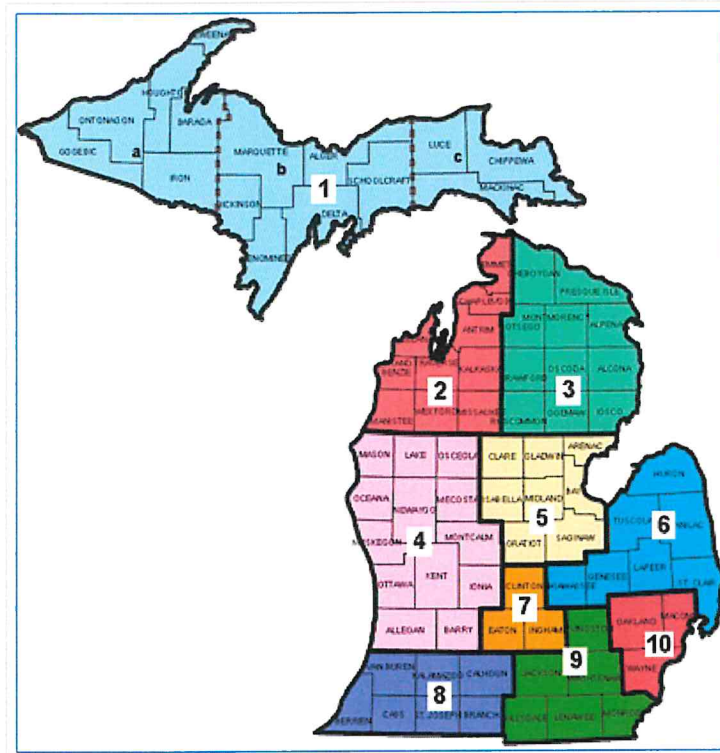
3.13 Final Agreement Award Determination

Washtenaw ISD reserves the right to make one total award, one award for each section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Washtenaw ISD.

Solicitation Terms and Condition can be found at [Bids - Business Services - Administrative Departments - Services - Washtenaw ISD](#)



APPENDIX A – Regional Map



1. Upper Peninsula
2. Northwest
3. Northeast
4. West
5. East Central
6. East
7. South Central
8. Southwest
9. Southeast
10. Detroit Metro

Please list which Regions you will service.

ATTACHMENT A: RFP-WISD-740/890-04152025 - Water Filtration, Maintenance, and Services - PRICING SHEET

NOTES TO POTENTIAL PROPOSERS: COMPLETE AND SUBMIT THIS FINAL PRICE SHEET

1. Vendors must complete the pricing sheet in the format provided.

2. Prices are inclusive of all costs, including delivery FOB Destination (unless EXCEPTIONS are stated in ATTACHMENT A). All equipment, labor, and supplies necessary to complete work, transportation to and from site.

3. Any optional services, such as extended warranties, expedited shipping, or additional maintenance services, should be listed separately under "Optional Services" Line Item 5

4. Please provide any value added services that you may provide.

5. Please indicate lead times for each item or service in Line Item 7.

6. ADD Rows (not Columns) to list multiple product line items.

NAME

CGC Water Treatment & Plumbing

REGIONS

Regions: 6 - East, 7 - South Central, 9 - Southeast, and 10 - Detroit Metro

Line Item	Line Item Description	Brand Name (s)	Item Number (s)	Unit of Measure	Unit Price	Additional Information
1	EQUIPMENT PRICING					
1-A	NSF/ANSI 53 Certified Lead-Reducing Water Filter (Standard)	Pentair Everpure		Per Unit	\$ 400.00	
1-B	NSF/ANSI 53 Certified Lead-Reducing Water Filter (High Capacity)	Pentair Everpure		Per Unit	\$ 400.00	
1-C	NSF/ANSI 42 Certified Lead-Reducing Water Filter for Particulate Class 1 Reduction	Pentair Everpure		Per Unit	\$ 400.00	
1-D	Replacement Filter Cartridges – Standard	Pentair Everpure	EV969346	Per Cartridge	\$ 195.00	
1-E	Replacement Filter Cartridges – High Capacity	Pentair Everpure	EV969346	Per Cartridge	\$ 195.00	
1-F	Fixture Adaptation Kit (if required)	Pentair Everpure	EV925914	Per Kit	\$ 70.00	
1-G	Digital Filter Change Indicator (if available)			Per Unit	\$	
2	INSTALLATION PRICING					
2-A	Standard Installation of Lead-Reducing Filter			Per Fixture	\$ 125.00	
2-B	High-Capacity Filter Installation			Per Fixture	\$ 125.00	
3	WATER TESTING & COMPLIANCE					
3-A	Initial Water Testing (Pre & Post Installation)			Per Fixture	\$ 45.00	
3-B	Annual Water Testing (12-Month Intervals)			Per Fixture	\$ 35.00	
3-C	Compliance Reporting & Documentation			Per Report	\$ 100.00	
4	MAINTENANCE & SUPPORT					
4-A	Annual System Inspection & Maintenance			Per School	\$ 150.00	
4-B	Scheduled Filter Replacement Service			Per Fixture	\$ 45.00	
4-C	Emergency Repair Service (24-Hour Response)			Per Call	\$ 295.00	
5	OPTIONAL SERVICES					
5-A	Extended Warranty (1 Additional Year)			Per Unit	\$ 55.00	
5-B	Extended Warranty (2 Additional Years)			Per Unit	\$ 85.00	
5-C	Expedited Shipping (5-7 Day Delivery)			Per Order	\$	
5-D	On-Site Training for School Staff			Per Training	\$ 250.00	Up to 90 minutes of in person training. Coverage of filter maintenance, troubleshooting, and safety overview
Line Item	Line Item Description	Discount Percentage (%)				
6	VOLUME DISCOUNTS & BULK PRICING					
6-A	500+ Units	3.00%				
6-B	1,000+ Units	5.00%				
6-C	2,500+ Units	8.00%				
6-D	5,000+ Units	12.00%				
Line Item	Line Item Description	Lead Time (Days)				
7	LEAD TIME & DELIVERY SCHEDULE					
7-A	Standard Filter Units	10-14				
7-B	High-Capacity Filter Units	10-14				
7-C	Replacement Cartridges	10-14				
7-D	Installation Services	3-5				
7-E	Water Testing Reports	2-3				

Coversheet

Superintendent's Recommendations

Section:	VI. Consent Agenda
Item:	I. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Sunbelt 2025-26 Contract Board Memo.pdf Sunbelt Master Contract_25-26 SY_Not Final.pdf



MEMORANDUM

TO: Naomi Norman, Superintendent and WISD Board of Education

FROM: Deborah Hester-Washington
Executive Director of Special Education

DATE: July 14, 2025

RE: 2025-2026 Contract with Sunbelt Staffing

While the District continues to pursue employees via direct hire, in compliance with negotiated Collective Bargaining Agreements, it is imperative that we address staffing shortages to meet student needs and state requirements. One of the ways we are addressing the shortage is by continuing relationships with various staffing agencies.

We are requesting approval to contract with Sunbelt Staffing to provide staffing for WISD Programs from July 1, 2025, through June 30, 2026.

The estimated amount of the contract is \$315,000.00. This amount is based on Sunbelt expenditures for the 2024-2025 school year. The contract will be paid through various special education Instructional Services accounts.



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
CONTRACTED SERVICES AGREEMENT**

This Agreement is made this **1st day of July 2025** by and between the Washtenaw Intermediate School District, hereinafter referred to as the WISD or District and **Sunbelt Staffing LLC**, hereinafter referred to as Sunbelt of Contractor.

It is the intention of the parties hereto to enter into this 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

THEREFORE, in consideration of payment to the Contractor of the sums specified in Section I and II the Contractor hereby agrees as follows:

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than **July 1, 2025**. Once this contract is implemented, then ending date for providing services shall be **June 30, 2026**.
2. The Contractor shall, upon request and subject to availability, provide qualified personnel for supplemental staffing services, to perform tasks agreed upon in the terms set forth in subsequent Addendums between the Contractor and District. Personnel provided are employees of Sunbelt, subject to Sunbelt's screening process and must also meet the minimum qualifications (e.g., licenses, certifications, etc.) set forth by the WISD.
3. Prior to any work being completed for the WISD, individuals working for the Contractor are required to undergo a fingerprint based criminal background check submitted to the Michigan State Police, that yields state and federal Criminal History Record Information (CHRI). The Contractor will be responsible for payment of the fingerprinting service. (Contractor must obtain the proper forms from the WISD HR Department prior to fingerprinting).
4. The District must 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 Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state of another state, or of the United States.
5. Neither the WISD nor the Contractor will discriminate based on race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation, or any other characteristic protected under applicable federal, state, or local law.

SECTION II – COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services shall align with the hourly rate set forth in subsequent Addendums(s) as referenced in Section I (2).
2. If Contractor is required (by the District) to work more than forty (40) hours in a work week, the overtime rate is one and one-half (1.5) times the regular billing rate for such hours.
3. 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.
4. Contractor shall submit an invoice describing the services, including dates and hours of work completed on a weekly basis to:
*Washtenaw Intermediate School District
Attn: Business Office
1819 South Wagner Road
Ann Arbor, Michigan 48106*
5. Contractor shall submit an invoice for services rendered no more than thirty (30) days after the work has been performed. (Invoices submitted after this date may not be paid.) All invoice discrepancies must be disputed within sixty (60) calendar days of receipt of the invoice by WISD. If Sunbelt invoiced incorrectly, it will be taken care of by Sunbelt within thirty (30) days of notice of the discrepancy.
6. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within thirty (30) calendar days from receipt in the WISD's Business Office.
7. 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. The personnel of 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.
8. The 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.
9. Contractor has not been debarred, excluded, or disqualified¹ under the non-procurement common rule, or otherwise declared ineligible from receiving federal funds, contract, certain subcontracts, and certain Federal assistance/benefits.

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

10. 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.
11. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered, not as a prepayment.
12. WISD agrees to report to the Internal Revenue Service (IRS) all amounts paid/reimbursed for services of the agreement in conjunction with the legal requirements.

SECTION III – INSURANCE COVERAGE

1. If the Contractor uses motor vehicles while performing the services above described, the Contractor shall provide to the WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by the WISD.
2. The Contractor shall maintain at his/her/their/its own expense during the term of this contract, the following:
 - a. Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;
 - b. 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.
3. The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this Agreement. 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.
4. Limitation of Liability: In no event shall either party be liable in any manner for incidental or consequential damages, expressly excluding claims based on its breach of confidentiality obligations, gross negligence, willful misconduct, or indemnification obligations for third party claims.

SECTION IV – OTHER CONSIDERATIONS

1. The headings of sections of this contract are for reference only and will not affect in any way the meaning or interpretation of this contract.
2. All expenses for travel and mileage as a result of rendering requested services are the responsibility of the Contractor. However, the 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 itemized receipts and expense submission dates.
3. The WISD will provide Contractor with access to the WISD's Policies and Administrative Guidelines (located on the WISD website). Unless otherwise agreed to in writing, Contractor (personnel) will abide by the WISD's Policies, Administrative Guidelines, and protocol related to health and safety while working and/or on the premises. District shall orient Contractor to the Exposure Control Plan(s)/Protocol(s) as it pertains to Occupational Safety and Health Administration (OSHA) requirements, including with respect to bloodborne pathogens and other emergent matters.
4. The WISD shall retain ownership interest in any of the following circumstances:
 - The WISD expressly directs the Contractor to create a specified work (electronic or otherwise), or the work is a specific requirement of the contract.
 - Any documents (electronic or otherwise) created and or developed by the contractor while under contract with the WISD; or
 - 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.
5. 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.
6. Either party may terminate this Agreement (and/or an Addendum, referenced in Section I) by giving the other thirty (30) days advance written notice.
7. Neither Party will be liable for any failure/delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, riots, war, terrorist act, epidemic, pandemic, quarantine, natural catastrophes, governmental acts/omissions, changes in laws or regulations, and national strikes.
8. If one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.

9. This Agreement will be governed by and construed in accordance with the laws of the State of Michigan. Any dispute/claim from this contract shall be resolved exclusively in the federal and state courts of the State of Michigan and the parties hereby irrevocable submit to the personal jurisdiction of said courts and waive all defenses thereto.
10. At District's request, Contractor may provide telepractice services through VocoVision (or other District approved video conferencing, e.g. Zoom, Teams, etc.). Should utilization of VocoVision occur, District shall at that time, receive specific terms and conditions regarding VocoVision's telepractice services.
11. District agrees that it will not directly, personally or through an agent of the District, contract with or employ any Consultant introduced or referred by Contractor for a period of one (1) year after the latest date of introduction, referral, or placement or the conclusion of Consultant's assignment through Contractor, whichever date is later. If District or its' agent enters into such a relationship, District agrees to pay an amount equal to \$22,500 or twenty (20) percent (whichever is greater) of the Consultant's first year's annual salary (payment due is pro-rated if less than a year has lapsed), including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to Contractor upon start date.
12. District shall report to Contractor any performance issues, incidents, errors, and other events related to the care and services provided by Consultant(s). Contractor will document reported incidents in Consultant's personnel file and track all such events for quality assurance purposes. All supporting documentation is required **within seventy-two (72) hours of the occurrence or District's knowledge of the occurrence, whichever is later.**
13. District agrees to provide Consultant the guaranteed number of work hours per week specified in the Assignment Confirmation (Sample – Addendum A). Minimum work hours shall be reduced to reflect scheduled school closings for holidays, planning days, or closures as described in Section IV (7). **Hours paid shall reflect actual hours worked by the Consultant; minimum work hours per week shall be reduced based on school closings, as outlined above, and Consultant's absence(s).**
14. For those jurisdictions that have passed or will pass legislation requiring Paid Sick Leave, Paid Sick Time will be billed back to District at the straight-time bill rate for all hours taken by any Consultant assigned to District. This section is not applicable until the effective date of such legislation has been reached.
15. Contractor may incur fixed expenses over the entire course of a Consultant's contract assignment with District related to the Consultant's housing and per diem costs. In the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), the District may transition to virtual services for all Consultants whose services can be performed in such a setting. The final determination of whether virtual services is appropriate remains with the District. If the Consultant works virtually, as requested by the District, the District shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. If virtual services is deemed necessary and is requested by the District, virtual service hours shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. If virtual services is

deemed necessary and is requested by the District, virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by District and agreed upon by Contractor. The parties will mutually determine which contracted disciplines qualify for virtual services.

16. Any notice and/or demand required under this contract will be in writing and personally served or sent by certified mail, return receipt requested to the address below:

*Washtenaw Intermediate School District
Attn: Naomi Norman, Superintendent
1819 South Wagner Road
Ann Arbor, MI 48106*

*Sunbelt
Attn: Contracts Department
contractnotices@sunbeltstaffing.com
501 Brooker Creek Boulevard
Suite A-400
Oldsmar FL 34677*

COPY via email:

- nnorman@washtenawisd.org;
- charmonhiggins@washtenawisd.org;
- lorge.ferrandiz@sunbeltstaffing.com

Either party may change the address to which notices are sent by sending written notice of such change of address to the other Party

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.

Sunbelt Staffing, LLC

Olivia Watkins
Olivia Watkins
Division Director
June 30, 2025 19:39 UTC
IP: 97.78.138.42
SUBJECT: STAFFING

Date

Deborah J. Hester-Washington

7/1/2025

Deborah Hester-Washington
Executive Director of Special Education
Washtenaw Intermediate School District

Date

Naomi Norman
Superintendent
Washtenaw Intermediate School District

Date

Board of Education
Washtenaw Intermediate School District

Date

Coversheet

Superintendent's Recommendations

Section:	VI. Consent Agenda
Item:	J. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Audiology Services 2025-26 Board Memo.pdf University of Mich Audiology Services for 2025-2026 Contract.pdf



DATE: July 2, 2025
TO: Naomi Norman, Superintendent and the WISD Board of Education
FROM: Deborah Hester-Washington, Executive Director of Special Education
SUBJECT: Contract for Audiology Services for 2025-2026

Attached is the contract with the University of Michigan, Department of Otolaryngology to provide audiological services for students who are Deaf and/or Hard of Hearing in Washtenaw County Schools. The University of Michigan will assign Anita Vereb and Julie Carlson as the audiologists serving all students with a hearing loss in Washtenaw County. The contract amount is \$152,000.00 for the 2025-2026 school year. Due to the continued student needs and state requirements, we are contracting through this agency.

Please let me know if you have any questions. Thank you.

SERVICES AGREEMENT

This Services Agreement (the "Agreement") is made between the entity listed on Exhibit A as Purchaser ("Purchaser"), and the Regents of the University of Michigan, a Michigan constitutional corporation on behalf of its University of Michigan Health Department of Otolaryngology with its principal place of business in Ann Arbor, Michigan ("University"). Each of Purchaser and University are also referred to herein individually as a "Party" and collectively as the "Parties".

ARTICLE I UNIVERSITY OBLIGATIONS

1.1 Services. University will, through its staff, students, contractors and other agents (the "University Staff"), in each case as identified to Purchaser from time to time, including replacements or additions, provide to Purchaser the services set forth and incorporated in Exhibit A to this Agreement (the "Services") in accordance with the terms and conditions of this Agreement.

1.2 University Staff. University will be solely responsible for the selection, supervision, compensation, evaluation, training, retention, discipline and termination of the University Staff; provided, however, that, upon the request of University, Purchaser may provide University with performance feedback to assist University in its evaluations.

1.3 University Point of Contact. University will identify a member of University Staff to serve as a primary contact with respect to this Agreement.

1.4 Required Licenses and Consents. University will, before the date on which the Services are to commence, obtain, and at all times during the Term (as defined in Exhibit A) maintain, all necessary licenses and consents applicable to the provision of the Services.

1.5 Purchaser acknowledges that University has no responsibility for the supervision of any Purchaser personnel in carrying out his or her contractual functions, and any recommendations made by University (other than in treating patients whom she or he has examined), will require independent judgment of Purchaser prior to being effectuated.

1.6 Purchaser agrees that University shall have access to Purchaser premises at such time as is necessary for University to perform the above described tasks. However, Purchaser may require at least one-week prior notice related to the use of certain facilities.

ARTICLE II PURCHASER OBLIGATIONS

2.1 Purchaser Point of Contact. Purchaser will cooperate with University in all matters relating to the Services and appoint a Purchaser employee to serve as the primary contact with respect to this Agreement and who will have the authority to act on behalf of Purchaser with respect to matters pertaining to this Agreement.

2.2 Access to Premises. Purchaser will provide access to Purchaser's premises, and such office accommodation and other facilities as may reasonably be requested by University, for the purposes of performing the Services.

2.3 Authorizations and Approvals. Purchaser will respond promptly to any University request to provide information, approvals, authorizations or decisions that are reasonably necessary for University to perform Services in accordance with the requirements of this Agreement.

2.4 Required Licenses and Consents. Purchaser will obtain and maintain all necessary licenses and consents in relation to the Services, in all cases before the date on which the Services are to commence.

2.5 University Performance. If University's performance of its obligations under this Agreement is prevented or delayed by any act or omission of Purchaser or its agents, subcontractors, consultants or employees, University will not be deemed in breach of its obligations under this Agreement or otherwise liable for any costs, charges or losses sustained or incurred by Purchaser, in each case, to the extent arising directly or indirectly from the prevention or delay.

ARTICLE III RECORDS AND ACCESS

3.1 Confidentiality and Privacy. The Parties agree to maintain and hold as confidential and not disclose the existence or terms of this Agreement or any confidential or proprietary information ("Confidential Information") that either Party may be provided during the Term to any other person (with the exception of either Party's legal counsel or other representatives), unless disclosure of Confidential Information is required by Applicable Law or otherwise authorized by this Agreement or consented to in writing by the other Party. In addition, the Parties agree that University's provision of the Services does not qualify University as a "Business Associate" of Purchaser as defined in regulations promulgated under the Health Insurance Portability and Accountability Act of 1996, (which act and regulations as amended, restated and superseded from time to time, are collectively referred to as "HIPAA"). Purchaser will take all necessary steps to ensure University Staff do not seek or obtain access to protected health information created, maintained or received by Purchaser. In the event the scope of University's services changes or HIPAA changes (including governmental guidance offered on HIPAA) such that either Party concludes the Agreement must be amended or further documents executed to ensure the Parties' compliance with HIPAA, the Parties agree to promptly take all actions necessary to ensure their compliance with HIPAA.

3.2 Access to Records.

(a) Cooperation. The Parties will cooperate to make available to one another and to government authorities with jurisdiction access to any financial, medical, or other records created or maintained in connection with this Agreement and the Services as necessary to facilitate their compliance with Applicable Law.

(b) Omnibus Reconciliation Act. If and only to the extent required by Section 1861(v)(1)(1) of the Social Security Act, the Parties will: (i) make available, upon written request of the Secretary of the Department of Health and Human Services, the Controller General of the United States, or any of their duly authorized representatives (collectively the "Government Parties"), this Agreement and such books, documents, and other records as may be necessary to certify the nature and extent of the costs hereunder; and (ii) ensure that any subcontracts with a value or cost of \$10,000 or more over a 12-month period with a related organization contain a clause that requires that until the expiration of six (6) years following the furnishing of services pursuant to the contract, the related organization will make available, upon request of the Government Parties, the subcontract and such books, documents and other records of such related organization as are necessary to verify the nature and extent of rendered contractual costs.

ARTICLE IV FINANCIAL ARRANGEMENT

4.1 Compensation. Purchaser will compensate University for the Services by paying the fees and reimbursing such expenses pursuant Exhibit A.

4.2 Billing. University will submit an invoice to Purchaser twice a year in arrears for its fees and expenses incurred for such time period, or at other time intervals upon which the Parties mutually agree, that University provides Services, documenting all the Services completed by University and the amount owed by Purchaser.

4.3 Payment. No later than thirty (30) days after Purchaser receives an invoice for Services, Purchaser will remit payment to University in the amount set forth in the invoice. All payments under this Agreement will be in US dollars and made by check or wire transfer.

4.4 Taxes. Purchaser will be responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state or local governmental entity on any amounts payable by Purchaser.

ARTICLE V COMPLIANCE WITH LAWS AND STANDARDS

5.1 Generally. Each Party will exercise its rights and perform its obligations under this Agreement in accordance with Applicable Law, including without limitation those pertaining to recipients of federal funds, confidentiality, health care fraud and abuse and taxes. Purchaser acknowledges that it has been advised that University operates a toll-free compliance hotline (866-990-0111) to facilitate the reporting of any conduct or activity that is or may be non-compliant with legal and regulatory requirements or risk patient safety. Purchaser will immediately report by calling the compliance hotline or filing an online report (<http://www.med.umich.edu/compliancehotline/>) any observed conduct, activity or practice that it believes may be non-compliant or below applicable standards, and will instruct its employees, contractors, agents and others as applicable to do so on its behalf.

5.2 Non-Discrimination/Equal Opportunity. To the extent applicable, the Parties agree to comply with the following, as amended from time to time: Executive Order 11246, Title VI of the Civil Rights Act of 1964, the Vietnam Era Veterans Readjustment Act of 1974, the Age Discrimination Act of 1975, the Drug Free Workplace Act of 1988, Section 503 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and any similar Applicable Law.

ARTICLE VI REPRESENTATIONS AND WARRANTIES

6.1 Generally. Each Party represents and warrants to the other Party that:

(a) it is duly organized, validly existing and in good standing as a corporation or other entity as represented herein under the laws and regulations of its jurisdiction of incorporation, organization or chartering;

(b) it has the full right, power and authority to enter into this Agreement, to grant the rights granted hereunder and to perform its obligations hereunder;

(c) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action of the Party; and

(d) when executed and delivered by a Party, this Agreement will constitute the legal, valid and binding obligation of that Party, enforceable against that Party in accordance with its terms.

6.2 No Warranty or Guarantee; Disclaimer. EXCEPT FOR THE REPRESENTATIONS AND WARRANTIES EXPRESSLY SET FORTH IN THIS AGREEMENT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE FEDERAL, STATE AND LOCAL LAW AND REGULATIONS ("APPLICABLE LAW"), UNIVERSITY MAKES NO OTHER REPRESENTATIONS OR WARRANTIES CONCERNING THE SERVICES WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE UNDER THIS AGREEMENT, AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT ARE EXPRESSLY DISCLAIMED. FOR THE AVOIDANCE OF DOUBT, UNIVERSITY DOES NOT GUARANTEE ANY PARTICULAR RESULTS BASED ON THE SERVICES PROVIDED.

ARTICLE VII INDEMNIFICATION AND INSURANCE

7.4 Indemnification.

(a) Indemnification. Each Party will defend, indemnify and hold harmless the other Party and its respective officers, directors, trustees, employees, representatives, agents, successors, and assigns from and against any costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees (collectively, "Losses"), which may arise out of the indemnifying Party's acts or omissions under this Agreement for which the indemnifying Party would be liable in law or equity.

(b) Notification of Claim. The indemnifying Party will keep the other reasonably apprised of the continuing status of the claim, including any proceedings resulting from it, and will permit the indemnified Party, at its expense, to participate in the defense or settlement of the claim. When a claim is resolved by the indemnifying Party's payment of money, it will have final authority regarding defense and settlement. When a claim resolution requires equitable relief against the non-indemnifying Party or the indemnifying Party has not or will not pay the money required for resolution, the Parties will cooperate regarding defense and settlement.

(c) Exclusive Remedy. The sole and exclusive remedy for any and all Losses resulting from, relating to, or arising out of this Agreement will be the rights of indemnification set forth in this Article VII, and no person will have any other entitlement, remedy or recourse, whether in contract, tort or otherwise, it being agreed that all of such other remedies, entitlements and recourse are expressly waived and released by the Parties hereto to the fullest extent permitted by Applicable Law.

(d) Limitation of Liability. Neither Party will be liable to the other for any consequential, incidental, indirect, special, punitive or exemplary damages of any kind whatsoever (including, but not limited to, any loss of future revenue, income or profits or any diminution of value or multiples of earnings damages) sustained as a result of a breach or alleged breach of, or otherwise arising out of, this Agreement or any action, inaction, alleged tortious conduct, or delay by the other related thereto, whether or not the possibility of such damages has been disclosed to the other Party in advance or could have been reasonably foreseen by the other Party. In no event will either Party's liability arising out of or related to this Agreement, whether arising out of or related to breach of contract, tort (including negligence)

or otherwise, exceed the aggregate amounts paid to University pursuant to this Agreement in the twelve-month period preceding the event giving rise to the claim.

7.5 Insurance and Claims.

(a) Maintenance of Insurance. Each Party agrees to procure and maintain in effect during the Term (i) comprehensive general liability insurance, including contractual products and completed operations insurance, of at least one million (\$1,000,000) dollars per occurrence and three million (\$3,000,000) dollars in the aggregate, (ii) errors and omissions/professional liability insurance in the amounts of at least five million (\$5,000,000) dollars per occurrence and ten million (\$10,000,000) dollars in the aggregate if the Services are deemed professional in nature or performed by someone with a professional designation and are excluded from the comprehensive general liability insurance, and (iii) comprehensive cyber liability insurance of at least one million (\$1,000,000) dollars per occurrence and two million (\$2,000,000) dollars in the aggregate with coverage for damages from first and third party losses from media content, security and privacy, cyber extortion, and event management. These insurance requirements may be satisfied with a policy of commercial insurance from an insurance carrier with a Best A- or better rating registered to write insurance policies in Michigan and in good standing with the Commissioner of Insurance for the State of Michigan, or a self-insurance trust fund or captive insurance company which is consistent with self-insurance requirements under Applicable Law. Each Party is responsible for covering its own employees. Each Party agrees to provide the other Party with prompt written notice of any change in its total program of liability insurance coverage that would cause such Party to be out of compliance with the requirements set forth in this Section.

(b) Additional Coverage. In the event any insurance described in this Article is purchased on a claims-made basis, the Party responsible for procuring and maintaining such insurance will procure a reporting endorsement ("tail coverage") with the same coverage limits.

(c) Evidence of Insurance. Each Party will furnish the other, within seven (7) days after receipt of a request, a current and valid Certificate of Insurance or verification of the existence of a self-insurance program satisfying the requirements set forth in this Article.

(d) Claims and Litigation Arising out of this Agreement. Each Party agrees to fully cooperate with each other in the notification, investigation and handling of all potential claims, pre-suit claims and litigation toward mutually reducing the costs of litigation and enhancing litigation outcome.

ARTICLE VIII TERM AND TERMINATION

8.1 Term. The Term of this Agreement will be as defined in Exhibit A.

8.2 Early Termination.

(a) Termination for Convenience. Either Party may terminate this Agreement, for any reason or for no reason, by providing ninety (90) days' written notice to the other Party.

(b) Termination for Breach. Either Party may terminate this Agreement in the event of a material breach by the other Party of its obligations under this Agreement by providing written notice to the breaching Party of the breach and a reasonable opportunity to cure of no less than thirty (30) days (the "Cure Period"). In the event the breaching Party does not cure within the Cure Period, this Agreement will terminate as of the day following the expiration of the Cure Period. A notice of termination pursuant to this Section will trigger the informal dispute resolution procedures specified in Article VII.

(c) Immediate Termination. Either Party has the right to terminate this Agreement immediately upon notice to the other Party in the event the other Party becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or assets, or avails itself of or becomes subject to any proceedings under federal or state bankruptcy or other Applicable Law relating to insolvency or the protection or rights of creditors.

(d) Effect of Termination. As of the effective date of the termination of this Agreement, neither Party will have any further rights or obligations hereunder except (i) Sections 2.6, 3.1, 8.2 and Articles III, VII, IX and X will survive the termination of this Agreement, (ii) for rights and obligations accruing prior to the effective date of termination and (iii) arising as a result of any breach of this Agreement.

ARTICLE IX COORDINATION AND DISPUTE RESOLUTION

9.1 Informal Dispute Resolution. A representative of each of University and Purchaser will meet as often as reasonably requested by either Party to review the performance of the Parties under this Agreement. In the event of any dispute or disagreement between the Parties with respect to the performance by either of its obligations hereunder or with respect to interpretation of the Agreement's terms and conditions, then at the request of either Party, each Party will appoint a representative whose task it will be to meet with the other for the purpose of endeavoring to resolve the dispute. During the course of discussions, all reasonable requests made by one Party to the other for information will be honored so that each of the Parties may be fully informed concerning the dispute. The specific format for discussions will be left to the discretion of the designated representatives, but may include the preparation of agreed upon statements of fact or exchange of written statements of position. No formal proceedings for resolution of any dispute may be commenced until the earlier of (i) a good-faith conclusion by each Party's designated representative that amicable resolution through continued negotiation does not appear likely; or (ii) the passage of thirty (30) days after delivery of a written request for appointment of representatives to resolve the dispute. Any discussions or negotiations held pursuant to this Section will be treated as compromise and settlement negotiations for purposes of the applicable rules of evidence.

9.2 Notification of Adverse Action. Each Party will notify the other promptly of: (a) any litigation brought against the notifying Party related to the Services provided hereunder; (b) any actions taken or investigations initiated by any government agency involving the Services hereunder, University, Purchaser, or their employees, agents or contractors involved in providing Services hereunder; or (c) if applicable, any legal actions or investigations, or notice thereof, initiated against the Party by governmental agencies or individuals regarding fraud, abuse, false claims, or kickbacks in connection with the Services. Upon the other Party's request, the notifying Party will provide the other Party with all known details of the nature, circumstances, and disposition of any suits, claims or investigations reportable under this Article VII; provided, however, that nothing in this Article will require either Party to provide the other with any information prohibited to be disclosed by Applicable Law or administrative agency requirement, or to waive any attorney-client, work-product or other similar privileges.

9.3 Participation in Defense. Each Party retains the right to participate, at its own expense, in the defense of any alleged or potential claim against either Party where the claim or potential claim represents any risk of an adverse outcome to the Party seeking participation in the defense.

9.4 Assumption of Defense Obligations. Each Party retains the right to assume, at its own expense, all defense obligations for any alleged or potential claim if the claim arises entirely from the alleged acts or omissions of the Party seeking assumption of the defense obligations.

ARTICLE X GENERAL PROVISIONS

10.1 Names and Marks.

(a) Ownership. Each Party retains ownership in any trade names, service marks, trademarks, trade dress, logos and similar intangible property and neither will take any action that would infringe on the other's property in carrying out the terms and conditions of this Agreement.

(b) Use. In no event may either Party use the names, trade names, service marks, trademarks, trade dress or logos of the other in publicity releases, advertising or any other external communications or public disclosures without the express, written consent of a duly authorized representative of the other.

(c) Effect of Termination. Upon expiration or termination of this Agreement under any circumstances, Purchaser will immediately destroy all signage, stationary and other visible indicators of the University of Michigan's involvement in the provision of Services for Purchaser, if any. Nothing in this Agreement will be interpreted to affect a sale, lease, or other transfer of a Party's name, mark, dress or logo to the other Party.

10.2 Independent Contractors. The Parties agree that each is a separate and independent entity and an independent contractor to the other. Neither Party is the partner, agent, joint venturer or representative of the other, nor does either Party exercise independent direction or control over the manner in which the other performs its obligations under this Agreement. Each Party will be responsible, with respect to each of its employees performing services or obligations pursuant to this Agreement to: (a) pay or cause to be paid compensation and fringe benefits; (b) withhold or cause to be withheld, and pay to the appropriate taxing authorities, all applicable federal, state, and local taxes (including, but not limited to, FICA); (c) make, or cause to be made, any and all payments such as unemployment compensation; and (d) maintain, or cause to be maintained, all worker's compensation and insurance or self-insurance as may be required under Applicable Law. Neither Party will have, nor will any make any statement nor take any action that might cause a third party to believe it has, the authority to transact any business, enter into any agreement, or in any way bind or make any commitment on behalf of the other unless expressly set forth in this Agreement or otherwise approved in writing by a duly authorized representative of the other.

10.3 Assignment/Delegation/Subcontracting. Neither Party will assign, delegate, subcontract or otherwise transfer, whether by operation of law or otherwise, any or all of its rights and/or obligations under this Agreement except with the express, written consent of a duly authorized representative of the other Party. This prohibition will not be deemed to apply to an assignment, delegation, or subcontract by a Party (a) to an entity that owns or controls, is under common ownership or control with, or that is owned or controlled by a Party or (b) in connection with a conversion of such Party, a merger of such Party into another entity, a sale of a majority of the equity in such Party, or a sale by such Party of all or substantially all of its assets. No assignment will relieve the assigning Party of any of its obligations hereunder.

10.4 Notice. Any notice to either Party must be in writing, signed by the Party giving it, and served to the addresses indicated on the signature page (and to such other addresses as later may be designated by written notice) by personal delivery, recognized overnight courier service, electronic mail, or by the United States mail, first-class, certified or registered, postage prepaid, return receipt requested. All such notices will be effective when received, but in no event later than three (3) days after mailing.

10.5 Entire Agreement, Amendment. This Agreement and its attachments collectively constitute the sole and entire understanding between the Parties with respect to the provision of Services to

Purchaser by University and supersede all prior and contemporaneous understandings and agreements, both written and oral, with respect to the subject matter herein. This Agreement may not be amended except by an agreement signed by authorized representatives of both Parties..

10.6 Governing Law, Construction and Venue. This Agreement will be governed by and construed under the laws of the State of Michigan without regard for principles of choice of law. Any claims, demands, or actions asserted against The Regents of the University of Michigan will be brought in the Michigan Court of Claims.

10.7 Force Majeure. Neither Purchaser nor University will be liable for failure to perform its respective obligations under the Agreement when failure is caused by fire, explosion, water, act of God, civil disorder or disturbances, strikes, vandalism, war, riot, sabotage, weather and energy related closings, or like causes beyond the reasonable control of the Party ("Force Majeure Event"). In the event that either Party ceases to perform its obligations under this Agreement due to the occurrence of a Force Majeure Event, the Party will: (a) as soon as practicable notify the other Party in writing of the Force Majeure Event and its expected duration; and (b) take all reasonable steps to recommence performance of its obligations under this Agreement as soon as possible. In the event that any Force Majeure Event delays a Party's performance for more than thirty (30) calendar days following notice by the delaying Party pursuant to this Agreement, the other Party may terminate this Agreement immediately upon written notice.

10.8 Tax Exempt Status. Purchaser acknowledges that University is a tax-exempt institution, granted such status by authorized taxing units of State of Michigan, and is exempt from Federal Excise Tax and Michigan General Sales Tax (see Michigan Public Act 167 of 1933, Section 4 as amended).

10.9 Freedom of Information Act. Nothing in this Agreement will be construed to limit in any way the ability of University to comply with any Applicable Law or legal process concerning disclosures by public bodies. The parties acknowledge that any responses, materials, correspondence or documents provided to University are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with such act or any other law, and such release will not constitute a breach or threatened breach of this Agreement.

* * * **REMAINDER OF PAGE INTENTIONALLY LEFT BLANK** * * *

This Agreement becomes binding when signed by both Parties.

PURCHASER

THE REGENTS OF THE UNIVERSITY OF MICHIGAN

By: _____

Name: Naomi Norman

Title: Superintendent

By: _____

Name:

Title:

Address(es) for Notices:

1819 S. Wagner Rd
Ann Arbor, MI 48106

Address(es) for Notices:

University of Michigan
Attn: Department of Strategy
2301 Commonwealth Blvd 2nd FL
Ann Arbor MI 48105-2967

With a copy to:

Office of the General Counsel
University of Michigan
300 N. Ingalls, Suite 3B04
Ann Arbor, MI 48109-5476

Federal Tax ID: 38-1717462

Federal Tax ID: 38-6006309

EXHIBIT A SERVICES AND COMPENSATION

I. DEFINED TERMS

Purchaser	Washtenaw Intermediate School District (WISD) with its principal place of business in Ann Arbor, MI
Purchaser Contacts	<p>Lynette Arons WISD Deaf/Hard of Hearing Program Supervisor Phone: 734-994-8100, ext. 1562 Email: larons@washtenawisd.org</p> <p>Kolleen Kuebler WISD Special Education Department Administrative Support Phone: 734-994-8100, ext. 1607 Email: kkuebler@washtenawisd.org</p>

II. TERM

The initial term for the provision of the Services (the “Initial Term”) will begin on **July 1, 2025** (the “Effective Date”) and end on **June 30, 2026**, unless earlier terminated in accordance with this Agreement. The Initial Term may be renewed and extended for additional one-year terms by written agreement of the Parties (each a “Renewal Term” and together with the Initial Term, the “Term”). Each Party agrees to use its reasonable efforts to notify the other Party, no later than ninety (90) days prior to the end of the Term, that it does not intend to enter into a Renewal Term.

III. SERVICES

The University agrees to perform the following duties and any necessary tasks incident to continuance of full performance of the described duties as listed in the previous contract. The services (“Services”) include, but are not limited to, the following:

1. ED Audiology Contract Described Duties/Audiology Services include:
 - a. Provide audiological services, support, education, and training as outlined in student’s IFSPs, IEPs, NPSPs and 504 Plans for students who are Deaf/Hard of Hearing (DHH).
 - b. Participate and collaborate in educational planning for students who are Deaf/Hard of Hearing (DHH).
 - c. Select and fit hearing assistive technology to provide equitable access to verbal/auditory instruction to students who are Deaf/Hard of Hearing (DHH).
 - d. Manage and troubleshoot hearing devices and assistive technology used by students who are Deaf/Hard of Hearing (DHH).
 - e. Observe and assess classroom and school environments to evaluate and monitor communication access, classroom acoustics, and how children are functioning in these settings (e.g., Functional Listening Evaluation).
 - f. Review available medical records and explain audiological assessments as it relates to outcomes and supports in the educational setting.

- g. Provide training and outreach about hearing, hearing loss and other auditory disorders to educational personnel, students, and parents to facilitate a better understanding of the impact of auditory impairments on language, learning, literacy, and social development.
- h. Collaborate with school, parents, teachers, support personnel, and relevant community agencies and professionals to ensure delivery of appropriate supports and services to students who are Deaf/Hard of Hearing (DHH).

If not specifically enumerated above, University must agree to any additional Services and may require additional time and/or compensation, which agreement shall be in writing between the parties.

IV. SUPPLIES AND SUPPORT STAFF. Purchaser shall be required to provide all support staff needed to enable University Staff to perform the Services, including, but not limited to, staff to schedule appointments for the Service recipients.

V. COMPENSATION

A. Fees

The fee for the Services is a rate of \$95.00 per hour ("Hourly Rate"). The parties anticipate that the annual fee shall be a total of \$152,000.00 (for an estimated 1,600 hours over the Term of the Agreement). If the Services (inclusive of travel time, as further discussed below) go over the estimated total hours, University will adjust the invoices accordingly.

B. Cost Reimbursement

In addition to the fees described above, Purchaser will reimburse University for all costs associated with the provision of the Services under this Agreement as described below:

- 1. Mileage Reimbursement. Purchaser will reimburse University for the cost of travel incurred by the University Staff to and from Purchaser and between Purchaser's sites in connection with the performance of the Services at the standard mileage rate set by the Internal Revenue Service.

4914-2396-2189, v. 1

Coversheet

Superintendent's Recommendations

Section:	VI. Consent Agenda
Item:	K. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	YCS Pilot Program Board Memo.pdf YCS 2025.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Cherie Vannatter, Deputy Superintendent

DATE: July 25, 2025

RE: Supplemental Services Pilot Plan for Ypsilanti Community Schools

I would like to recommend Washtenaw Intermediate School District (WISD) continue to provide a Supplemental Services Pilot Plan to Ypsilanti Community Schools (YCS) and increase our support to include an additional speech and language therapist and two additional school social workers. The total WISD support to the YCS Supplemental Services Pilot Plan would be three (3) speech and language therapists, four (4) school social workers and two (2) teacher consultants for the 2025/2026 school year.

For the 2024/2025 school year, due to lower salaries and the staff shortage, YCS was not able to attract and retain special education staff. We entered into a pilot plan to offer special education staff, and thus services, to support the students with IEPs for the following reasons:

1. Addressing non-compliance: Many YCS students faced significant challenges and required special education services per their IEP. Without staff, these services were not being provided and the district was out of compliance.
2. Improving Student Outcomes: Providing these services will lead to improved student outcomes, including higher academic achievement, increased graduation rates, and improved social and emotional well-being. By implementing the pilot plan for supplemental services, we better support YCS students.
3. Meeting Local District Needs: As an ISD, we have a commitment to support our local districts in times of need. We have provided a Supplemental Services Pilot Plan to Whitmore Lake Community Schools for several years to provide students with special education services and over time, lower the number of students needing these specialized services. YCS has students with great educational needs that were not being met.

Ypsilanti Community Schools has requested we continue the pilot and add additional staff as mentioned above for the 2025/2026 school year. I believe that providing this Supplemental Services Pilot Plan to Ypsilanti Community Schools is a critical step in ensuring the success of all students.



Alena Zachery-Ross, Superintendent
Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
Phone: 734.221.1230
Fax: 734.221.1220

DATE: June 18, 2025

TO: WISD School Board

FROM: Alena Zachery-Ross, Superintendent of Schools

SUBJECT: Supplemental Services Pilot Plan for YCS 2024/2025 school year

WISD Board of Education Guiding Questions & Answers

1. What is the policy under consideration?

The goal of the Supplemental Services Pilot Plan is to increase student services and increase student achievement/progress for students with disabilities. This pilot plan is in direct correlation with Washtenaw Intermediate School District Board Policies 2110 – Statement of Philosophy and 8100 – Educational Equity (see attached).

2. What is the data, and what does it tell us?

YCS total enrollment	3,956
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Alena Zachery-Ross, Superintendent
Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
Phone: 734.221.1230
Fax: 734.221.1220

Percent of students with IEP services	22.4%
Percent of students with Special Ed FTE	68.8%
YCS Free/ Reduced meal rates	69.6%

Ypsilanti Community Schools continues to be one of the highest districts (proportionately) of students with IEPs in Washtenaw County. The remainder of students without a Special Education Full-Time Equivalency are fully included in the general education population.

Additionally, the YCS At-Risk population continues to be considerably high within our county.

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Alena Zachery-Ross, Superintendent
Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
Phone: 734.221.1230
Fax: 734.221.1220

At-Risk	2023/24	2024/25
Kindergarten	306	341
1st grade	261	301
2nd grade	264	258
3rd grade	259	281
4th grade	258	273

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Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
Phone: 734.221.1230
Fax: 734.221.1220

5th grade	245	273
6th grade	177	221
7th grade	205	187
8th grade	204	257
9th grade	212	171

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Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
Phone: 734.221.1230
Fax: 734.221.1220

10th grade	185	211
11th grade	202	185
12th grade	212	134

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Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
Phone: 734.221.1230
Fax: 734.221.1220

English Language Arts State testing data (percent proficient): M-Step and PSAT

	YCS 2023-24
3rd grade	13.8%
4th grade	17.6%
5th grade	18.9%

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Ypsilanti Community Schools
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Fax: 734.221.1220

6th grade	14.5%
7th grade	14.9%
8th grade (PSAT)	42.2%

Mathematics State testing data (percent proficient): M-Step and PSAT

	YCS 2023-24
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Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
Phone: 734.221.1230
Fax: 734.221.1220

3rd grade	10.9%
4th grade	14.4%
5th grade	13.0%
6th grade	14.5%
7th grade	7.7%

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Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
Phone: 734.221.1230
Fax: 734.221.1220

8th grade (PSAT)	9.2%
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YCS has met the 4-year graduation target of 80% for students with disabilities at AC Tech this past year. In conjunction with Washtenaw County Intermediate School District and the other LEAs, YCS is investigating its use of Personal Curricula for students with and without disabilities in hopes of positively impacting these graduation rates in the future.

Percent of students with disabilities graduating in 4 years

	23/24
ACCE	72.16
AC Tech	85.19
STEMM	98.87

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Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
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Fax: 734.221.1220

MDE Target	82.83
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Percent of all students (including students with disabilities) graduating in 4 years

	23/24
ACCE	78.43
AC Tech	85.39
STEMM	98.81

3. How have the communities been engaged?

The concept of a Supplemental Services Pilot Plan was discussed with all county superintendents at a Washtenaw Superintendents Association meeting. At this time, only Whitmore Lake and Ypsilanti Community Schools continue to be the only districts that have expressed interest in this concept. We continue to appreciate the opportunity.

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Alena Zachery-Ross, Superintendent
Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
Phone: 734.221.1230
Fax: 734.221.1220

A meeting was held within YCS, and we determined, based on our student data and our long-term staff vacancies, that there is a need to request a Supplemental Services Pilot Plan. We met again this year and continue to value this opportunity to collaborate with the WISD.

4. Who will benefit or be burdened?

Students and families in Ypsilanti Community Schools who have not been served by special education certified staff due to vacancies, who have placements in classrooms with substitute teachers, will benefit the most from utilizing this Supplemental Services Pilot Plan. There may be a burden in the Human Resources department to coordinate staff who are hired through the WISD. A process has been developed, and it has been a productive collaboration. This effort will continue to provide resources in an equitable way to Ypsilanti Community Schools and its most vulnerable students and will be invaluable to the success of YCS Scholars.

5. What is the implementation plan?

The Supplemental Services Pilot Plan recommends that the Washtenaw Intermediate School District hire employees and fund those selected special education services/resources for the local district to be reviewed every 6 months. This funding would be for the prioritized services/resources listed in the chart below. Progress monitoring to assess student achievement/growth will be completed at regular intervals using NWEA data, IEP data, M-STEP data, graduation data, and student skill data.

Proposed Services/Resources to be Funded

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Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
Phone: 734.221.1230
Fax: 734.221.1220

	Salary	FICA	Benefits
Speech Language Pathologist (1)	\$55,150	\$4,219	\$43,661
School Social Worker (2)	\$110,300	\$8,438	\$66,273
ASD Teachers (2)	\$110,300	\$8,438	\$66,273
Subtotals	\$275,750	\$21,095	\$176,207

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Ypsilanti Community Schools
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Phone: 734.221.1230
Fax: 734.221.1220

Grand Total			\$473,052

Speech and Language Pathologists need:
2025/26 - YCS Students needing speech-language therapy - 60

School Social Workers need:
2025/2026 - YCS Students needing social work services - 84

ASD Teacher needs:
2025/26 - YCS Students needing Teacher Consultant services -10

6. How will you ensure accountability, communicate, and evaluate results?

We will assign all Speech and Language Pathologists, Autism Spectrum Disorder Teachers, and Special Education Social Workers mentors and ensure that each participant participates in the mentorship program. We will evaluate all staff. The building Administrators, Directors of Human Resources, and Special Services will

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Alena Zachery-Ross, Superintendent
Ypsilanti Community Schools
1885 Packard Road * Ypsilanti, MI 48197
Phone: 734.221.1230
Fax: 734.221.1220

support all staff. Additionally, the Washtenaw Intermediate School District Supervisors meet with the Ypsilanti Community District Support Team biweekly to ensure the staff has all the necessary support and to plan professional development.

Quote from Ypsilanti Community Schools' Superintendent:

"I kindly ask for your support in providing these staff members as essential resources for our students. This initiative is vital for enhancing access and equity, which are crucial for their success. I am genuinely thankful for your consideration of our proposal, as it can make a significant difference for our scholars."

- Dr. Alena Zachery-Ross, Superintendent of Ypsilanti Community Schools

Students First

Coversheet

PreK-12 Strategic Investments in STEM Career Expose

Section: VII. New Business
Item: A. PreK-12 Strategic Investments in STEM Career Expose
Purpose:
Submitted by:
Related Material:
Board Memo - PreK-12 Strategic Investments in STEM Career Exposure - 2025.pdf



TO: Naomi Norman, Superintendent and WISD Board of Education

FROM: Ryan L. Rowe, Ph.D., Career Technical Education (CTE) Director

DATE: July 19, 2025

RE: Grant Title: PreK-12 Strategic Investments in STEM Career Exposure - 2025

The administration recommends that the WISD Board of Education accept funds in the amount of \$500,000 to implement a career-focused initiative, “*From Curiosity to Career*: Equipping Students, Grades 6-8, to Build Pathways and Inspire Purpose through a K-12 Continuum of Applied and Experiential Learning”. The PreK-12 Strategic Investments in STEM Career Exposure - 2025 grant is administered through the Michigan Department of Labor and Economic Opportunity (LEO) Bureau of Administrative Services. The Michigan Economic Development Corporation and MiSTEM are partnering to make strategic investments in PreK-12 systems to increase industry awareness and career exposure activities for PreK-12 students. Through this partnership, MEDC is committed to implementing the MiSTEM statewide 3P (place-, project-, problem-based) STEM strategy. The strategic investment serves as an exemplar model for the efforts to align the state of Michigan’s strategic industries and supporting employer engagement, with MiSTEM’s statewide strategy, which emphasizes authentic and experiential learning. The grant provides funding for a period of two years, July 1, 2025 - June 30, 2027. The WISD will receive an initial award amount of \$369,257.00 with the remainder, \$130,743.00, awarded in September 2025.

From Curiosity to Career is designed to align middle school students’ learning experiences - and lived experiences - with industry roles in advanced manufacturing with focus areas of engineering, electric vehicles (EV)/mobility, and drone/aviation technology. This program, structured through strategic collaboration with the University of Michigan Center for Digital Curricula, school districts, and industry partners, utilizes the Michigan Career Development Model (MCDM), specifically focused on grades 6-8, to establish a seamless pathway from early education through post-secondary opportunities. *From Curiosity to Career* will occur this 2025-26 school year at Lincoln Middle School, Scarlett Middle School, and Ypsilanti Middle School. It is intended to expand access and opportunity to all middle schools if/when a sustainable funding model is approved by voters this November. We are requesting the Board of Education approve acceptance of these grant funds to equip the WISD, in partnership with local districts, to identify and plan for the implementation of effective strategies preparing students, at an early age (middle school), for college and career.

CC: Ryan L. Rowe, Ph.D.

Coversheet

2025 TLC HVAC Replacement

Section: VII. New Business
Item: B. 2025 TLC HVAC Replacement
Purpose:
Submitted by:
Related Material:
2025 TLC HVAC Replacement Memo.pdf
Washtenaw ISD Equipment replacement Thermal Storage Proposal 7.10.2025.pdf



DATE: April 2, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Tanner Rowe, Director of Operations

SUBJECT: 2025 TLC HVAC Replacement

The administration recommends the WISD Board of Education authorize the administration to utilize capital project funds to perform HVAC equipment replacement at the Teaching and Learning Center building in the amount not to exceed \$2,655,955.00

Much of the heating, ventilation, and air conditioning (HVAC) equipment at the Teaching and Learning center is many years past their expected life spans. The units are in near constant need of repairs, the parts are becoming increasingly unavailable to repair them, and the dated types of refrigerants being used are becoming more expensive resulting in the need to replace the majority of the equipment.

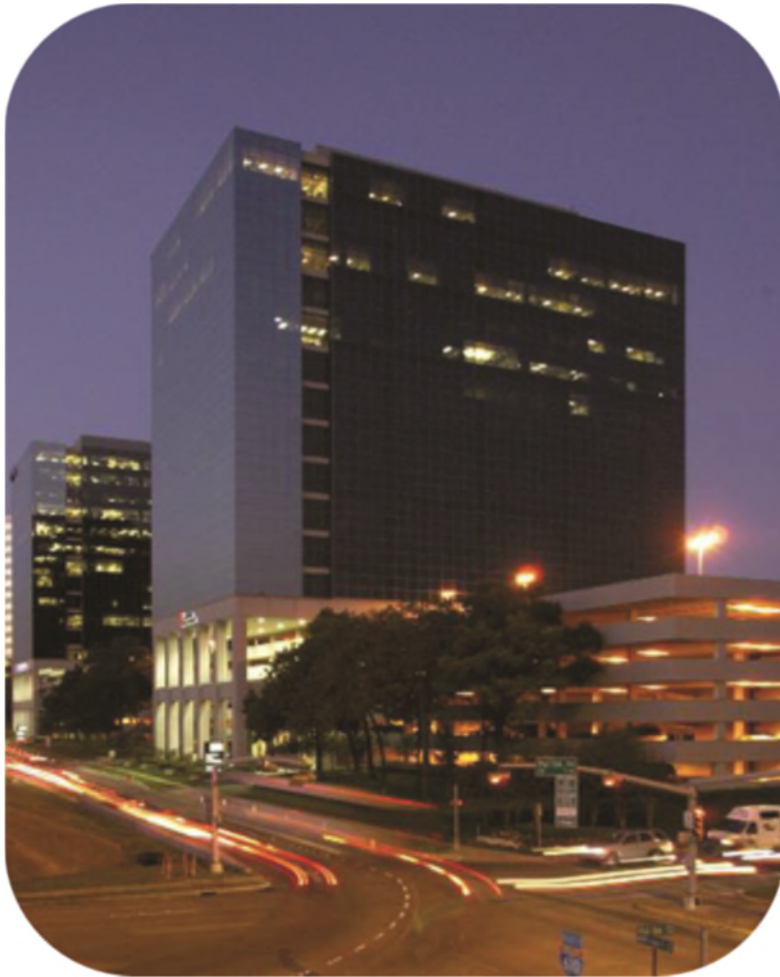
Working with Trane in partnership with the OMNIA cooperative purchasing program, we have identified a turnkey retrofit service to accomplish this work and bring reliable HVAC systems to our building. The proposed scope of work would include the replacement of ten (10) roof top units, both (2) air handlers, both (2) ground mounted condensing units, domestic water heater, server room air conditioner, and existing controls.

The proposed new system would incorporate a geothermal loop consisting of six (6) 500 foot deep wells with two (2) 40 ton heat pumps. This system would replace the existing air handlers currently located on the east side of the building. The implementation of this system would be dependent on a DEQ study to ensure there would be no negative environmental impacts as well as a ground conductivity test to assess the ground's ability to conduct heat. If a geothermal system is deemed ineligible or inefficient, an alternative thermal storage system or a more traditional system could be implemented.

With approval of the \$2,655,955.00 budget, Trane would be able to procure the equipment and seek bids from mechanical contractors for the work. The proposed budget is anticipated to be higher than the actual cost once formal bids are received.



Trane Turnkey Proposal



Turnkey Proposal For:
Washtenaw Intermediate School District

Local Trane Office:
Trane U.S. Inc.
37001 Industrial Road
Livonia, MI 48150

Local Trane Representative:
Rich Starr
Account Manager
E-mail: Rich.starr@Tranetechnologies.com
Cell: (734) 679-0088
Office Phone: (734) 452-2050

Proposal ID: 7855104
TRANE / OMNIA Contract #: 3341

Date: July 10, 2025



Trane Turnkey Proposal

Executive Summary

Trane is pleased to present a solution to help Washtenaw Intermediate School District reach its performance goals and objectives. This proposed project will enhance your operation by helping you to optimize your resources, improve the comfort in your facility, and reduce energy costs.

We appreciate the effort from Washtenaw Intermediate School District to assist in the HVAC system analysis and business discussions. Because of your efforts, we were able to develop a proposal that offers Turnkey retrofit service solutions to your specific concerns, based on Trane system knowledge and application expertise.

As your partner, Trane is committed to providing Turnkey retrofit services to help achieve a comfortable building environment for the people who occupy the building. For the people who own, manage and maintain the building, Trane is committed to providing reliable HVAC systems and products that improve performance.

We look forward to partnering with Washtenaw Intermediate School District for your Turnkey retrofits service needs. I will be contacting you soon to discuss the proposal and to schedule the next steps

WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO PARTNERING WITH YOU.

Rich Starr
Account Manager, Trane U.S. Inc.

**Prepared For:**

Washtenaw Intermediate School District

Date:

July 10, 2025

Job Name:

Washtenaw ISD Equipment replacement

Proposal ID:

7855104

Delivery Terms:

Freight Allowed and Prepaid – F.O.B. Factory

Payment Terms:

Net 30

Proposal Expiration Date:

30 Days

Scope of Work.

Turnkey Installation of HVAC Equipment

Mechanical Scope of Work

Item 1: RTU Replacement 1,2,4,7,11,12, 13, and 14

Provide and install listed RTUs

Item 2: RTU Replacement (Typical of Rooftop Units 5 and 6)

Each of these unit supply and return ductwork is mounted on the exterior of the building, supported on the roof, and insulated and waterproofed

Item 3: Air Handlers 1 &2. (Typical of 2)

Provide and install the engineering demo and re-pipe the cooling system and the mechanical room.

Item 4: Air Handlers 1&2 VAV Box Modifications:

- Provide and install VAV boxes
- Provide and install Ductwork modifications
- Routing of hot water reheat piping system

Item 5: Air Handlers 1&2 Common Return Fan:

Leave the existing return fan in place, add a speed drive, and return plenum pressure controls.

Item 6: Thermal Energy Storage System

- Provide and install a new 52-ton air-cooled chiller
- Provide and install 2 new Calmac thermal storage tanks
- Provide and install a pump skid with valves
- Provide controls, installation, and startup for the Thermal Storage system
- The Thermal Storage System is a partial load to produce 286 ton hours = 35 tons for 8 hours.



Item 7: Heating Boiler Combustion Air:

- Provide materials to install and seal ductwork from a new roof mounted combustion air intake to the Thermal Solution hot water boiler. *(Reference EVA IOM, combustion air can be PVC, CPVC, galvanized smoke pipe or flexible aluminum)*

Item 8: Domestic Water Heater:

- Provide (1) new 75K high efficacy hot water heater, heater to have sealed combustion chamber,

Item 9: Computer Room Air Conditioning:

- Customers want a redundant system/backup in case the primary system fails.
- Factory service startup.

Controls Scope of Work

GENERAL: All systems and devices furnished (as detailed below) include the following general controls provisions:

Engineering - Design and Submittals

Project Management – Job Supervision and coordination

Installation

All low-voltage wiring to be in open plenum cable supported with J-Hooks or Bridle Rings

All low-voltage wiring in mechanical rooms is to be installed in EMT conduit where subject to physical damage.

Operational Checkout/Functional Testing - Conducted by factory-trained Trane personnel.

Commissioning Assistance –Standard Trane support to verify system operation.

Warranty – (12) months from date of substantial completion

Graphics – Standard Graphics

Owner Training – (8) hours of Owner/Operator instruction for Trane Controls

Temperature Controls to Include:

Base Scope of Work.

Mechanical Room Demolition

Demo of all existing / non-used pneumatics, conduits, and control wiring

Install / Wire new Outdoor Air Temp/RH Sensor

Provide Trane- MSTP BACnet Communication trunk to Qty. (2) Trane AHU-1 & AHU-2 Panels.



Provide Trane- MSTP BACnet Communication trunk to Qty. (14) VAV's – located in Mech Room.

Provide Trane- MSTP BACnet Communication trunk to Qty. (2) RTU-13 and RTU-14.

Provide Trane- MSTP BACnet Communication trunk to Qty. (1) Split AC-1 Server Room.

Provide Trane- MSTP BACnet Communication trunk to Qty. (1) BACnet Stat in IT Room.

Install new enclosure with terminal strips and re-Install / wire existing Qty. (14) Space Sensor wiring and extend to associated VAV.

2 BACnet Communication Trunks

AHU-1 and RF-1: New Controls

New AHU unit to be installed by Trane

Install / Wire Symbio Enclosure, Aux Enclosure, DDC Controller, I/O Modules, & UPS per AHU.

AHU-2 : New Controls

New AHU unit to be installed by Trane

Install / Wire Symbio Enclosure, Aux Enclosure, DDC Controller, I/O Modules, & UPS per AHU.

RTU Roof Top Units Qty. (2) RTU-13, 14

Disconnect existing MSTP BACnet com trunk from both units and back to last communicating unit.

Note: These 2-units connect to the new Trane-Jace Com # 2 Board.

RTU Roof Top Units Qty. (3) RTU-8, 9, 10 – newer unit reused in place

RTU unit reused.

Remove existing JCI DDC controller and hand over to Trane for customer use.

RTU Roof Top Units Qty. (12) RTU-1 thru 12

RTU units to be physically swapped out, 1-for-1.

Remove existing JCI DDC controller and hand over to Trane for customer use prior to Demo.

EC to disconnect & Secure existing MSTP Com and Space Thermostat prior to RTU Demo.

EC to reconnect existing MSTP Com & Space Thermostat into new RTU.

Install / Wire new Space CO2 Sensor.

RTU Roof Top Units Qty. (1) RTU-15 (also tagged RTU-12B)



RTU unit reused.

VAV Boxes Qty. (14) – All located in Mechanical Room

New VAV Boxes are to be provided with Trane Factory Mounted Symbio DDC Controllers.

AC-1 Server / MDF Room – New Split System Qty. (1)

Install / Wire new MSTP com line in conduit out of Mech Room to outdoor wall exposed and over into IT Room Condensing Unit.

Wire/Install new Space Thermostat

Server / MDF Room – existing AC unit

Install / Wire new BACnet Thermostat and new MSTP com line in conduit outdoors to Mech Room.

Boiler Control Room

Install / Wire new Strap-on HWS Sensor, Pump S/S, Pump Status, Boiler Enable, Boiler Alarm to AHU-1 DDC Panel.

One Year Intelligent Services Contract

Intelligent Services unleashes the power of building data to uncover hidden opportunities for improvement. A system-wide, initial assessment reveals the status of your building today. Using the collected data, Trane building professionals provide recommendations for improvements that are targeted to your budget and business goals.

Advantages:

- Identify when HVAC systems or subsystems are operating inefficiently through system-wide assessments
- Optimize HVAC equipment runtime (reducing wear and tear and sustaining efficiency gains) based on the continuous, automated system analytics
- Reduce operational costs and energy consumption by implementing the service actions suggested by Trane building professionals

Implementation:

- Initial system-wide assessment
- Continuous analysis by automated system analytics
- Results-oriented, value-based actionable recommendations
- Ongoing reporting

Installation:

Open Plenum wire above accessible Ceiling.

Mechanical, Electrical rooms control wiring shall be in EMT conduit.

Work to be completed during normal business hours.

Exclusions / Clarifications:

Trane to provide all required permits.

All Fire Alarm work by others.

No Loose shipped sensors with units.

Agreement per Trane Terms and Conditions.



Any service not listed is not included.

Equipment Order Release and Services rendered are dependent on receipt of PO/Subcontract and credit approval.

Trane will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors.

Work will be performed during normal Trane business hours, M-F, 8:00 AM-5:00 PM.

ITEMS NOT INCLUDED IN THE TRANE SCOPE OF WORK

General Conditions

1. Provide DDC and or line voltage controls for temporary heating and cooling
2. Provide funds for clean-up of unidentifiable debris
3. Provide travel and per diem expenses related to classroom training
4. Video-taping of Owner training

HVAC

5. Provide temporary heating/cooling or use of new HVAC equipment for temporary heating/cooling
6. Provide smoke and combination fire/smoke dampers, damper actuators and end switch
7. Provide access doors
8. Provide zone temperature sensor guards
9. Provide thermostat guards
10. Provide thermometers in ductwork
11. Provide Elevator Smoke Ventilation

Piping

12. Provide thermometers in piping

Electrical

13. Provide temporary power
14. Provide motor starters and disconnects
15. Provide any fire alarm system panels, devices, accessories, and monitoring by others

Network

16. Provide ETHERNET/LAN cabling and all required hardware by the Owner

Miscellaneous

17. Provide repair and replacement of existing non-functioning controls
18. Provide 3D and BIM Coordination meetings and services
19. Patching and painting to match the existing



Pricing and Acceptance

Washtenaw Intermediate School District

Price

Total Net Price (<i>Including appropriate Sales and/or Use Tax, if required by law</i>).....	\$2,581,792.00 USD
<i>The second year of Intelligent Services</i>.....	<i>\$14,932.00</i>

Financial items not included

- Bid Bond
- Payment and Performance Bond
- Guarantee of any energy, operational, or other savings

Respectfully submitted,

Rich Starr
Account Manager
Trane U.S. Inc.
E-mail: Rich.starr@Tranetechnologies.com
Office Phone: (734) 452-2050



ACCEPTANCE

This proposal is subject to the Customer’s acceptance of the attached Trane Terms and Conditions (Installation).

We value the confidence you have placed in Trane and look forward to working with you.

Retention withheld 5% on installation, 0% on Equipment; rate reduced per the contract documents and released no later than the date of Trane substantial completion.

Submitted By: Rich Starr	Cell: (734) 679-0088 Office: (734) 452-2050 Proposal Date: July 10, 2025
CUSTOMER ACCEPTANCE Washtenaw Intermediate School District	TRANE ACCEPTANCE Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date



TERMS AND CONDITIONS – COMMERCIAL INSTALLATION

“Company” shall mean Trane U.S. Inc. for Work performed in the United States or Trane Canada ULC for Work performed in Canada.

1. Acceptance; Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the “Agreement”) resulting from Company's proposal (the “Proposal”) for the commercial goods and/or services described (the “Work”). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Work rendered by Company to the date of cancellation.

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service (“Connected Services Terms”), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes. Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer's tax-exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Within thirty (30) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Work are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of goods. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If such release is not received within 6 months after date of order receipt, Company reserves the right to cancel any order. If shipment is delayed due to Customer's actions, Company may also charge Customer storage fees. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased.

5. Exclusions from Work. Company's obligation is limited to the Work as defined and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company.

6. Performance. Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer's expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.

7. Payment. Customer shall pay Company's invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point and shall not assign or transfer any interest in the equipment until all payments due Company have been made.

8. Time for Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

9. Access. Company and its subcontractors shall be provided access to the Work site during regular business hours, or such other hours as may be requested by Company and acceptable to the Work site' owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Company's access to correct any emergency condition shall not be restricted. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and/or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer's request.

10. Completion. Notwithstanding any other term or condition herein, when Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company's representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the excepted items have been completed. Customer's failure to cooperate and complete any of said inspections within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.

11. Permits and Governmental Fees. Company shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses and inspections are not included in the Proposal, Company will invoice Customer for such costs.

12. Utilities During Construction. Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.

13. Concealed or Unknown Conditions. In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company's cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

14. Pre-Existing Conditions. Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement (“Pre-Existing Conditions”), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi. Company also is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.



15. Asbestos and Hazardous Materials. Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to Company for all Work furnished to date and all damages sustained by Company (including lost profit and overhead).

18. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

19. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, OR PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, INCLUDING CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

20. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANT LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

21. Patent Indemnity. Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

22. Limited Warranty. Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up.** Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

23. Insurance. Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits



If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive its right of subrogation.

24. Commencement of Statutory Limitation Period. Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

25. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Work is performed, without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Work is performed. To the extent the Work site is owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

26. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

27. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

28. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

29. Building Automation Systems and Network Security. Customer and Trane acknowledge that Building Automation System (BAS) and connected networks security requires Customer and Trane to maintain certain cybersecurity obligations. Customer acknowledges that upon completion of installation and configuration of the BAS, the Customer maintains ownership of the BAS and the connected network equipment. Except for any applicable warranty obligations, Customer is solely responsible for the maintenance and security of the BAS and related networks and systems. In the event there is a service agreement between Trane and Customer, Trane will provide the services as set forth in the service agreement.

In order to maintain a minimum level of security for the BAS, associated networks, network equipment and systems, Customer's cybersecurity responsibilities include without limitation:

1. Ensure that the BAS, networks, and network equipment are physically secure and not accessible to unauthorized personnel.
2. Ensure the BAS remains behind a secure firewall and properly segmented from all other customer networks and systems, especially those with sensitive information.
3. Keep all Inbound ports closed to any IP Addresses in the BAS.
4. Remove all forwarded inbound ports and IP Addresses to the BAS.
5. Maintain user login credentials and unique passwords, including the use of strong passwords and the removal of access for users who no longer require access.
6. Where remote access is desired, utilize a secure method such as Trane Connect Secure Remote Access or your own VPN.
7. For any Trane services requiring remote data transfer and/or remote user access, configure the BAS and related firewall(s) per instructions provided by Trane. This typically includes configuring Port 443 and associated firewall(s) for Outbound only.
8. Perform regular system maintenance to ensure that your BAS is properly secured, including regular software updates to your BAS and related network equipment (i.e., firewalls).

Any and all claims, actions, losses, expenses, costs, damages, or liabilities of any nature due to Customer's failure to maintain BAS security responsibilities and/or industry standards for cybersecurity are the sole responsibility of the Customer.

1-26.251-10(1024)
Supersedes 1-26.251-10(0123)



SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. HVAC Machine Data; Access to Customer Extranet and Third Party Systems. If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. Accounts. Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. Systems. Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. Restrictions. Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - d. Account Termination. Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - e. Third Party Systems. Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of



providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data: Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. Customer Data: Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) Data backups; and
 - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or



undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

October 2024
Supersedes: November 2023v2

Coversheet

Ypsilanti Community Schools and Lincoln Consolidated Schools Technology Shared Services

Section: VII. New Business
Item: C. Ypsilanti Community Schools and Lincoln Consolidated Schools
Technology Shared Services
Purpose:
Submitted by:
Related Material: Board Memo LCS Technology Contracts.pdf
2025-2028 LCS Contract.pdf



DATE: July 18, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Matthew Cook, Chief Information Officer

SUBJECT: Contract Lincoln Consolidated Schools Shared Services

- **Recommendation: The Administration recommends that the Board of Education approve the contract with Lincoln Consolidated Schools for WISD to provide shared services technology support in the amount of \$2,513,812.88.**
- As part of the shared services project between Ypsilanti Community Schools and Lincoln Consolidated Schools, the districts continue to share technology staff in a combined department. District staff have now been transitioned into WISD staff and shared between the two districts since 2015. The Lincoln Technology Services contract was approved by the Lincoln Consolidated Schools Board on June 2, 2025. The Lincoln cost for these services, including salary, benefits, and indirect costs is \$2,513,812.88 over 3 years during service dates of July 1, 2025, through June 30, 2028.
-

<u>Fiscal Yr</u>	<u>Cost Estimate</u>
2025/26	\$799,340.33
2026/27	\$837,115.34
2027/28	\$877,357.21



EXECUTIVE SUMMARY

Washtenaw Intermediate School District (WISD) Technology Services understands a stable infrastructure, reliable support, and communication are required to ensure successful teaching and learning every day in every classroom. Under the leadership and guidance of Solomon Zheng and the WISD technology administrative team, the WISD LEA technology team continues to meet these challenges, providing instructional support alongside the administrative technology needs.

WISD Technology Services Contract: Continued Service & Support Areas

- Network Services for all Local, Wide Area, and Wireless connections
- Network Servers
- Hosted Applications: PowerSchool, PowerSchool Special Programs (PSSP), New World, DocuLock, Registration Gateway, School Messenger
- Google Domain
- Level 1 Phone Support
- Administrative, Teacher, and Student devices

As in the previous contract, the Technology Director and Network Administrator positions remain constant at 1.0 FTE each, split 0.5 FTE per district between Lincoln Consolidated Schools and Ypsilanti Community Schools.

WISD Technology Services Contract: Service Adjustments & Recommendations

- A three (3) year agreement beginning July 1, 2025, and ending June 30, 2028, to provide staffing and performance stability. This will reduce the risk of staff attrition, ensuring continuity of services and support.
- One 1.0 FTE Instructional Technologist/Data Coach fully dedicated to Lincoln Consolidated Schools. Increase from a .45 FTE Instructional Technologist.
- One 1.0 FTE LEA Site Coordinator position fully dedicated to Lincoln Consolidated Schools whose primary responsibilities will include assisting the WISD LEA Technology Director and team with management of lower-level daily administrative technology tasks, project management for District priorities, and technology team financial tasks.
- Provide State Reporting technical assistance, including State Reporting support covering MSDS, GAD, and TSDL timelines, data updates and extractions, reports, verifications, submissions, and remote support and error resolution guidance. See Appendix C for hourly rates.
- Provide Assistive Technology Services in support of District Special Education students. See Appendix C for Proposal Projections and hourly rate estimates.
- Salary increases in all positions which reflect standard step advancements within the 230 and 210-work day salary schedules located in the WISD Staff Manual for Non-Affiliated Personnel 2025-28 and Non-Bargaining Personnel 2025-2028.



Proposed Contract Costs by Year (see Appendix C):

	STAFFING	2025-2026	2026-2027	2027-2028
PROPOSAL 1	Additional 1.0 FTE LEA Site Coordinator Additional .5 FTE LEA Data Coach	\$799,340.33	\$837,115.34	\$877,357.21

The full proposal is attached with detail regarding the associated costs for services. Please contact Matthew Cook, Chief Information Officer, if you have any questions or require clarifications. We look forward to our continued partnership in the support of your staff and students.



WASHTENAW INTERMEDIATE SCHOOL DISTRICT CONTRACTED SERVICES AGREEMENT - DISTRICT

This agreement is made this 1st day of July, 2025 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD, and Lincoln Consolidated Schools, hereinafter referred to as Lincoln or District.

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 WISD, the place where the services are to be performed, and the time limitation on the performance of the duties.

SECTION I – ENGAGEMENT & SCOPE OF SERVICES

- A. Scope of Services: Lincoln hereby engages WISD and WISD accepts such engagement to provide the Services set forth in this Agreement for the consideration and upon the terms and conditions set forth in this Agreement. The relationship between Lincoln and WISD (including any personnel, third-party consultants or independent contractors of WISD) shall be that of independent contracting parties. WISD personnel, third-party consultants and independent contractors shall be self-directed in their activities, provided that said personnel, consultants or independent contractors shall abide by the terms of their respective employment agreement or contractual arrangement with WISD, as well as the policies and procedures of Lincoln to the extent such District policies and procedures are made known to WISD prior to the delivery of the Services, and to the extent the District policies and procedures comply with applicable law and are applicable to the delivery of the Services. This Agreement shall not be construed as authority for any Party to act for the other Party in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of the other Party, except to the extent, and for the purposes, expressly provided for and set forth herein, and no partnership or joint venture is created hereby. It is expressly agreed that neither WISD nor any third-party consultants or independent contractors provided by WISD hereunder are entitled to participate in any plans, arrangements, or distributions by Lincoln pertaining to or in connection with any fringe, pension, bonus, profit sharing, or similar benefits, or any medical, dental, life or disability insurance plans.
- B. Change in Scope of Services: If during the Term of this Agreement, the District desires to: (i) make any changes to the quantity or specifications of any Services; (ii) request WISD's assistance in any special projects not included in the scope of Services or terms of this Agreement or Appendices, (iii) change or modify the scope of Services as a result of a change in applicable law; or (iv) change or modify the scope of Services based upon a material change in student enrollment or the number of buildings the District operates, Lincoln shall submit a request detailing the same in writing to WISD (a "Change in Scope of Work Request"). WISD shall promptly evaluate all Change in Scope of Work Requests and respond in writing with the terms under which WISD is willing to accommodate the same and any modification to the Fee paid under this Agreement. The District acknowledges that, among other things, the Change in Scope of Work Request may likely result in adjustments to the Fee payable under this Agreement, wind-up costs, if any, and service levels. WISD shall not be required to accept any Change in Scope of Work Request if WISD determines in good faith that it is not feasible or is impractical to execute the Change in Scope of Work Request. In the event the Parties agree on the terms of a Change in Scope of Work Request, the Parties shall execute a written amendment to this Agreement (and the applicable Appendices) confirming the applicable terms and when such amendment is duly signed by both Parties, this Agreement shall automatically be deemed amended as applicable to incorporate the Change in Scope of Work Request as set forth in the amendment.
- C. Special Project Fees and Services: In the event Lincoln requests, and WISD agrees to perform any additional services or projects not covered by this Agreement and/or outside the scope of Services through a Change in Scope of Work Request, the District acknowledges and agrees that any such additional services are subject to additional fees to be agreed upon by the Parties in accordance with **Section III Compensation**.

- D. **Obligations of District:** Lincoln acknowledges that WISD will need the active support and adequate performance of the District's professional, administrative, operations and other personnel and contractors in order to provide the Services under this Agreement and Lincoln agrees to use its best efforts to fully cooperate with WISD in that regard. Lincoln acknowledges and agrees that as part of this obligation, the District's professional, administrative, operations, and other personnel and contractors must have the proper qualification and training commensurate with, and necessary to perform, their assigned position/job function.

WISD agrees to perform those services as set forth and described in **Appendix A** (the "Services"). With respect to the Services to be provided by WISD, the Parties acknowledge and agree as follows:

1. WISD may utilize WISD's personnel or may secure third-party consultants or independent contractors (collectively the "Service Personnel") to perform the Services.
 2. WISD's election to utilize, and the selection of, its own personnel, or a third-party consultant(s) or an independent contractor(s) to perform the Services shall be determined in the business judgement, and sole discretion, of WISD.
 3. The specific staffing/personnel parameters and requirements necessary for the provision of the Services, if any, are described in **Appendix B**.
 4. Any specific terms and conditions relative to the scope or delivery of the Services by WISD are set forth in **Appendix B**.
- E. **Bi-Annual Status Meetings and Reports:** Each Party shall appoint representatives to monitor the implementation and progress of this Agreement. Party representatives shall meet and discuss, at least bi-annually, the progress in implementing this Agreement, the accomplishments to date, any issues and problems, and any other matters related to WISD's provision of Services to the District that may arise. Either Party may request a special meeting of the Party representatives by notifying the designated representative of the other Party in writing with a proposed date, time and location for the special meeting. The results of the bi-annual and special meetings shall be reduced to writing in the form of minutes, prepared by the District's designee, and approved by each Party's designated representative.

SECTION II - FINGERPRINTING AND BACKGROUND CHECK

1. WISD acknowledges and agrees that it shall have any of its Service Personnel who will be on Lincoln's premises regularly and continuously to perform the Services, subjected to a fingerprint-based criminal history and background check through the Michigan State Police and Federal Bureau of Investigation, as detailed in Michigan Public Act 680 of 2006, as amended, prior to commencing any Services under this Agreement. WISD agrees to transfer the appropriate and criminal history record information ("CHRI") to the District as permitted by law, if and when requested.
2. WISD represents and warrants to Lincoln that it will at all times during the Term, or any renewal term(s) of this Agreement, be in compliance with the provisions of Michigan Public Act 680 of 2006, as amended, including, but not limited to, reporting to Lincoln within 3 business days of notification by Michigan Department of Education or its Personnel who will regularly and continuously be on District premises to perform the Services, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380.1539b(1), or a substantially similar law, and to immediately report to Lincoln if that person is subsequently convicted, plead guilty or plead no contest to that crime. WISD, or Service Personnel shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. WISD shall supply all necessary data and information, as requested by Lincoln, to enable Lincoln to properly submit any WISD Service Personnel for inclusion in the State of Michigan Department of Education's list of "registered educational personnel" as may be required.

SECTION III - COMPENSATION

WISD does hereby agree as follows:

1. The Fee for the WISD's services shall be at cost, which shall be charged to Lincoln, which shall include an

indirect rate charge of 5%. The estimated cost for these services is included in **Appendix C** and covers the contract period of July 1, 2025, through June 30, 2028. The yearly cost for these services is estimated in **Appendix C**.

- a) It is estimated that these services will require various staff members serving Lincoln, however, Lincoln's primary contact will be the WISD Chief Information Officer, Technology & Data Services.
 - b) Lincoln's designated primary contact for Agreement-related communications between the District and WISD shall be its Superintendent.
 - c) The Parties have agreed to the Fee based upon the information and assumptions included in **Appendix C**. The Parties agree that if the information and assumptions in **Appendix C** change regarding health insurance costs, Michigan Public School Employee Retirement System ("MPSERS"), salary placement, change in Service Personnel, the amount of overtime, and/or any change in applicable laws, rules or regulations, the Fee will be adjusted accordingly.
 - d) In compliance with federal requirements, payments shall be made to WISD on a reimbursement basis for services delivered; not as a prepayment.
 - e) Lincoln agrees to promptly pay the invoices submitted by the WISD upon verification of the rendering of the services and within 30 calendar days from receipt by the Lincoln Business Office.
 - f) Non-payment or refusal to process payment shall be considered an immediate breach of contract and all subsequent Agreement-related services shall be halted until all outstanding payment is received in full.
 - g) 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.
2. The WISD shall submit an invoice describing the services for part payment of the contract price not more than once per quarter. The WISD shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed.
 3. Lincoln 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. WISD agrees to hold Lincoln 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 WISD in accordance with its professional judgment.
 4. The WISD 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.
 5. Lincoln agrees that the WISD staff shall have access to District premises at such times as is necessary for the WISD staff to perform the above-described tasks. However, Lincoln may require at least one-week prior notice relating to the use of certain facilities.

SECTION IV – OTHER CONSIDERATIONS

1. The actual, reasonable, and necessary travel costs associated with the Agreement, not to exceed the IRS maximum allowable rate, will be added to the cost of this Agreement.
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 District shall retain ownership interest in any of the following three (3) circumstances:
 - a. The District expressly directs the WISD to create a specified work (electronic or otherwise) or the work is a specific requirement of the Agreement;
 - b. Any documents (electronic or otherwise) created and or developed by the District while under contract with the WISD; or

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

- c. The WISD voluntarily transfers the copyright, in whole or in part, to the District in the form of a written document signed by said District and WISD.
4. The work done by the WISD shall be to the entire satisfaction of the District, but Lincoln acknowledges that WISD will need time to become acquainted with the Lincoln Technology operations. If Lincoln has concerns regarding the performance of this contract, the District and WISD agree to work together to remedy the situation in order to foster a positive working relationship and effective contractual agreement. Should the WISD unsatisfactorily perform the duties, Lincoln may cancel the Agreement with 60-days unwritten notice with or without cause and the WISD 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 and wind-up costs, detailed in Section IV, number 6 and its subsections.
5. Either party may terminate this Agreement by giving the other 90 days advance written notice, with or without cause.
6. Additionally, the Parties agree that if this Agreement is terminated or not renewed, the wind-up costs associated with this Agreement including but not limited to unemployment, compensated absences, workers compensation liability of WISD shall be allocated between the Parties as follows:
 - a. If Lincoln terminates this Agreement with unwritten notice in accordance with Section IV, item 4, Lincoln agrees to be responsible for any wind-up costs incurred by WISD as a direct result of the termination of this Agreement, such as any unemployment liability of WISD.
 - b. If Lincoln terminates this Agreement with written notice without “cause” in accordance with Section IV, item 5, Lincoln agrees to be responsible for any wind-up costs incurred by WISD as a direct result of the termination of this Agreement, such as any unemployment liability of WISD.
 - c. If either Party terminates this Agreement with written notice with “cause” in accordance with Section IV, item 5, WISD agrees to be responsible for any wind-up costs incurred by WISD as a direct result of the termination of this Agreement, such as any unemployment liability of WISD.
7. Termination rights and remedies under this Section following a material breach by a Party shall be in addition to and not in lieu of any rights or remedies of the aggrieved Party. The Parties acknowledge that the payments required following a termination of this Agreement are an integral component of the overall pricing of the Services and are not intended to be a penalty.

SECTION V – INSURANCE COVERAGE

WISD and Lincoln understand that their respective liability insurance policies do not afford any coverage to each other for any work associated with this contract. Therefore, both parties agree to hold each other harmless for any sum related to the cost of liability insurance and any associated attorney fees arriving out of the performance of the work described in Appendix A. 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.

NOT APPLICABLE: In the event that the WISD utilizes Contractors who may use 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.

NOT APPLICABLE: 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.

SIGNATURES

The District representative(s) acknowledges by signature that the Contract has been read and understood and understands same and agrees that this Contract constitutes the total agreement between the Parties and that anything not included in this Contract is expressly excluded.

Agreed to on: _____, 2025

Robert Jansen, Superintendent Lincoln Consolidated Schools

Date

Jennifer LaBombarbe, Board President
Lincoln Consolidated Schools

Date

Matthew Cook, Chief Information Officer
Washtenaw Intermediate School District

Date

Naomi Norman, Superintendent
Washtenaw Intermediate School District

Date

Mary Jane Tramontin, Board President
Washtenaw Intermediate School District

Date

APPENDIX A – WASHTENAW INTERMEDIATE SCHOOL DISTRICT INVENTORY OF SERVICES & RESPONSIBILITIES

WISD SERVICES & RESPONSIBILITIES IN SCOPE:

Network Services

- Managed Wide Area Network
 - Network services will be provided through the WISD county wide area network and services will be provided as described by the Fiber Consortium core services
 - WISD will connect the district network to the County Fiber at the demark
- Managed Local Area Network
 - Coordinate Adds, Moves and Changes to cabling and data drops
 - Maintain Network switches and routing infrastructure
 - Maintain Firewall and content filter
 - Monitor Network connectivity
- Managed Wireless Services
 - Maintain Wireless controllers and APs

Server Support

- Management of Core Network Servers
 - Active Directory
 - DNS
 - DHCP
 - Storage
 - Print (Papercut)
 - Cisco Call Manager (VoIP Phones)
- Management of Application Servers
 - PowerSchool
 - New World
 - CEO Imaging
 - School Messenger
 - VersaTrans
 - VI/Digital Watchdog Security Camera Server
 - AutoCad
 - Digital Signage
 - DRC Insight (M-Step/WIDA)
 - Registration Gateway
 - DocuLock

Security Monitoring and Support

- Hourly rate per requested Security Review Support Instance: \$79.49

Google Domain Managed Services

- Domain Administration and Security
- Google Account Creation and Password Management
- Manage Mobile Device Enrollment and Management

Hosted Application & Data Support

APPENDIX A – WASHTENAW INTERMEDIATE SCHOOL DISTRICT INVENTORY OF SERVICES & RESPONSIBILITIES

- Level 2 application support, System Administration and maintenance:
 - PowerSchool Student management
 - DocuLock Scanning
 - PowerSchool Special Programs (PSSP)
 - Registration Gateway
- State Reporting support
- Data Hub connection
- Data migration between hosted systems (i.e. PowerSchool to Meal Magic, Registration Gateway to Power School, Clever)

Telephone Services

- Level 1 support for basic troubleshooting of telephones on LCS telephone system
- Maintain the call manager, assigning and allocating both internal and external (DID) numbers
- Maintain E911 location inventory
- Escalate and initiate phone repairs with major service providers (AT&T and/or Windstream)

Printing Services

- Konica contract covers printer support
- Network and initial setup support
- Papercut server support

Transportation

- Maintain the server for VersaTrans
- Support other vendor integrations as needed for initial setup
- Tyler provides ongoing maintenance support

Food Service

- Food Service Computer will be set up to connect to the network and access the PS100 System

Staff Technology

The following services will be provided to Staff Devices purchased through district funds:

- Maintain the asset and inventory of which staff/buildings are allocated individual devices
- Maintenance, upgrades, and replacements will be maintained by the Technology Department
- Network support for devices configured to connect to the LCS network
- Device enrollment into Supported MDM or Imaging system
- Troubleshooting of network connectivity
- Software installation of District supported applications
- Facilitate and provide consultation for all technology-related perishable items

APPENDIX A – WASHTENAW INTERMEDIATE SCHOOL DISTRICT INVENTORY OF SERVICES & RESPONSIBILITIES

Student Technology

- LCS owned Student technology equipment: laptops, iPads, Chromebooks and desktops
 - Network support for devices that will be configured to connect to the LCS network
 - Device enrollment into Supported MDM
 - Troubleshooting of network connectivity and software installation
- LCS Lab computers will be configured to connect to the LCS network
- Maintain the asset and inventory of which students/buildings are allocated individual devices
- Maintenance, upgrades, and replacements will be maintained by the Technology Department

Instructional Technology Support

- Classroom management of device integration
- Google Domain Application Management or training
- Instructional software support and training
- Classroom and instructional technology consultations

Security System

- The security system is on the LCS network for cameras
- Maintain and provide access to the security camera infrastructure
- Facilitate the repair and installation of network cameras

WISD SERVICES & RESPONSIBILITIES OUT OF SCOPE:

Security System

- Any concerns for these systems must be routed through LCS facilities support
- The security and alarm systems are on the LCS network.

Environmental Systems

- These are on the LCS network
- Any concerns for these systems must be routed through LCS facilities support

Equipment Warranty Management

- LCS is responsible for maintaining warranty and maintenance for all LCS equipment (e.g., computers under warranty, Chromebooks that are broken, printers, copiers and projectors)
- LCS will be charged for any repair parts or expenses incurred to repair devices not covered under warranty.

APPENDIX A – WASHTENAW INTERMEDIATE SCHOOL DISTRICT INVENTORY OF SERVICES & RESPONSIBILITIES

DISTRICT SERVICES & RESPONSIBILITIES:

Administrative Responsibilities

- Policy alignment
- State and Federal compliance reporting
- Section 504 Title II ADA Compliance for district website(s)
- Cost of Bond and/or Sinking Fund technology design and implementation fulfillment efforts

Fiscal Responsibility

- Technology purchases, i.e. computers, servers, firewalls, network electronics
- Peripheral purchases, i.e. licenses, software and applications, data analysis software, curriculum management, etc.
- Procurement processing
- Conversion costs common to applications
- New data, voice, video cabling
- Warranty renewals and maintenance contracts for all LCS equipment as indicated in WISD Services & Responsibilities Out of Scope under section Equipment Warranty Management



APPENDIX B - LEA Technology Support Teams

Administrative Support

Solomon Zheng LEA Technology Director zhengs@lincolnk12.org	TBD LEA Site Coordinator
Ken Harding Office Professional Support kharding@washtenawisd.org	Sharon Borton Building Support Technical Assistant sborton@lincolnk12.org

Network Support

Jay Kirby Network Administrator kirbyj@lincolnk12.org	Troy Sipple Network Administrator tsipple@washtenawisd.org
Nahal Meshinchi Network Administrator nmeshinchi@lincolnk12.org	

Hosted Application Support

WISD Data Services Team PowerSchool Administrator	
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End User Support

Chris Bukoski Building Support Specialist bukoskyc@lincolnk12.org	Kendra Wilson Instructional Technologist wilsonkendra@lincolnk12.org
Daniel Sackmann Building Support Technical Assistant sackmannd@lincolnk12.org	Ryan Miller Building Support Technical Assistant miller1@lincolnk12.org
TBD Building Level End User Support Technician – Level 1 Support	Brandon Thacker Building Support Technical Assistant brandon@lincolnk12.org
LCS Help Desk https://ithelp.washtenawisd.org/	

Coversheet

Gifted Healthcare 2025-2026 Contract

Section:	VII. New Business
Item:	D. Gifted Healthcare 2025-2026 Contract
Purpose:	
Submitted by:	
Related Material:	Gifted Healthcare Memo.pdf Gifted 2025-2026 Contract.pdf



DATE: July 2, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

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

SUBJECT: Staffing Contract

While the District continues to pursue employees via direct hire, in compliance with negotiated Collective Bargaining Agreements, it is imperative that we address staffing shortages to meet student needs and state requirements. One of the ways we are addressing the shortage is by continuing relationships with various staffing agencies.

Attached is 2025-2026 Contract for Gifted Healthcare in the amount of \$925,000.00 This amount is based on last year's expenses.

These amounts are based on 2024-2025 costs.

This contract will be in effect July 1, 2025 – June 30, 2026.

I recommend the approval of this contract, to provide continuity for WISD programs. Please let me know if you have any questions.



WASHTENAW INTERMEDIATE SCHOOL DISTRICT CONTRACTED SERVICES AGREEMENT

This Agreement is made this 10th day of June 2025 by and between the Washtenaw Intermediate School District, hereinafter referred to as the WISD or District and Gifted Healthcare hereinafter referred to as Contractor.

It is the intention of the parties hereto to enter into this 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

THEREFORE, in consideration of payment to the Contractor of the sums specified in Section I and II, the Contractor hereby agrees as follows:

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than July 1, 2025. Once this contract is implemented, the ending date for providing services shall be June 30, 2026.
2. The Contractor shall, upon request and subject to availability, provide qualified personnel for supplemental staffing services, to perform tasks agreed upon in the terms set forth in subsequent Addendums between the Contractor and District. Personnel provided are employees of Contractor, subject to Contractor's screening process and must meet the minimum qualifications (e.g., licenses, certifications, etc.) set forth by the WISD.
3. Prior to any work being completed for the WISD, individuals working for the Contractor are **required** to undergo a fingerprint based criminal background check submitted to the Michigan State Police, that yields state and federal Criminal History Record Information (CHRI). The Contractor will be responsible for payment of the fingerprinting service. (Contractor must obtain the proper forms from the WISD HR Department prior to fingerprinting).
4. The District must 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 Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or of the United States.
5. Neither the WISD nor the Contractor will discriminate based on race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation, or any other characteristic protected under applicable federal, state, or local law.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services shall align with the hourly rate set forth in subsequent Addendum(s) as referenced in Section I (2).

2. If Contractor is required (by the District) to work more than forty (40) hours in a work week, the overtime rate is one and one-half (1.5) times the regular billing rate for such hours.
3. 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.
4. Contractor shall submit an invoice describing the services, including dates and hours of work completed on a monthly basis to:
Washtenaw Intermediate School District
Attn: Business Office 1819
South Wagner Road Ann
Arbor, Michigan 48106
5. 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.) All invoice discrepancies must be disputed within sixty (60) calendar days of receipt of the invoice by WISD. If Contractor invoiced incorrectly, it will be taken care of by Contractor within thirty (30) days of notice of the discrepancy.
6. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within thirty (30) calendar days from receipt in the WISD's Business Office.
7. The contract is retained by WISD only for the purposes and to the extent set forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this agreement, be that of an independent Contractor. The personnel of 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.
8. The 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.
9. 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.
10. 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.
11. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered, not as a prepayment.
12. WISD agrees to report to the Internal Revenue Service (IRS) all amounts paid/reimbursed for services of the agreement in conjunction with the legal requirements.

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

SECTION III - INSURANCE COVERAGE

1. If the Contractor uses motor vehicles while performing the services above described, the Contractor shall provide to the WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by the WISD.
2. The Contractor shall maintain at his/her/their/its own expense during the term of this contract, the following:
 - a. Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;
 - b. 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.
3. The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this Agreement. 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.
4. Limitation of Liability: In no event shall either party be liable in any manner for incidental or consequential damages, expressly excluding claims based on its breach of confidentiality obligations, gross negligence, willful misconduct, or indemnification obligations for third party claims.

SECTION IV - OTHER CONSIDERATIONS

1. The headings of sections of this contract are for reference only and will not affect in any way the meaning or interpretation of this contract.
2. All expenses for travel and mileage as a result of rendering requested services are the responsibility of the Contractor. However, the 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 itemized receipts and expense submission dates.
3. The WISD will provide Contractor with access to the WISD's Policies and Administrative Guidelines (located on the WISD website). Unless otherwise agreed to in writing, Contractor/personnel will abide by the WISD's Policies, Administrative Guidelines, and protocol related to health and safety while working and/or on the premises. District shall orient Contractor to the Exposure Control Plan(s)/Protocol(s) as it pertains to Occupational Safety and Health Administration (OSHA) requirements, including with respect to bloodborne pathogens and other emergent matters.

4. The WISD shall retain ownership interest in any of the following 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.
5. 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.
6. Either party may terminate this agreement by giving the other thirty (30) days advance written notice.
7. Neither Party will be liable for any failure/delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, riots, war, terrorist act, epidemic, pandemic, quarantine, natural catastrophes, governmental acts/omissions, changes in laws or regulations, and national strikes.
8. If one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.
9. This Agreement will be governed by and construed in accordance with the laws of the State of Michigan. Any dispute/claim from this contract shall be resolved exclusively in the federal and state courts of the State of Michigan and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.
10. Any notice and/or demand required under this contract will be in writing and personally served or sent by certified mail, return receipt requested to the addresses below:

Washtenaw Intermediate School District
Attn: Naomi Norman, Superintendent
1819 South Wagner Road
Ann Arbor, Michigan 48106

Gifted Healthcare
Attn: Mary Kay Molbert, Chief Operating Officer Philippe Liautaud, Chief Financial Officer
3330 W Esplanade Avenue, Suite 505
Metairie, LA 70002

COPY via email:

- Nnorman@washtenawisd.org;
- Charmonhiggins@washtenawisd.org; and
- ahassan@giftedhealthcare.com

Either party may change the address to which notices are sent by sending written notice of such change of address to the other Party.

Coversheet

Updated WISD Policy – First Read

Section:	VII. New Business
Item:	E. Updated WISD Policy – First Read
Purpose:	
Submitted by:	
Related Material:	07.21.25 - Memo to B of Ed - 1st Read.pdf PO 3220 - Professional Staff Evaluation.pdf



DATE: July 21, 2025

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

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

RE: Updated Policy – First Read

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

**WISD Board Policy -
Policy #3220 – Professional Staff Evaluation**

These revisions should be adopted in order to maintain accurate policies that align with the current legislative changes.

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), and Becky Mullins (Supervisor of Human Resources and Legal Services)

Book: Policies for ISD Update

Section: ~~Special Update - November 2023~~

Title: PROFESSIONAL STAFF EVALUATION

Code: po3220

Status: Active

3220 - PROFESSIONAL STAFF EVALUATION

“Professional Staff” for the purpose of this policy is defined in Policy 3120. “Teacher” shall be defined as per the Michigan Teacher Tenure Act. “Instructional staff” shall mean an employee that is subject to the Federation of WISD Employees, Unit II, collective bargaining agreement.

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, the Board delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does at least all of the following:

A. all employees, upon employment and at the beginning of each school year, will be apprised of the specific evaluative procedures and criteria prior to conducting any formal evaluation;

~~A.B.~~ _____ evaluates the employee's job performance in a year-end evaluation, while providing timely and constructive feedback.

~~Teachers-Professional staff~~ rated ~~highly effective or, as of July 1, 2024,~~ effective on the three (3) most recent consecutive year-end evaluations ~~may will~~ be evaluated at least every three (3) years ~~every other year or, as of July 1, 2024, every third year, at the District's discretion.~~

~~B.C.~~ _____ for teachers, establishes clear approaches to measuring student growth and provides professional staff with relevant data on student.;

~~C.D.~~ _____ evaluates an employee's job performance, ~~using rating categories of highly effective, effective, minimally effective, and ineffective prior to July 1, 2024 and~~ using rating categories of effective, developing, and needing support ~~as of July 1, 2024,~~ which, for teachers, take into account student growth and assessment data or student learning objectives.

~~Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning in the~~

~~2024-2025 school year, t~~Twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics.

Evaluations must also comply with the following:

1. The portion of an ~~teacher's~~ instructional employee's year-end evaluation that is not based on student growth and assessment data or student learning objective metrics shall be based primarily on their performance as measured by an evaluation tool that is based on objective criteria ~~a teacher's performance as measured by the District.~~
2. ~~Prior to July 1, 2024, for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.~~
3. ~~Prior to July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131) After July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.~~
4. ~~Prior to July 1, 2024, if there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive school-year period. If there are not student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.~~
-
2. As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the employee ~~teacher~~; if a written evaluation is not provided, the employee ~~teacher~~ is deemed effective. ~~if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as~~

~~unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.~~

3. Instructional staff must not be assigned an evaluation rating and must be designated as unevaluated for a school year if any of the following apply to the employee:

- i. The employee worked less than sixty (60) days in that school year;
- ii. The employee's evaluation results were vacated through the grievance procedure described in MCL 380.1249(1);
- ~~+~~iii. There are extenuation circumstances and the employee and the employer agree to designate the professional staff member as unevaluated.

If instructional staff receive an unevaluated designation, the employee's rating from the immediately prior school year must be used for any public reporting purposes.

~~D.~~E. _____ uses the evaluations, at a minimum, to inform decisions regarding ~~all of the~~ following:

~~1.~~ the effectiveness of employees, so that they are given ample opportunities for improvement.

~~2. prior to July 1, 2024, promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development, and after July 1, 2024, development of employees, including providing relevant coaching, instruction support, or professional development~~

~~3. prior to July 1, 2024, whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures~~

~~4. prior to July 1, 2024, removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures~~

~~E.~~F. provides a mid-year progress report for every teacher who is in the first year of probation or has received a rating of ~~minimally effective or ineffective or, after July 1, 2024,~~ needing support or developing on the most recent year-end evaluation

This mid-year report shall supplement and not replace the year-end evaluation. The mid-year report shall:

1. ~~prior to July 1, 2024,~~ be based, at least in part, on student growth and assessment data or student learning objective metrics~~achievement;~~
2. be aligned with the teacher's individualized development plan;
3. include specific performance goals and any recommended training for the remainder of the school year, as well as a written improvement plan developed in consultation with the teacher that incorporates the goals and training.

~~F.~~G. For instructional staff, includes ~~classroom~~ observations in accordance with the following:

1. If an employee is to be observed, an employee will be informed in advance of the day on which he/she/they are to be observed for one of their scheduled observations, in order that the objectives or purposes of the work activity period being observed may be discussed in advance between the parties. Monitoring of employee performance shall be done openly and with the full knowledge of the employee at the time of the observation;
- ~~1.2.~~ 2. must include review of the lesson plan, State curriculum standards being taught, and student engagement in the lesson and, ~~as of July 1, 2024,~~ the items described in this paragraph must be discussed during a post-observation meeting between the observer and the ~~employee~~teacher;
- ~~2.3.~~ 3. must include multiple observations unless the instructional staff member~~teacher~~ has received an effective or ~~higher~~ rating on the last two (2) year-end evaluations;
- ~~3.4.~~ 4. observations need not be for an entire class period but, ~~as of July 1, 2024~~ must not be less than fifteen (15) minutes;
- ~~4.5.~~ 5. Additional observation(s) may be scheduled or ~~one (1) observation may be~~ unscheduled;
- ~~5.6.~~ 6. the school administrator responsible for the ~~teacher~~employee's performance evaluation shall conduct at least one (1) of the observations;

Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. The employee shall have the subsequent right to be observed by a second supervisor and or Administrator

mutually agreed upon by the Federation and the Employer, when so requested by the employee.~~These other observers may be teacher leaders.~~

~~6-7.~~ the District shall ensure that, within thirty (30) calendar days after each observation, the teacher is provided with written feedback from the observation

~~G-H.~~ for the purposes of conducting annual year-end evaluations under the performance evaluation system, the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE")

~~The e~~ Evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated ~~teachers~~ professional staff are evaluated using the same evaluation tool.

~~H-I.~~ the District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:

1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

~~I-J.~~ the District shall also:

1. provide training to instructional staff~~teachers~~ on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used

This training may be provided by a district or by a consortium consisting of the District, the intermediate school district, or a public school academy.

2. ensure that training is provided to all evaluators and observers

The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

3. by not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation of a teacher shall complete rater reliability training provided by the District that complies with M.C.L. 380.1249

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. At any observation conference and on the written evaluation, the administrator/evaluator will avoid generalities and specifically point out the employee's strengths and weaknesses and suggestions for improvement. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. A teacher rated as ~~ineffective or, as of July 1, 2024,~~ needing support on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

~~Prior to July 1, 2024, if a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.~~

~~-~~
After July 1, 2024, if an instructional staff member~~teacher~~ that is not probationary is rated as needing support, the staff member~~teacher~~ may request a review of the evaluation rating by the

superintendent. ~~must be provided with the options related to review of the evaluation, including a written response~~

1. The request for review must be submitted in writing thirty (30) calendar days after the employee is informed of the rating. Upon receipt of the request, the superintendent shall review the evaluation and rating and make any modifications as appropriate.
2. The employee must receive a written response regarding this review by no later than thirty (30) days after the receipt of the request for review and before making any modifications.
3. If the written response does not resolve the matter, the employee or the Federation may request mediation as provided for in 1947 PA 336, 423.201 to 423.217. The request for mediation must be submitted in writing within thirty (30) calendar days after the employee receives the written response from the school district. Within fifteen (15) days of the receipt of the request, the superintendent must provide written response to the employee and the Federation stating the mediation will be scheduled as appropriate.

An instructional staff member that is not probationary is rated as needing support on two (2) consecutive year-end evaluations may use the contract's grievance procedure, including arbitration, if applicable, to grieve the second evaluation rating. If the collective bargaining agreement does not contain a grievance procedure that ends in binding arbitration, the teacher may request binding arbitration by filing a demand for arbitration with the American Arbitration Association within thirty (30) calendar days after the teacher receives the grievance process written response from the Superintendent. The arbitration is subject to the Uniform Arbitration Act, 2012 PA 371, MCL 691.1681 to 691.1713. The arbitration must adhere to both of the following:

1. The arbitrator must be selected through procedures administered by the American Arbitration Association in accordance with its rules.
2. The arbitrator has the authority to issue any appropriate remedy.

~~, the ability to request mediation, and when appropriate, utilization of the grievance process or binding arbitration as set out in M.C.L. 380.1249.~~

The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ~~ineffective or, after July 1, 2024, as~~ needing support on the teacher's two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ~~ineffective or, after July 1, 2024, as~~ needing support on the teacher's two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ~~ineffective or, as of July 1, 2024, as~~ needing support on the teacher's two (2) most recent annual year-end evaluations. The notification shall include an explanation of why

the Board is unable to comply. ~~After July 1, 2024, if~~ a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act (if applicable), the revised School Code, a negotiated agreement or contract, Staff Manual, the Superintendent's administrative guidelines, and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to the staff member's performance which are to be placed in the personnel file. The employee may provide comments, which shall be attached to the final evaluation. All copies of the final evaluations will be signed by both the employee and the evaluator. There shall be no additions, deletions, or corrections after the signatures are affixed. Copies of evaluations shall be furnished to prospective employers upon written request of the employee and at the employee's expense.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

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Legal References

M.C.L. 380.1249 (as amended)

Coversheet

Update Head Start/GRSP Policies

Section:	VII. New Business
Item:	F. Update Head Start/GRSP Policies
Purpose:	
Submitted by:	
Related Material:	Memo to Board of Ed - 07.18.25.pdf Active Supervision.pdf Home-Based Attendance Policy.pdf Disability Referral Process.pdf Transportation Policy.pdf Van Usage Policy.pdf



DATE: July 18, 2025

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

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

RE: Updated Head Start/GSRP Policies

All Head Start policies are reviewed annually by the Early Childhood Department. New policies and recommended changes are reviewed by the WISD Policy Committee¹, reviewed and approved by the Head Start and Early Head Start Policy Council, and finally reviewed and approved by the Washtenaw ISD Board of Education.

The following policies are recommended for approval:

- 1) Active Supervision
- 2) Attendance – Home-Based
- 3) Disability Referral Process
- 4) Transportation
- 5) Van Usage

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), Alicia Kruk (Assistant Director of Preschool and family Services), and Becky Mullins (Supervisor of Human Resources and Legal Services)

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
OPERATIONAL POLICIES AND PROCEDURES
HEALTH PROGRAM SERVICES**

Performance Standard: 1302.47 (5)(iii)	GSRP Implementation Manual Section: Classroom Requirements – Class Size and Ratio	Licensing #: R400.8125 (1) R400.8158 (2)(a)
Early Childhood Executive Director or Designee Approval Date:	Policy Council Approval Date:	Governing Board Approval Date:
Pages: 7	Effective Date: 9/1/24	Date of Last Revision:

SUBJECT: Active Supervision

OPERATIONAL POLICY:

A program must establish, train, implement, and enforce a system of safety practices that ensure children are always kept safe. The safety of all children is the highest priority. It is everyone's responsibility to ensure that all children are accounted for and safe. All classroom staff are required to know the number of children in their care and the location of each child at all times. All Licensing and Regulatory Affairs (LARA) and WISD guidelines regarding staff to child ratios must be followed at all times.

OPERATIONAL PROCEDURE (procedure subject to change):

All staff in each classroom will count the number of children present in the classroom/group each time a child enters or exits the classroom for whatever reason. Children as a group or individual children must be counted and accounted for each time a threshold is crossed. A threshold is defined as an entrance or exit/doorway. An example of crossing a threshold would be exiting the classroom (doorway) and entering the gym/gross motor room or bathroom (doorway). The process would be repeated when exiting the gym/gross motor room or bathroom (doorway) and re-entering the classroom (doorway). A face to name head count will be implemented and documented at the beginning and end of the day, at any division of the group of students, and before and after transitioning to the playground, and will be documented on the tracking form.

Required Tools for Maintaining Head Count in the Classroom

1. White Boards

- a. White boards will be used to track the total number of children currently present in the classroom.
- b. White boards do not need to list the total number of children enrolled in the classroom, only those currently present.
- c. White boards will be updated throughout the day (e.g., for children who arrive late/leave early, leave the classroom with an adult, etc.)

2. Picture-based System

- a. A picture-based system will be posted and used in the classroom in addition to the count on the white board. (Note: staff will periodically update children's photos during the school year if/when there is change/growth)

- b. This system will reflect whether a child is absent or present as well as the child's location.
- c. When a child or children (less than half of the children/group) leave the classroom, this picture-based system will be used to track children's transitions in and out. The number on the white board will reflect this change as well.

Steps for maintaining head count when children are in another learning environment

1. A laminated portable picture board will be transported with the group when the class leaves the classroom. This will be used to account for any child or children (less than half of the children/group) who separate from the group. (e.g., The class is on the playground, but a child needs to leave to use the bathroom, see the nurse, etc.).
2. During transitions into and out of the classroom, there will be a teacher at the front and rear of the group when possible.

Steps to be taken when children are moving outside of the classroom

1. **A count and roll call should be taken.** Take a count/roll call before leaving the area. The count total and names should agree with the information listed on the Name to Face Tracking Sheet.
2. **Check for all children.** One teacher checks the area for children who are not in the group. If indoors, check all bathrooms and other possible "hiding" areas. If outdoors, check equipment, especially those with tunnels, houses, etc.
 - a. Do not leave the area until all the children are accounted for.
 - b. If help is needed, call the Director/Principal for assistance.
3. **Write the count on your tracking sheet and initial.**
4. **Upon crossing any threshold count the children and take another roll call.** Count the children upon entering the new area (e.g., playground, classroom, or common area) and take another roll call. The total and names should agree with the information written on the tracking sheet for step 3 above. Initial.
5. **Account for all children arriving or departing throughout the day.** Note on the tracking sheet the time and circumstance for every child who arrives or departs from the group. For example,
 - a. *Allison departed with her mother, 12:30 p.m.; returned 1:30 pm*
 - b. *Patrick joined the group, at 3:45 pm*
 - c. The classroom sign in sheet should always match the number of children in the classroom.
6. **Before leaving the room/playground, take a count/roll call.** The total and names should agree with the information you wrote on the tracking sheet.

7. **Check for all children.** One teacher should walk around the area to check for any children not in the group.
 - a. Do not leave the area until all the children are accounted for.
 - b. If help is needed, call the Director/Principal for assistance.
8. **Upon entering a room/playground count the children and take a roll call.** The total and names should agree with the information written on the tracking sheet.

Transitioning to and from Transportation

Documentation should be maintained for children entering and exiting the bus. Documentation should include verification that transportation staff have received and released children to center staff and/or parent(s). Adult/child ratio on the bus is 1:10 (bus driver can be included in this ratio).

Non-Classroom Staff

If a child is found to be separated from their classroom, the child should be taken immediately to the Director/Principal. The Director/Principal will immediately take steps to determine whose classroom the child belongs with and return the child to that group. If the Director/Principal is not available, the Family Support Specialist or other assigned personnel will take on that role.

Supervision

ALL staff must receive Active Supervision training within the first 30 days of the start of the program year, or within 30 days of hire for new employees hired later within the year. The content for this training will be provided to all programs by WISD. All training documentation, including a sign in sheet, must be uploaded into ChildPlus.

Substitute Teaching staff must receive Active Supervision training prior to subbing in a classroom. This may be conducted by the center staff as designated by the program Director/Principal. Teaching staff supervise preschool children primarily by sight. Supervision for short intervals by sound is permissible if teachers conduct frequent and on-going checks on children who are out of sight (i.e., in the library area, toileting, or napping). Teaching staff are aware and position themselves in the classroom and on the playground (see *Playground Supervision Policy*) to ensure that they have a view of children and are actively engaged. However, when possible, staff should supervise by positioning themselves to see as many children as possible.

Note: Children are never to be allowed out of the classroom without adult supervision, i.e., to go to the office as an errand or to a cubby in the hallway.

Opening and Closing Supervision

During opening and closing, there should always be at least two staff in the building when children are present. If a child is at the center/school after closing hours, two staff must remain. One may be a member of the leadership team.

Notifications

Staff must notify the center Director/Principal immediately if a child is found unsupervised or if staff cannot account for a child.

Parents/Caregivers must be notified of the incident and provided with support by the subrecipient staff or connection to outside resources as requested and available to them and their child.

A center must make a verbal report to the Department of Child Care Licensing within 24 hours of the occurrence of any child that was lost or left unsupervised.

A center must notify the Washtenaw ISD Early Childhood Executive Director within 24 hours of the occurrence of any child that was lost or left unsupervised.

The WISD Mental Health/Behavioral Support Specialist should be notified. Parents/Caregivers should be provided with this person's contact information to allow them to contact the specialist directly, if needed.

Consequences

Without exception, any staff person found responsible for leaving a child unattended will receive disciplinary action.

Ongoing Monitoring

Center management or designee must ensure that policies are being implemented consistently by verifying Attendance Sheets at various times during the day. The Active Supervision Monitoring Checklist will be completed once during the first week of school and monthly thereafter, following this schedule:

- First week of school in September & January: Early Childhood Specialist
- October and March: WISD Health Specialist
- November, December, February, April & May: Center Management or designee

This will be documented on an Active Supervision Monitoring Checklist form and uploaded into ChildPlus.

The expectations outlined on this Checklist are:

1. At all times, teachers must know how many children and which children are in their classroom regardless of primary caregiving situations.
2. Teachers must know how many children and which children are in their classroom without stopping to count.
3. Staff follow program procedures listed above including the use of whiteboard, picture-based tracking systems and name to face tracking.
4. Staff members must communicate with one another to maintain accountability for all children at all times and should contact a supervisor immediately if the classroom is out of ratio.
5. Children must be counted at each major transition (going outdoors, coming indoors to include going and coming from bus) using the Name to Face Tracking Sheet. A roll call (verbally

calling out each child's name) will also be done at this time. The count and roll call will be verified on the Tracking Sheet and initialed by the teachers involved.

6. The classroom environment must be set up so that staff can see children easily.
7. Whether inside the classroom or in another area, staff will scan the environment to know where children are and should be positioned to be able to see children.

Additionally, substitutes and other staff working in the classroom or program must be oriented to the procedure for tracking children.

If, upon completion of the Active Supervision Monitoring Checklist, a classroom is found to be not utilizing all aspects of the Child Head Count procedures outlined above, the Director/Principal should be notified immediately. WISD and program staff will work together to provide support and any materials needed to bring the classroom/staff into compliance. A repeat Active Supervision Monitoring Checklist will be completed within the following two weeks to show that corrections were made and that there is adherence to the policy.

All Active Supervision Monitoring Checklists should be entered into Child Plus per the instructions below.

Entering Active Supervision Monitoring Checklist into ChildPlus

Under the "Management" tab, select "Active Supervision Checklist *program year*". This will bring up all completed Monitoring Checklists that have previously been entered. Select the green button to Add Active Supervision Monitoring Checklist.

The screenshot shows the ChildPlus Desktop application. The top navigation bar includes tabs for Services, To-Do List, Entry Express, Management (highlighted), Dashboard, Reports, and Setup. Below this is a search bar and a 'TRY CHILDPLUS ONLINE' button. The main menu lists various categories like Personnel, Professional Development, Community Resources, In-Kind, PIR, Internal Monitoring, Fees, CLASS, and Active Supervision Checklist 2024-2025 (highlighted). The 'Active Supervision Checklist 2024-2025' page is displayed, showing a table with columns for Staff member filling out f..., Agency-Site-Classroom, Date, Time, Teacher, Assistant, Part of daily routine, and # of stu. A green button labeled 'Add Active Supervision Monitoring Checklist' is highlighted in the top right corner of the table area.

A new window will pop up with the form. Complete all fillable sections and upload the paper version, if applicable. Scroll back to the top to select “Save.”

Active Supervision Monitoring Checklist

Print Save Cancel Add

Active Supervision Monitoring Checklist

Use this checklist when monitoring Active Supervision Policies and Procedures.

Agency-Site-Classroom

< No Agency > < No Site > < No Classroom >

Entering Active Supervision Training Sign In Sheets into ChildPlus

Under the “Management” tab, select “Professional Development,” then select “Trainings.” Search for the appropriate Active Supervision Trainings tab for school district and program year:

Name	Service Area	Format	Active	Legacy
ACTIVE SUPERVISION TRNG AA 24-25	Health		<input checked="" type="checkbox"/>	<input type="checkbox"/>
ACTIVE SUPERVISION TRNG LINC 24-25	Health		<input checked="" type="checkbox"/>	<input type="checkbox"/>
ACTIVE SUPERVISION TRNG WL 24-25	Health		<input checked="" type="checkbox"/>	<input type="checkbox"/>
ACTIVE SUPERVISION TRNG YPSI 24-25	Health		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click on the tab, then select “Details,” then “Attachments:”

ACTIVE SUPERVISION AA 23-24

Details

Attachments

Attendees

Details

Service Area

Level

Location

Location Note

ACTIVE SUPERVISION AA 23-24

Health

Health

Off-Site

☒ Active

Agency

Required

Ann Arbor Public Schools

Format

Credit Type

Credit Hours

Hours

0

0

Training Notes

Save

Cancel

Select “Add Attachment” then “Select File” to attach your file, then select “Save.”

ACTIVE SUPERVISION AA 23-24

...

Attachments▼

This Training does not have any attachments.

Add AttachmentOptions

SaveCancel

DRAFT

ACTIVE SUPERVISION MONITORING CHECKLIST

Use this checklist when monitoring Active Supervision Policies and Procedures.

Classroom # _____ Date: _____ Time: _____

Teacher: _____ Assistant: _____

Part of daily routine: _____

of students present: _____ # of students absent: _____

of students away from group: _____

Observed	Not Observed	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff member can state the number of children under their supervision and account for students not with the group.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff member counts the children under their supervision by matching name to face.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff member follows the program's standard procedures. <ul style="list-style-type: none"> - Tracking forms are being completed for each transition observed. - White boards are being used. - Classroom has student's pictures and are being moved when student leaves classroom.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff member communicates with co-workers to ensure accountability for children is maintained.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff member informs supervisors immediately if the classroom or program area is over ratio.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff members are positioned to be able view children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classroom Environment is set up so that staff can supervise children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are scanning the environment to know where students are at.

Notes/Comments:

Reviewer's Signature: _____

Classroom Staff Signature: _____

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
OPERATIONAL POLICIES AND PROCEDURES
ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE**

Performance Standard #: 1302.22(c)	GSRP Implementation Manual Section: N/A	Licensing #: N/A
Executive Director or Designee Approval Date:	Policy Council Approval Date:	Governing Board Approval Date:
Page(s):	Effective Date:	Date of Latest Revision:

SUBJECT: Attendance in Home-Based Option

OPERATIONAL POLICY:

Home-based participants must be provided a minimum of 46 home visits scheduled weekly and lasting 90 minutes during the program year. Home-visitors must implement strategies to promote attendance and a process to ensure children and families are safe and are not experiencing barriers to participation. Home Visits canceled by the program or home visitor must be made up. Missed and canceled home visits need to be rescheduled to meet this minimum requirement.

OPERATIONAL PROCEDURE (procedure subject to change):

Home-based WISD staff (Home-Based Parent Educators and Family Support Specialists) must implement a process to ensure that children and families are safe when they cancel, or when they are not present for a home visit. If a family is not at home when the home visitor arrives for a home visit, the program home visitor must attempt to contact the family to ensure the child's well-being and determine the reason for the absence. A make-up home visit will be scheduled.

If a family's attendance rate falls below 75% (missing an average of one home visit per month) two months, the program must analyze the cases of absenteeism.

The analysis must include:

1. A study of the pattern of absences for the child, including the reasons for absences as well as the number of absences that occur.
2. A study of patterns and trends in the program and on individual caseloads that relates to absences.
3. A review and reflection on the parent/caregiver and home visitor relationship and history.

Following the analysis of absenteeism, an attendance plan must be developed. The family will have one month following the date of the attendance plan to show improvement. If an improvement is not made within two months of the attendance plan, the family will be exited from the program, and a new family will be selected from the waitlist.

If no contact has been made with the family and was attempted and documented with no response in 30 days, a letter must be sent to the family notifying them that if they do not schedule a home visit within 7 days of the date of the letter, they will be exited from the program. All communication must be documented in Child Plus, and a copy of the letter must be attached in the Enrollment tab.

OPERATIONAL PROCEDURE (Subject to change as needed):

Home visits cancelled by the family or WISD staff must be rescheduled. In order to mitigate low attendance rates for participants, the following steps will be taken:

Home Visits Cancelled by the Family:

A family can receive up to 11 (25%) home visits virtually in a program year, counting toward the required 46 home visits. Virtual home visits are allowable to avoid a cancellation due to illness in the home and to make up missed home visits.

Illness in the home:

If a home visit is cancelled due to an illness in the family, a virtual home visit should be offered in its place. If the family declines a virtual home visit during their scheduled home visit, the visit must be made up either virtually or in person.

Scheduling Conflict (family has scheduled another appointment during the weekly home visit time)

If a family cancels a home visit due to a scheduling conflict, they must reschedule the home visit. It is ideal to schedule another time during the week, though this may not always be possible. If there is not another agreeable time for the family and home visitor during the week, it can be scheduled for the future.

If a family refuses to re-schedule a weekly home visit, or if a family refuses to schedule or reschedule a cancelled weekly home visit, the program must record the reason for the missed home visit. Staff will remind families of the attendance policy, and that cancelled home visits must be made up.

If a family is not present for a scheduled home visit and does not contact their home visitor to notify them, this will be counted as a “No Show”. Families with more than two “No Show” incidents during a program year will be exited from the program.

Home Visits Cancelled by Staff

Illness:

If a home visit is cancelled due to an illness of a staff member, an alternative date and time to make up the visit will be offered upon the staff member's return.

Training or Other Conflict:

If a home visit is cancelled due to a training or other scheduling conflict, an alternative date and time to make up the visit will be offered prior to the missed home visit. (Example: if staff has a training scheduled at the end of the month, the visit may be held prior to the training date, or a make-up date will be scheduled).

Snow Day:

If a home visit is cancelled due to a program closure for snow/weather days, an alternative date and time to make up the visit will be offered.

Promoting Regular Attendance:

1. Staff will inform families about program policies and attendance expectations. This should occur in several ways but not limited to:
 - o During the application process, orientation, home visits, parent/teacher conferences, newsletters, websites, flyers, and handbook.
2. Information provided should include but is not limited to:
 - o Why regular attendance is important for the child and family.
 - o How staff will follow up if there are unexplained absences/chronic absenteeism.
 - o Attendance Plans must be initiated and completed with families missing an average of one home visit (25%) per month.
3. Home visitors may send reminders to families via phone or text reminding them of scheduled home visits. A family does not have to confirm again that they have scheduled a home visit for it to occur. Home visitors are expected to plan for and travel to each home visit, even when a family does not reply to a reminder.

Attendance Tracking:

Home-based staff will enter attendance in ChildPlus, at a minimum, each week on Friday. See the operational procedure for Attendance Tracking for detailed instructions on data entry.

Monitoring:

1. WISD will run reports and review attendance twice a month to ensure all data is being entered. If any attendance is missing, the WISD ERSEA specialist will contact staff and follow up to ensure all data is being entered.

2. Program staff must have a system to run and review the above ChildPlus reports to be utilized for review and data. All reports utilized must be attached in internal monitoring each month.
3. A corrective action plan (CAP) will be created if found non-compliant/concern.

Home-based attendance will be monitored using the following ChildPlus Reports:

Report Number	Report Name	Guidance
2305	Monthly Attendance	To view an entire month's worth of attendance for a classroom and quickly determine which participants have an ADA below 85%
2330	Consecutive Absences	This report is designed to list participants who have had a certain number of consecutive absences. This report can be utilized by staff to figure out which families need to be contacted about excessive absenteeism.
1080	Attendance Improvement Plan	To track the number of plans created
2309	Absence Reasons	Displays statistics related to absences

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
OPERATIONAL POLICIES AND PROCEDURES
DISABILITY SERVICES**

Performance Standard #: 1302.33	GSRP Implementation Manual Section: Classroom Assessment Section	Licensing #: N/A
Executive Director or Designee Approval Signature: Date:	Policy Council Approval Signature: Date:	Operational Policy Approval Signature: Date:
Page(s): 6	Effective Date: 9/1/24	Date of Latest Revision:

SUBJECT: Disability Referral Process – Classroom and Home-based

OPERATIONAL POLICY:

The Individuals with Disabilities Education Act (IDEA) along with Michigan Administrative Rules for Special Education (MARSE), require programs to identify, locate and evaluate all children with disabilities, from birth through 21 years of age, who are in need, or may be in need, of special education and related services. Programs will identify children with suspected disabilities using the established screening and ongoing assessment policy and procedures and refer children for further evaluation and determination of special education eligibility.

OPERATIONAL PROCEDURE (procedures are subject to change):

Program staff will identify children with suspected disabilities and facilitate referrals to Early On (birth -3) and Special Education (Over age 3). Screenings, ongoing assessment, anecdotal notes, case notes, on-going observations and/or parent concerns will be the documentation used to support the referral for evaluation. The classroom teacher will consult with the parent, sharing all relevant information, and initiate the referral to the appropriate program.

For LEAs operating Head Start and/or GSRP:

1. Following the identification of a child with a suspected disability and discussion with the parents/guardians, program staff will initiate their district's referral procedure.
2. Provide all relevant screening and assessment data to the appropriate special education team members. Head Start and GSRP teaching teams will be represented and included in the Individual Education Plan (IEP) team process.

For community-based partners operating GSRP:

1. Following the identification of a child with a suspected disability and discussion with the parents/guardians, program staff will assist families in completing a Build Up MI Referral. The referral will be sent to the appropriate LEA based on their home address and resident district.

2. Provide all relevant screening and assessment data to the parents/guardians, requesting that they:
 - a. Share screening and assessment data with the evaluation team
 - b. Complete necessary paperwork to provide consent to speak with the teaching team
 - c. Request that a member of the teaching team or other program representative be included as a member of the Individual Education Plan (IEP) team

For programs operating Center-based or Home-based Early Head Start:

1. Following the identification of a child with a suspected disability and discussion with the parents/guardians, program staff will facilitate a referral to the WISD Early On program.
2. Provide all relevant screening and assessment data to the parents/guardians and the Early On team and request that parent/caregivers:
 - a. Complete necessary paperwork to provide consent to speak with the teaching team
 - b. Include a member of the teaching team on the Individualized Family Services Plan (IFSP) team

Use the resources and links below to submit a referral:

To submit an **Early On** referral:

- Center-based programs will submit a referral through the [Early On Michigan website](#) using the link provided.
- Home-based programs will submit a referral to the WISD Early Intervention Coordinator.

To submit a **Special Education** referral through [BuildUp MI](#) using the link provided.

ChildPlus Data Entry Instructions:

When screening and/or assessment data indicates that a child may potentially have a developmental delay it must be documented under the Disability Tab as a Concern by:

1. Select the Disability Tab (outlined in green)
2. Click on "Concerns" (outlined in blue)
3. Click the green Add Concern button (outlined in red)

ance Birth **Disability** Education Enrollment Family Services Health Immunizations Mental Health PIR Transportation

hments **Concerns** IEP IFSP PIR

Add Concern

not have any concerns. Use the Add Concern button to create one.

To complete the concern:

1. Add the date the concern was identified, the Category/developmental domain of concern, the status of the concern (should be "Intervention or Referral Needed" when a referral is being made), and the name of the staff person responsible for the referral and follow-up (outlined in green)
2. Under Activity Notes, provide a brief overview of the concern (outlined in blue)
3. Click the green Save button (outlined in red)

Add Concern

Date Identified
Required 5/14/2025

Category Social Emotional

Status Intervention or Referral Need...

LEA or Part C Agency

Responsible Staff Kruk, Alicia

Activity Notes

7/01/2025 4:16 p.m. Alicia Kruk Developmental and behavioral screenings indicate a potential developmental delay. Results can be found under the Education Tab.

Save Cancel Add

Once the Concern has been created, document the referral by:

1. Click Add Activity (outlined in green)

Concern

Date Identified* 5/14/2025 Date Closed**
 Category Social Emotional Closed Reason**
 LEA or Part C Agency

Activities

Complete	Activity	Date	Status
✓	Concern Identified	5/14/2025	Intervention or Referral Needed

7/01/2025 4:16 p.m. Alicia Kruk Developmental and behavioral screenings indicate a potential developmental delay. Results can be found under the Education Tab.

*To edit Date Identified, edit the Concern Identified activity.
 **To edit Date Closed or Closed Reason, edit the Concern Closed activity.

Close Concern Save Cancel

2. Enter the Activity Date, add the name of the individual responsible for submitting and following up on the referral in the Responsible Staff box and add an Activity Note providing a brief overview of the Activity (outlined in green)

Concern Activity

Activity Date Required 5/20/2025 Status
 Activity Type Required Responsible Staff Kruk, Alicia

Activity Notes

7/01/2025 4:32 p.m. Alicia Kruk Submitted referral to our special education team.

OK Cancel

3. In the Activity Type field, click the dropdown and the appropriate referral type as indicated here:
 - a. For LEA's operating Head Start or GSRP, select Referral - Internal (outlined in blue)
 - b. For community partners operating GSRP, select Referral - External (outlined in red)
 - c. For children enrolled in the Home-based Early Head Start program, select Referral - Internal (outlined in blue)
 - d. For children enrolled in a Center-based Early Head Start classroom, programs will select Referral - External (outlined in red)

Concern Activity

Activity Date
Required

5/20/2025

Activity Type
Required

Referral - Internal

Referred To

Diagnosis

Referral for Evaluation

☐ Referred for evaluation to determine IDEA eligibility

If a child did not receive an evaluation, please select the primary reason:

Primary Reason PIR

Status

Responsible Staff

Kruk, Alicia

Activity Notes

7/01/2025 4:32 p.m. Alicia Kruk Submitted referral to our special education team.

Add Notes

OK

Cancel

4. Under Referral for Evaluation, check the Referred to evaluation to determine IDEA eligibility (outlined in green)
5. Click the green OK button (outlined in blue)

Concern Activity

Activity Date
Required

5/20/2025

Activity Type
Required

Referral - Internal

Referred To

Referral for Evaluation

☒ Referred for evaluation to determine IDEA eligibility

If a child did not receive an evaluation, please select the primary reason:

Primary Reason PIR

Status

Responsible Staff

Kruk, Alicia

Activity Notes

7/01/2025 4:32 p.m. Alicia Kruk Submitted referral to our special education team.

Add Notes

OK

Cancel

6. To ensure that your changes are saved, click the green Save button (outlined in red)

Concern

Date Identified*

5/14/2025

Date Closed**

Category

Social Emotional

Closed Reason**

LEA or Part C Agency

Activities

Add Activity

...

Complete	Activity	Date	Status
✓	Referral - Internal	5/20/2025	
	7/01/2025 4:32 p.m. Alicia Kruk Submitted referral to our special education team.		
✓	Concern Identified	5/14/2025	Intervention or Referral Needed
	7/01/2025 4:16 p.m. Alicia Kruk Developmental and behavioral screenings indicate a potential developmental delay. Results can be found under the Education Tab.		

*To edit Date Identified, edit the Concern Identified activity.

**To edit Date Closed or Closed Reason, edit the Concern Closed activity.

Close Concern

Save

Cancel

6

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**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
OPERATIONAL POLICIES AND PROCEDURES
FINANCIAL AND ADMINISTRATIVE REQUIREMENTS - TRANSPORTATION**

Performance Standard: Subpart F - 1303	GSRP Implementation Manual Section: MDE Pupil Transportation Act of 1990	Licensing #: R400.8710, R400.8720, R400.8730, R400.8740, R400.8750, R400.8760, R400.8770
Early Childhood Executive Director or Designee Approval Date:	Policy Council Approval Date:	Governing Board Operational Policy Approval Date:
Page(s): 6	Effective Date:	Date of Latest Revision:

SUBJECT: Transportation

OPERATIONAL POLICY:

A program that provides transportation services must comply with all provisions of the Head Start Program Performance Standards and the State of Michigan Licensing rules and regulations. If a program does not provide transportation services, for all or a portion of the children, it must provide reasonable assistance. This includes providing information about public transit availability to the families of such children to arrange transportation to and from its activities and providing information about these transportation options in recruitment announcements.

Any individual providing transportation services to children in the Head Start and GSRP programs, whether they are employees of the sub-recipient or partner or are employed by a contracted transportation company, must complete background check requirements as described in the **Safety Practices Policy**.

OPERATIONAL PROCEDURE (subject to change):

Each agency must assist families who need transportation, in order for children to attend the program.

When an agency has decided not to provide transportation services, either for all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities. The specific types of assistance being offered must be made clear to all prospective families in the recruitment announcements.

Each agency providing transportation services is responsible for compliance with the applicable requirements of this policy. When an agency provides transportation through another organization or an individual, the agency must ensure the transportation provider complies with the requirements of this policy.

Each agency providing transportation services must ensure that each vehicle used in providing such services is equipped with:

1. a communication system to call for assistance in case of an emergency
2. safety equipment for use in an emergency, including a charged fire extinguisher that is properly mounted near the driver's seat and a sign indicating its location

3. a first aid kit and a sign indicating the location of such equipment
4. a seat belt cutter for use in an emergency evacuation and a sign indicating its location.
5. height- and weight-appropriate child restraint systems
6. a reverse beeper.

Each agency providing transportation services must ensure that any auxiliary seating, such as temporary or folding jump seats, used in vehicles of any type providing such services are built into the vehicle by the manufacturer as part of its standard design, are maintained in proper working order, and are inspected as part of the annual inspection required under Sec. 1310.13(a) of this subpart.

Each agency providing transportation services must ensure that all accidents involving vehicles that transport children are reported in accordance with applicable State requirements.

Each agency must ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian. This regulation applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle. Agencies must maintain lists of these individuals, including alternates in case of emergency. Up-to-date child rosters must be maintained at all times to ensure that no child is left behind, either in the classroom or on the vehicle at the end of the route.

Each agency providing transportation must ensure that vehicles are maintained in safe operating condition at all times. The organization operating the vehicle must establish and implement procedures for:

1. a thorough safety inspection of each vehicle on at least an annual basis through an inspection program licensed or operated by the State
2. systematic preventive maintenance on such vehicles
3. daily pre-trip inspection of the vehicle by the driver

Each agency providing transportation services, either directly or through an arrangement with another organization or an individual, to children enrolled in its program must ensure that:

1. On a vehicle equipped for use of such devices, any child weighing 50 pounds or less is seated in a child restraint system appropriate to the height and weight of the child while the vehicle is in motion.
2. Baggage and other items transported in the passenger compartment are properly stored and secured, and the aisles remain clear, and the doors and emergency exits remain unobstructed at all times.
3. There must be at least one bus monitor on board at all times, with additional bus monitors provided as required, such as when needed to accommodate the needs of children with disabilities or to ensure the adult child ratio.

4. Except for bus monitors who are assisting children, all vehicle occupants must be seated and wearing height and weight- appropriate safety restraints while the vehicle is in motion.

Each agency providing transportation must ensure that people that drive vehicles, at a minimum:

1. Have a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle the driver will be operating.
2. Meet any physical, mental, and other requirements established under applicable law or regulations as necessary to perform job-related functions with any necessary reasonable accommodations.

Each agency providing transportation services must ensure that there is an applicant review process for use in hiring drivers, that applicants for driver positions must be advised of the specific background checks required at the time application is made, and that there are criteria for the rejection of unacceptable applicants. The applicant review procedure must include, at minimum:

1. All elements specified in 45 CFR 1304.52(b), with additional disclosure by the applicant of all moving traffic violations, regardless of penalty.
2. A check of the applicant's driving record through the appropriate State agency, including a check of the applicant's record through the National Driver Register, as required by the State.
3. After a conditional offer of employment to the applicant and before the applicant begins work as a driver, a medical examination performed by a licensed doctor, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodation(s), must be obtained.

The agency must ensure that all drivers receive the required annual training prior to transporting any child enrolled in the agency's program.

1. Drivers must receive a combination of classroom instruction and behind-the-wheel instruction sufficient to enable each driver to:
 - a. operate the vehicle in a safe and efficient manner
 - b. safely run a fixed route, including loading and unloading children following the Active Supervision policy to account for each child by:
 - i. using name to face recognition,
 - ii. documenting each transition at every threshold, and,
 - iii. documenting during a staff or parent exchange of each child.
 - c. correctly stop at railroad crossings and perform other specialized driving maneuvers
 - d. administer basic first aid in case of injury
 - e. handle emergency situations, including vehicle evacuation procedures
 - f. operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints
 - g. conduct routine maintenance and safety checks of the vehicle
 - h. maintain accurate records as necessary
 - i. drivers must also receive instruction on the topics listed in 45 CFR 1304.52(k)(1)

2. The provisions of the Head Start Program Performance Standards for Children with Disabilities (45 CFR 1308) relating to transportation services for children with disabilities.
 - a. Drivers must receive refresher training courses and any additional necessary training to meet the requirements applicable in the State where the agency operates.
 - b. Each agency providing transportation services must ensure that drivers qualify under the applicable driver training requirements in its State
 - i. The annual evaluation of each driver includes an on-board observation of road performance.
 - ii. Before bus monitors begin their duties, they are trained on child boarding and exiting procedures, use of child restraint systems, required paperwork, emergency response, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre and post trip vehicle checks.

Each agency providing transportation services must ensure that in planning fixed routes the safety of the children being transported is the primary consideration. The agency must also ensure that the following basic principles of trip routing are adhered to:

1. The time a child is in transit to and from the Head Start program must not exceed one hour unless there is no shorter route available, or any alternative shorter route is either unsafe or impractical.
2. Vehicles must not be loaded beyond the maximum passenger capacity at any time.
3. Vehicles must not be required to back up or make “U” turns, except when necessary for reasons of safety or because of physical barriers.
4. Stops must be located to minimize traffic disruptions and to provide the driver a good field of view in front of and behind the vehicle.
5. When possible, stops must be located to eliminate the need for children to cross the street or highway to board or leave the vehicle.
6. If children must cross the street before boarding or after leaving the vehicle because curbside drop off or pick up is impossible, they must be escorted across the street by the bus monitor or another adult.
7. Specific procedures must be established for the use of alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks, or emergency road closing. In selecting among alternatives, transportation providers must choose routes that comply as much as possible with the requirements of this section.

Route Changes

Timing of Changes

1. Routes can be changed no more than once a month.
2. Route sheets are provided to drivers prior to their first run of the month.
3. Times are finalized and provided to the school by Wednesday at 5:00 p.m. the week before the changes occur so that bus times can be updated on bus tags.

4. Attendance sheets are provided weekly, prior to their first run of the week and drivers are to be notified no later than the Thursday prior of any changes on the route.
5. Any emergency cards must be provided to transportation prior to the student starting on the bus.
6. All changes must be requested through the school.
7. No changes are to occur directly through transportation and no last-minute changes are to be made.

Removal

1. Driver is to track attendance and provide it to the transportation supervisor.
2. Supervisor is to provide a list of student no-shows once a week to the site director, listing at minimum of those students that haven't ridden the entire week.
3. The school is responsible for informing transportation whether that student should be removed from the bus list.
4. If a student is to be removed from the route; that change must occur at the end of the month.

Pedestrian Safety

Each agency must provide training for staff, parents and children in pedestrian safety. The training provided to children must be developmentally and age appropriate and an integral part of their program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents must be provided within the first thirty days of the program year.

Each agency providing transportation services, directly or through another organization or an individual, must ensure that children who receive such services are taught:

1. safe riding practices
2. safety procedures for boarding and leaving the vehicle
3. safety procedures in crossing the street to and from the vehicle at stops
4. recognition of the danger zones around the vehicle
5. emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding

Each agency providing transportation services must provide training for parents that:

1. emphasize the importance of escorting their children to the vehicle stop and the importance of reinforcing the training provided to children regarding vehicle safety
2. complements the training provided to their children so that safety practices can be reinforced both in Head Start and at home by the parent.

Each agency providing transportation services must ensure that at least three bus evacuation drills are conducted during the program year. Documentation of these drills should be included in the Internal Monitoring section of the FA2 in ChildPlus for the month that they occurred.

Each agency providing transportation services must develop activities to remind children of the safety procedures. These activities must be developmentally and age-appropriate, individualized, and be an integral part of the Head Start program activities.

Each agency must specify any special transportation requirements for a child with a disability when preparing the child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP), and ensure that special transportation requirements in a child's IEP or IFSP are followed, including:

1. special pick-up and drop-off requirements
2. special seating requirements
3. special equipment needs
4. any special assistance that may be required
5. any special training for bus drivers and monitors

Internal monitoring of transportation services will be conducted quarterly by each delegate agency that provides transportation to enrolled children. Designated staff at each delegate agency will ride the bus once a quarter and complete the Bus Ride Along Checklist. The completed checklist will be uploaded to Child Plus under the FA2 in the month that the monitoring occurred. The Grantee Quality Assurance Specialist will conduct internal monitoring of transportation services twice per year in October and March. A Bus Ride Along Checklist will be completed by the Quality Assurance Specialist and uploaded to Child Plus under the FA2 in the month that the monitoring occurred. The Bus Ride Along Checklist is attached to this policy.

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
OPERATIONAL POLICIES AND PROCEDURES
FINANCIAL AND ADMINISTRATIVE SERVICES**

Performance Standard: 1303.70 (a)(b) 1303.71 (d)	GSRP Implementation Manual Section:	Licensing #:
Early Childhood Executive Director or Designee Approval Date:	Policy Council Approval Date:	Governing Board Operational Policy Approval Date:
Page(s): 2	Effective Date:	Date of Latest Revision/Review:

SUBJECT: Van Usage and Family Transportation - WISD Staff

OPERATIONAL POLICY:

WISD Early Childhood Department staff members may access the department van for use in transporting materials to and from family and community events, attending professional development (when multiple staff members attend together), transporting items needed for programming, and transporting families enrolled in Washtenaw ISD Early Childhood programs in order to attend program activities, to obtain needed resources, and, or, for children enrolled in Head Start or Early Head Start, transporting families without reliable transportation to annual physicals, immunization appointments, dental appointments that are required.

Under no circumstances should staff provide transportation to families in their own vehicle.

WISD staff members must submit both a copy of their valid driver's license and copy of their auto insurance prior to being approved to drive the van. It is the responsibility of each team member's supervisor to ensure that this documentation is provided to the WISD Human Resources supervisor.

OPERATIONAL PROCEDURE (procedure subject to change):

WISD staff members in the Early Childhood Department, following submission of required documentation and approval from their supervisor, will follow the following procedure to use the van.

General use:

1. WISD staff members will use the Van Request Form, located at the Early Childhood Department Office Professional's desk, to reserve the day/time. Staff may also contact the Early Childhood Department Office Professional to reserve the van for them. Requests will be fulfilled on a first-come, first-served basis.
2. On the day of the reservation, staff will pick up the keys from the Early Childhood Department Office Professional, and sign the request form.
3. When the van is returned, staff will complete the Van Request Form and note the mileage and gas level.
4. When the gas level is low, a Supervisor must be notified to ensure the van is fueled.

Transportation of children and families:

In order to reduce barriers to participation, WISD staff will offer families enrolled in Washtenaw ISD Early Childhood programs transportation to program related activities or requirements when other means of transportation are unavailable. The following events and activities are allowable:

- Home-based Early Head Start socializations
- Program planned events including:
 - Health Expos
 - Parent Committee Meetings
 - Policy Council
- Activities and appointments necessary to fulfill program requirements and support family well being including:
 - Obtaining resources in the community when a family need is identified, and supporting progress toward Family Partnership Goals. (i.e. DHS appointments, emergency food, etc.)
 - Accessing community agency services and items to support family needs and case management.
 - Traveling to medical and dental appointments required for program participation (following the Early and Periodic Screening, Diagnostic and Treatment (EPSDT) requirements)

All families being transported by WISD staff must comply with the requirements in this section. WISD staff will notify each family of these requirements and confirm that the family has access to the items below prior to scheduling transportation.

1. Parents must use their own child car seat(s) that are appropriate for the child's age, height and weight of each child being transported.
2. Parents must install the car seat in the van themselves, without WISD assistance. Only certified Car Seat Technicians may provide instruction on proper installation of car seats.
3. Following installation of the car seat(s), parents must confirm that they have installed their own car seat and are taking responsibility for their child's safety during transportation by signing the Parent and Family Transportation Verification form.

Coversheet

Local 3760 AFT Michigan, Unit I Tentative Agreement (2024-2027 Contract)

Section: VII. New Business
Item: G. Local 3760 AFT Michigan, Unit I Tentative Agreement (2024-2027 Contract)
Purpose:
Submitted by:
Related Material:
Unit I 2024-2027 - Memo to Board for Approval 2025.07.18.pdf
DRAFT - Unit I 2021-2024 1.11.22 w changes for Home Visitors_Unit I Barg 2025.07.018.pdf



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

FROM: Brian Marcel, Associate Superintendent

DATE: July 18, 2025

RE: Local 3760 AFT Michigan, Unit I Tentative Agreement (2024-2027 Contract)

Unit I (WISD Teaching Assistant and Early Childhood Home Visiting staff) and the Administration have reached a tentative agreement for their Collective Bargaining Agreement (CBA). You will recall that this tentative agreement also includes initial provisions to accrete/incorporate the Early Childhood Home Visiting staff into the Unit I agreement. The Unit I membership will be voting on the tentative agreement, and the results will be completed before the board meeting. Pending the approval by the Unit I membership, **the Administration recommends ratification of the tentative agreement with Local 3760 AFT Michigan, Unit I.** A full “red-lined” CBA is attached; the following is a summary of the major provisions that are being modified.

1. Three-year agreement from July 1, 2024 – June 30, 2027.
2. The compensation scale for 2024-25 was modified to reflect the importance and challenge of the positions, and to assist in our efforts to recruit new staff. A retroactive pay increase will be processed for all active WISD employees effective back to July 1, 2024.
3. Pending the approval of the tentative agreement, we will enter into a Letter of Agreement to agree to implement certain provisions beginning in 2025-26 vs 2024-25.
4. Add the Early Childhood home visiting positions to the recognition clause. Also modify provisions throughout the CBA to address their 225-day calendar (vs. 185 or 205 for teaching assistants), as well as other differences, including evaluations, consideration of Head Start/GSRP parents for vacancies.
5. Add a provision for the organization to have the right to contract with an entity for the purposes of a cooperative educational program or operational program.
6. Add a provision for the collection of union dues.
7. Modify the timeline for filing a grievance to be a standard period for all bargaining units.
8. Provide for a limitation on the types of grievances that can go to arbitration.
9. Establish discipline wording similar to Unit II.
10. Modify the provisions for layoff.



11. Add a provision to compensate an employee working temporarily in a different position that has a higher pay scale.
12. Modified/clarified language regarding rights related to interviews.
13. Provide for bereavement leave to be separate from sick leave, and reduce the level of sick leave provided each year.
14. Modify the child care leave provision to be similar to other WISD staff.
15. Added an additional day for personal leave (3 days vs 2 days), and clarified priorities and considerations regarding the leave.
16. Added a provision to provide a lockable space to store personal items, and to provide for a payment if their position requires the use of their cell phone.
17. Updated the attendance incentive payment amounts, and added bereavement leave to the excluded leave types.
18. Increased longevity amounts and added another payment tier.
19. Eliminated the provisions for a Special Skills payment since all teaching assistants were receiving it.
20. Modified the employee 403b/457 match provision to be similar to Non-Affiliated staff (and other bargaining groups pending completed negotiations).
21. Clarified provisions around health coverage and added wording to address the possibility that PA 152 of 2011 could be amended or eliminated.
22. Modify the provision for how the compensation scale will be modified after the second year of the agreement.

While it was a lengthy process, including the accretion of the Early Childhood home visiting staff, both parties were pleased to come to a settlement. If you have any questions, please feel free to contact me before the Board meeting at bmarcel@washtenawisd.org or at extension 1402.

MASTER AGREEMENT
BETWEEN
THE WASHTENAW INTERMEDIATE
SCHOOL DISTRICT
AND
THE FEDERATION OF WASHTENAW INTERMEDIATE SCHOOL EMPLOYEES
UNIT I
LOCAL 3760 AFT MICHIGAN
THREE-YEAR CONTRACT 2021-2024

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ARTICLE 1

RECOGNITION OF THE FEDERATION

1.1.1 ~~1.1.1~~ The Employer recognizes the Federation as the sole and exclusive bargaining representative for the following classifications/positions, excluding all other employees:

- Aquatic Specialist
- Certified Nursing Assistant (CNA)
- Early Intervention Family Educator
- Home-based Parent Educator
- Interpreter/Translator
- Intervener
- Licensed Practical Nurse (LPN)
- Teaching Assistant
 - Teaching Assistant – Behavioral Assistant
- Team Leader
- Therapy Assistant
 - Physical Therapy Assistant
 - Certified Occupational Therapy Assistant

~~Aquatic Specialist, Certified Nursing Assistant, Certified Occupational Therapy Assistant, Intervener, Licensed Practical Nurse, Physical Therapy Assistant, Teaching Assistant, Team Leader, Teaching Assistant Behavioral Assistant, and Translator/ Interpreter, and Home Based Family Educator, and excluding all other employees.~~

1.1.2 Work performed by members of the bargaining unit shall not be assigned to persons outside of the unit without first consulting with the unit. The Federation acknowledges that the Employer may not be able to fill a position through the employment process but may be able to contract (with a company or individual) to provide services of the position. Such positions will remain positions of the Unit.

1.1.3 All personnel employed to fill such positions for ninety (90) working days or more shall be considered to be members of the bargaining unit and shall be subject to all terms and conditions of this agreement. Substitute teaching assistants employed to fill extended childcare leaves will not be considered to be members of the Unit. For the purpose of this section, time worked in the summer program by a 185-day employee shall not be counted as part of the ninety (90) working days. Time worked in the summer program by a 205-day employee shall be counted as part of the ninety (90) working days.

1.1.4 Regularly scheduled employees working half time or more shall be members of the bargaining unit with prorated salary and prorated benefits.

1.1.5 Regularly scheduled employees working less than half time shall not be considered members of the Bargaining Unit. Such employees may substitute for absent Bargaining Unit members and such substitute time shall not be counted as part of the half time.

1.1.6 The status of regularly scheduled substitutes and part time employees shall be reviewed annually with the Federation, no later than the end of May of each year, in preparation for staffing for the next school year.

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ARTICLE 2

EFFECT OF AGREEMENT

- 2.1.1 The parties mutually agree that the terms and conditions set forth in this agreement represent the full and complete understanding and commitment between the parties.
- 2.1.2 If any provision of this Agreement is or shall at any time be found to be contrary to law by a court of ultimate jurisdiction, such provision shall not be applicable or performed or enforced, except to the extent permitted by law. All other provisions of this Agreement shall continue in full force and effect, and the parties agree to meet for the purpose of negotiation and agreement on substitute language for the voided provision(s).
- 2.1.3 Should an emergency financial manager be appointed to the District under the local government and school district fiscal accountability act, 2011 PA4, MCL 141.1501 to 141.1531, they shall be allowed to reject, modify, or terminate this collective bargaining agreement as provided in the local government and school district fiscal accountability act, 2011 PA4, MCL 141.1501 to 141.1531.
- The citation for this provision is in the Public Employment Relations Act, MCL 423.215, subsection (7).
- 2.1.4 A Federation Management Committee, composed of representatives from the Employer and the Federation, shall meet on a regular basis to review the effectiveness of the contract and to attempt to prevent and resolve problems that might arise in its implementation.

ARTICLE 3

NEGOTIATIONS PROCEDURE

- 3.1.1 Negotiations for a new Agreement or modifications of the existing Agreement shall begin no later than March 1st of the year that the CBA is set to expire. A time, date, and place will be mutually determined by the Employer and the Federation.
- 3.1.2 Neither party in any negotiations shall have any control over the selection of the bargaining representative of the other party and each party may select its representatives from within or outside the school district. While no final Agreement shall be executed without ratification by the Employer and the Federation, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, make concessions, and recommend ratification in the course of negotiations.
- 3.1.3 After ratification of this Agreement, either party may request a conference to discuss matters which may arise from time to time which are of mutual concern to the parties. Said conferences are to be held within three (3) workdays of the request unless extended by mutual consent. Discussion during such conference shall be limited to problems indicated on a written request for such conference. Any contract alteration which is mutually agreed upon shall become effective upon ratification by the Employer and the Federation.

ARTICLE 4

MANAGEMENT RIGHTS

- 4.1.1 The Board hereby retains and reserves unto itself all powers, rights, duties and responsibilities conferred upon and vested in it by the laws of the Constitution of the State of Michigan and of the United States, including the generality of the foregoing, the rights to:
- 4.1.2 The executive management and administrative control of the Washtenaw Intermediate School District, its properties, equipment, facilities, and operations and to direct the activities of its employees.
- 4.1.3 Hire all employees and, subject to the provisions of the law and contractual agreements with the Federation, to determine their qualifications and the conditions of their employment or their dismissal and to promote, transfer and assign all such employees and to determine the size of the work force.
- 4.1.4 Establish or revise policies and adopt reasonable rules and regulations. An advisory committee will be formed to review and provide recommended updates regarding board policies and administrative guidelines related to student programs and services for the Employer to present to the Board Policy Committee. The committee will include the Executive Director of Human Resources & Legal Services, Assistant Superintendent of Achievement & Student Services, Special Education Supervisor(s), representatives from Unit I and other bargaining groups, and other staff the Employer deems appropriate.
- 4.1.5 Continue its policies and practices of assignment and direction of its personnel, determine the number of personnel, and scheduling of all the foregoing, and the right to establish, modify or change any work or business not in conflict with the specific provisions of this Agreement.
- 4.1.6 Determine the services, supplies, and equipment for its operation and to determine all methods and means of distributing, disseminating and/or selling its services and the methods of operation, the means and processes of carrying on the work and the institution of new and/or improved methods of changes therein.
- 4.1.7 The Employer shall have the right to contract with any entity for the purposes of participating in a cooperative educational or operational program, so long as such agreement or participation does not reduce any existing bargaining unit employee's regularly scheduled work hours or modify any other terms and conditions of employment. If the Employer's participation in a cooperative educational or operational program impacts any existing bargaining unit members' work schedule or any other terms and conditions of employment that are mandatory subjects of bargaining, the parties will collectively bargain those terms and conditions.
- 4.1.8⁷ Determine the number and location or relocation of its facilities, establishment or relocation of new schools, buildings, departments, divisions thereof and the relocation or closing of buildings or other facilities.
- 4.1.9⁸ Determine the placement of operations and the source of materials and supplies.
- 4.1.10⁹ Determine the financial policies, including all accounting procedures and all matters pertaining to public relations.

4.1.11~~40~~ Determine the size of the administrative organization, its functions, authority, amount of supervision and table of organization.

4.1.12~~44~~ The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE 5

Federation Rights

SECTION 1 - USE OF BUILDINGS

5.1.1 Upon request to the Assistant Superintendent of Administrative & Support Services or his/her designee, the Federation and its members shall be permitted to meet at the Washtenaw Intermediate School District buildings if appropriate facilities are available and custodial staff is on duty. All requests for such meetings must be in writing three (3) days prior to the requested meeting; approval must be obtained prior to the meeting from the supervisor assigned to that location. If any custodial services are required for such meetings, the Board may make a charge for the services provided. In instances where emergency sessions are necessary, the Assistant Superintendent of Administrative and Support Services or his/her designee shall waive the above stated written three-day requirement if facilities are available.

SECTION 2 - FEDERATION BUSINESS

5.2.1 Only authorized representatives of the Federation shall be permitted to transact official Federation business on Washtenaw Intermediate School District property, provided that such transactions shall not interfere with the working hours of the employees.

SECTION 3 - INFORMATION

5.3.1 The Employer agrees to furnish to the Federation, in response to reasonable requests, public information which is available to the Board in preparation for bargaining, or which may be necessary for the Federation to process any grievance or complaint.

SECTION 4 - FEDERATION REPRESENTATIVE

5.4.1 The Federation shall have the right to elect or designate up to one employee for each work group as staff representative. Each work group representative shall have an alternate who shall function only in the absence of the regular staff representative, all of whom shall have completed their probationary periods.

5.4.2 At times mutually agreed to with the supervisors of the parties involved, the work group representative shall be allowed on the Employer's property reasonable time during working hours to present, process and investigate grievances without loss of pay.

SECTION 5 - USE OF SUPPLIES

- 5.5.1 Costs of any consumable supplies used by the Federation for Federation business are to be reimbursed to the Washtenaw Intermediate School District.

SECTION 6 - BULLETIN BOARDS

- 5.6.1 The Employer shall provide the Federation with the use of one (1) bulletin board in the employees' lounge of each building and use of the Employer's e-mail system subject to the Employer's acceptable use policy.
- 5.6.2 Notice shall be limited to the following:
- Notice of Federation Business and its affairs, Federation elections, appointments, committee meetings, and/or any other business that the Federation deems necessary to conduct the business of the Federation.

SECTION 7 - BOARD MINUTES

- 5.7.1 A copy of all regular Board Meeting Minutes and/or other materials required by law shall be available to the Federation President within a reasonable time following all regular school board meetings.

SECTION 8 - COMMITTEES

- 5.8.1 The Federation will have a seat as an individual voice on the following District-wide, non-School Improvement committees within the WISD:
- Professional Development Committee
 - Instructional Governance Committee
 - Board Policy/Admin Guidelines Input Committee
 - Wellness Committee
 - Sexual Education Advisory Committee

If a new District-Wide, non-School Improvement committee similar in nature to the above is established, the Federation shall request to be included in the committee. The employer will notify the Federation of a decision to be included on the committee within thirty (30) calendar days.

The seat will be filled by a representative of the Executive Council. If that representative cannot attend, the Federation shall identify another representative to cover for the representative.

SECTION 9 - FEDERATION DUES

- 5.9.1 Membership - The Federation membership form shall be prepared by the Federation and be acceptable to the Employer to allow for a legal deduction from the employee's paycheck, provided that the Employer may not unreasonably reject the text of the form. The Employer's Business

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Office will receive a copy of all forms authorizing a payroll deduction. The Union may change the text of the form from time to time and the Employer shall be provided notice of any change and a copy of the modified form; such modifications shall allow for a legal deduction from the employee's paycheck.

The Federation shall provide the Employer a list of persons who are members of the Federation and wish to have dues deducted from their paycheck; the list shall be a summary of the Federation membership forms and shall not be a method of communication of changes in deduction amounts. The list is due to the Employer's Business Office by the 1st and 15th of the month. If a membership form is not on file in the Business Office, no dues deduction will be taken. If an employee is in paid status, the Employer will deduct the appropriate amount of dues from Federation members' wages. The Federation shall notify the Employer of the amount of dues to be collected.

All sums deducted by the Employer shall be remitted to the Treasurer of the Federation within ten (10) days of each semi-monthly dues deduction. A data file documenting the names and the amount deducted for each employee will be transmitted to the Federation in Excel or another mutually agreeable electronic format no later than fifteen (15) business days following each deduction.

5.9.2 **Change of Member Status** - To withdraw their authorization of membership dues deduction, an Employee must notify the Federation in writing that they wish to withdraw from membership and remove their authorization of dues deduction. A copy of this notification shall be provided to the Employer's Business Office as soon as practicable, and the employee's name shall be removed from the semi-monthly list of Federation members that wish to have dues deducted from their paycheck.

5.9.3 **Indemnification** - The Federation agrees to defend, indemnify, and save the Employer harmless against reasonable attorney fees and court costs, and any and all claims, suits, or other forms of liability because of compliance with this Article, provided that in the event of any such claim, suit, or action, the Employer shall give timely notice of such action to the Federation.

The Employer agrees to give full and complete cooperation to the Federation and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both the trial and appellate levels.

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ARTICLE 6

INDIVIDUAL RIGHTS

SECTION 1 - FAIR EMPLOYMENT PRACTICES

- 6.1.1 This Agreement shall be applied uniformly to all employees within the Bargaining Unit.
- 6.1.2 The Employer agrees that with respect to hiring, working conditions, and promotion practices, neither it nor its agents shall discriminate on the basis of race, color, religion, national origin, ancestry, sex (including gender identity), disability, age, height, weight, familial status, marital status, military status, genetic information, sexual orientation, and legally protected genetic characteristics, political activities, or membership or participation in the activities of the Federation.

- 6.1.3 The Federation agrees to admit all Bargaining Unit members to membership without discrimination on the basis of race, color, religion, national origin, ancestry, sex (including gender identity), disability, age, height, weight, familial status, marital status, military status, genetic information, sexual orientation, and legally protected genetic characteristics, political activities, or membership or participation in the activities of any employee organization.
- 6.1.4 The Employer, recognizing that well qualified and able staff is a prerequisite to quality educational programs, agrees to seek out and recruit staff members who fulfill these requirements.

SECTION 2 - PERSONAL FREEDOM

- 6.2.1 When an employee speaks or writes as a citizen outside of normal duty hours, he/she shall be free from institutional censorship and discipline. It shall be the responsibility of the employee, in exercising this right, to make it clear that he/she speaks or writes as an individual and not on behalf of the District.
- 6.2.2 No material covertly gathered by any electronic communications device shall be admissible as evidence in any action against an employee in the performance of his/her assigned responsibilities. There is an understanding that district networks, facilities, grounds and equipment are monitored and that privacy cannot be assured. Information gathered by these means is not defined as covert for purposes of this article.

ARTICLE 7

GRIEVANCE PROCEDURE

- 7.0.1 The primary purpose of this Grievance Procedure is to secure equitable solutions at the closest supervisory level possible. The parties mutually agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.

SECTION 1 - DEFINITION

- 7.1.1 A grievance is a complaint that there has been a violation, misinterpretation, misapplication of any provision(s) of this Agreement and/or any complaint that a policy has been interpreted improperly as it pertains to this Agreement.
- 7.1.2 An aggrieved person shall mean any member of the Bargaining Unit, or the Federation on its own behalf, making the complaint.
- 7.1.3 Whenever the term employee is used, it is to include any member or members of the Bargaining Unit.

- 7.1.4 Whenever notice is used, it is meant that such be written notice to grievance Chairperson, grievant, building representative, Federation President, Federation Vice President, and Board representative.
- 7.1.5 Whenever the singular is used, it is to include the plural.
- 7.1.6 The term “days” and/or “workdays” in this article shall mean, except where otherwise indicated, the scheduled staff days for each respective program or the workdays on the calendar developed with the employee’s supervisor or as determined by the current bargaining agreement. In the event a grievance involves multiple employees with differing numbers of workdays (i.e. 185, 205, or 225), days and/or workdays shall mean the scheduled staff days of the High Point school calendar. Days /workdays shall exclude ~~days due to~~ closures due to weather, lack of heat, water, plumbing, ~~etc.~~ or other reasons ~~for building/program closure~~.

SECTION 2 - GENERAL PRINCIPLES

- 7.2.1 A grievance may be withdrawn at any level.
- 7.2.2 If a grievance arises from the action of authority higher than supervisor, it may be initiated at Step 3 of this procedure.
- 7.2.3 Hearings and conferences held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Every effort will be made to schedule hearings and conferences outside of duty hours.
- 7.2.4 When hearings and conferences are held during duty hours, with the approval of the administrator, all persons who are present at the hearing or conference pursuant to this Article whose duty hours are affected, shall be excused with pay for that purpose.
- 7.2.5 Forms for filing and processing grievances shall be given appropriate distribution by the grievance Chairperson so as to facilitate the operation of the grievance procedure.
- 7.2.6 No decision or adjustment of a grievance shall be contrary to any provision of this Agreement.
- 7.2.7 Failure by the employee and/or the Federation at any step of this procedure to appeal a decision within the specified time limits shall terminate the grievance.
- 7.2.8 Failure by the Employer or his designated agents to communicate a decision on a grievance within the specified time limits shall be deemed a granting of the remedy sought on the grievance.
- 7.2.9 The time limits specified in this procedure may be extended in any specific instance by mutual agreement, which agreement shall be reduced in writing and signed by the parties.
- 7.2.10 No grievance(s) may be filed by an employee or by the Federation on behalf of any employee who is for any reason no longer an employee of the district.

- 7.2.11 The termination of services or failure to reemploy any probationary employee shall not be the basis of any grievance filed under the procedure outlined in this section.

SECTION 3 - PROCEDURE FOR ADJUSTMENT OF A GRIEVANCE

- 7.3.1 Grievances shall be presented and adjusted in accordance with the following procedures:

STEP 1 - INFORMAL CONFERENCE

- 7.3.2 A complaint shall first be identified in writing as a grievance issue within ninety (90) ~~sixty (60)~~ workdays from the date that the incident was known by the grievant, citing the appropriate contract section or sections and the date of the incident. The complaint shall be first discussed within ten (10) workdays of the written notice with the appropriate supervisor with the object of resolving the matter informally:
- 7.3.3 By an employee in person on his/her own behalf;
- 7.3.4 By an employee accompanied by the appropriate Federation representative;
- 7.3.5 Through the Federation representative if the employee so requests;
- 7.3.6 By the Federation representative in the name of the Federation.

STEP 2 - WRITTEN PROCEDURE #1

- 7.3.7 In the event the matter is not resolved informally, the grievance, stated in writing on the form provided for such purpose, shall be submitted to the immediate supervisor within twenty (20) workdays following the Step 1 informal conference, documenting the act or condition which is the basis of the grievance:
- By an employee accompanied by the appropriate Federation representative; or
 - By the Federation Representative; or
 - By the Federation representative in the name of the Federation.
- 7.3.8 Within five (5) workdays after receiving the written grievance, the immediate supervisor shall meet with the grievant and the Federation representative in an effort to resolve the grievance. The immediate supervisor shall indicate his/her disposition of the grievance in writing within five (5) working days after such meeting and shall furnish a copy of his/her decision to the Federation representative and the grievant.

STEP 3 - WRITTEN PROCEDURE #2

- 7.3.9 If the grievance is not resolved in Step 2 or if no disposition has been made within the required time limitation, the grievance may be submitted to the Superintendent within five (5) workdays after the answer from Step 2 or ten (10) workdays after expiration of the time limit, whichever is later. The appeal to the Superintendent shall be in writing and shall state the reason for the appeal. Within ten (10) workdays after receiving the submission of such grievance, the

Superintendent or his/her designee shall investigate the grievance giving the grievant and the Federation a reasonable opportunity to be heard. He/She shall indicate his/her disposition of the grievance in writing within ten (10) workdays of such meeting. A copy of his/her decision shall be furnished to the grievant and the Federation. For a grievance pertaining to Article 8 or Article 13, Sections 1.2, and 5 of the bargaining agreement, the Superintendent's decision shall be final and binding upon the Federation, the employee(s) involved, and the Employer. For a grievance pertaining to Article 9 (as it pertains to discipline, excluding discharge and suspensions greater than five (5) days), an additional step in the grievance process will be added to include a review by the Board of Education.

ARBITRATION

- 7.3.10 If the grievance is not resolved at Step 3 above, and if it involves a complaint that there has been a violation, misinterpretation or misapplication of any provision(s) of this Agreement, either the Federation or the Board, may, at its option, submit the grievance to the American Arbitration Association for appointment of an arbitrator by written notice delivered to the Superintendent or to the Federation president as the case may be, and the American Arbitration Association ten (10) workdays after receipt of the answer in Step 3. If no such notices are given within the ten (10) workday period, the answer from Step 3 shall be final and binding on the Federation, the employee(s) involved, and the Board.
- 7.3.11 It shall be the function of the Arbitrator, and the Arbitrator shall be empowered, except as powers are limited below, after due investigation to make a decision in writing, setting forth findings and conclusions in a case of a complaint that there has been a violation, misinterpretation or misapplication of any provision(s) of this Agreement.
- 7.3.12 The Arbitrator shall have no power to add to, subtract from, alter or modify any of the terms of this Agreement.
- 7.3.13 The Arbitrator shall not make any decision which requires the Board to reinstate or reemploy any probationary employee.
- 7.3.14 The Arbitrator shall not make any decision on any case in which the grieving party has alleged any violation of statute.
- 7.3.15 The expenses of and the compensation for, each and every witness and representative for either the Board or the Federation shall be paid by the party producing the witness or having the representative. The fees and expenses of the arbitrator including the expense of a transcript, if requested by the arbitrator, shall be divided equally between the Federation and the Board for the decision rendered.
- 7.3.16 The Arbitrator's decision, when made in accordance with the jurisdiction and authority established by this Agreement, shall be final and binding upon the Federation, the employee(s) involved, and the Board.

ARTICLE 8

EVALUATIONS AND OBSERVATIONS

SECTION 1 - EMPLOYEE EVALUATIONS

8.1.1 ~~The evaluation tool shall be the Washtenaw ISD Teaching Assistant Framework evaluation tool. The evaluation tool for the Home-Based Parent Educator and Early Intervention Family Educator Visitors shall be the Washtenaw WISD Home-Based Educator Visitor. Early Head Start evaluation tool, or the Washtenaw WISD Home-Based Educator Visitor. Early On evaluation tool. The tool used is based on dictated by the program the H~~Home-Based Parent Education/Early Intervention Family Educator visitor is working in.

8.1.2 The evaluation tool for all other Unit I employees shall be the Washtenaw WISD Teaching Assistant Framework evaluation tool. The evaluation tool measures work performance based on four (4) levels of proficiency: Ineffective, Minimally Effective, Effective and Highly Effective. The final evaluation score shall be comprised of two (2) weighted components:

~~The evaluation tool measures work performance based on four (4) levels of proficiency: Ineffective, Minimally Effective, Effective and Highly Effective. The final evaluation score shall be comprised of two (2) weighted components:~~

- 75% Washtenaw ISD Teaching Assistant Framework rubric rating and
- 25% Professional Growth Plan goals rating.

8.1.3~~2~~ The parties agree to form a collaborative committee to resolve issues regarding the implementation of the Washtenaw ISD Teaching Assistant Framework evaluation tools used with Unit I employees.

8.1.4~~3~~ All employees, upon employment and at the beginning of each school year, will be apprised of the specific evaluative procedures and criteria prior to conducting any formal evaluation.

8.1.5~~4~~ Evaluation will be conducted by the employee's immediate supervisor or an administrator familiar with the employee's work.

8.1.6~~5~~ The overall evaluation for Home-Based Parent Family Educators and Early Intervention Family Educators employees will be based upon the sum total of employee activities including those formally observed in scheduled observations, unscheduled observations and walkthroughs.

8.1.7 The overall evaluation for all other Unit I employees will be based upon the sum total of employee activities including those formally observed in scheduled observations, unscheduled observations and walkthroughs.

SECTION 2 - EMPLOYEE OBSERVATIONS

8.2.1 Probationary employees shall be observed for the purpose of evaluation at least two (2) times during the probationary period. The probationary period for employees covered under this Agreement shall be ninety (90) worked days from the date of hire with optional summer employment excluded.

8.2.2 Permanent school-based employees and Young Adult Project assistants will be observed for the purpose of evaluation at least once each year during the first two (2) years of employment and at least once every three (3) years thereafter.

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- 8.2.3 Home-Based Parent~~Family~~ Educators and Early Intervention Family Educators will be observed for the purpose of evaluation at least once each year. Additional non-evaluative observations may occur for coaching purposes.

SECTION 3 - PROCEDURES

- 8.3.1 In the beginning of each school year, supervisors will establish an annual evaluation schedule. Evaluation conferences, by mutual agreement, may be scheduled outside the regular workday. There will be a minimum of one prearranged observation per evaluation year; additional observations may be unannounced.
- 8.3.2 No later than thirty (30) calendar days after the observation, the Employee will receive written feedback on the observation. A conference may occur at the request of the employee and/or supervisor at a mutually agreed upon time and place.
- 8.3.3 When feedback is provided via the observation write-up, the observation conference, and the annual evaluation meeting, the feedback will focus on strengths, areas of need, and contain suggestions for improvement.
- 8.3.4 The employee shall have the subsequent right to be observed by a second administrator mutually agreed upon by the Federation and the Employer, when so requested by the employee.
- 8.3.5 Prior to placement in the employee's personnel file, the written evaluation shall be submitted to the employee for additional comments. The comments shall be attached to the final evaluation.
- 8.3.6 All copies of the final evaluations will be signed by both the employee and the evaluator. There shall be no additions, deletions or corrections after the signatures are affixed unless initialed by both parties.
- 8.3.7 Copies of evaluations shall be furnished to prospective employers upon request of the employee ~~and at employee's expense~~. Such requests shall be fulfilled within a 24-hour period (during normal workdays).

ARTICLE 9

REPRIMANDS AND DISCHARGE

SECTION 1 - REPRIMANDS

- 9.1.1 Disciplinary interviews and reprimands will be considered in private. An affected employee will be notified in writing prior to an interview, fact finding, inquiry, etc. of their right to Federation representation by management. If any meeting turns into a disciplinary interview and/or reprimand, the affected employee may stop the meeting and ask for Federation representation. An affected employee will however, have the right in all such instances to request the presence of a local Federation representative of his or her choice at said interview, and when such a request is made the interview will not proceed until the representative is in attendance. The Employer shall have a similar right to include a representative of his or her choice at said meeting. The right to choose a representative shall not be used to unnecessarily delay the interview process. Except as required by law the initial interview will be conducted within fifteen (15) workdays after the date the employer becomes knowledgeable of the

identified incident/event. Upon request the employer will produce the affected employee and the Federation with an update regarding the status of the investigation as frequently as a bi-weekly basis.

- 9.1.2 Reprimands, discipline, and suspensions with or without pay shall only be for reasons that are not arbitrary and capricious. An employee shall be subject to dismissal, ~~reprimand, suspension without pay, discipline~~ or demotion only for just cause, demonstrable incompetence, willful abuse of administrative procedures, or when his/her behavior affects his/her performance in a negative fashion.

SECTION 2 – PROGRESSIVE DISCIPLINE

- 9.2.1 The Superintendent or his/her designee shall conduct an investigation of any alleged act or omission that could lead to disciplinary action, as appropriate to the situation. The investigation shall include, at a minimum, providing the employee with reasonable notice and opportunity to respond to the complaint. If the investigation includes a meeting with the employee, prior notice of this meeting shall be provided to the employee.
- 9.2.2 An affected employee shall have the right in all instances to request the presence of a Federation representative of his/her choice at said meeting. When such a request is made, the interview shall not proceed until a representative is in attendance. The right to choose a representative shall not be used to unnecessarily delay the interview process.
- 9.2.3 Except for conduct, which on first commission, justifies discharge, the parties adopt the concept of progressive discipline designed to necessitate corrective behavior and agree that movement on the discipline list below may be imposed consistent with the seriousness of the Employee's conduct as determined by the Employer.

Discipline may include, but is not limited to:

- A. Verbal warning (memorialized in writing)
- B. written warning;
- C. written reprimand;
- D. suspension (paid or unpaid);
- E. discharge;

Additionally, nothing in this provision limits the District's right to take other appropriate action, such as placing an employee on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is non-disciplinary. If it appears that disciplinary action beyond written reprimand may be necessary, the administrator should contact the Superintendent to discuss the disciplinary action that is to be taken.

If discipline is to be imposed, the staff member, Federation President, and Federation Vice President shall receive a copy of the discipline and a copy of the discipline shall be placed in the employee's personnel file.

SECTION 3 – DISCHARGE

- 9.3.1 Dismissal of an employee, who has been employed by the district for less than ninety (90) workdays, shall not be grievable by the employee under the provisions of the Grievance Procedure included herein, provided;
- The employee is furnished with written evaluations, based on direct observations, which evaluations specifically describe job-related deficiencies and contain constructive suggestions and/or methods for improvement under administrative guidance; and
 - The employee, prior to the date of discharge, receives a definite written statement containing the reasons for discharge, which reasons are based upon the prior written evaluations.

ARTICLE 10

SENIORITY

- 10.1.1 An employee's seniority shall be defined as his/her length of continuous service with the Board since his/her initial hiring date. "Initial hiring date" shall mean the date upon which the employee first reported for work as a full-time employee at the instruction of the Board or, for Home-Based Family Educators Early Childhood Employees, the date the employee was hired as a Home-Based Parent Family Educator or an Early Intervention Family Educator.

- 10.1.2 Employees shall accumulate seniority by the following percentage of days actually worked.

185-day Teaching Assistants

75% - 100% - one (1) year	(139-185 days)
50% - 74% - one-half (1/2) year	(93-138 days)
0% - 49% - zero (0)	(0-92 days)

205-day Teaching Assistants

75% - 100% - one (1) year	(154-205 days)
50% - 74% - one-half (1/2) year	(103-153 days)
0% - 49% - zero (0)	(0-102 days)

225-day Home-Based Parent Family Educators and Early Intervention Family Educators

<u>75% - 100% - one (1) year</u>	<u>(167-225 days)</u>
<u>50% - 74% - one-half (1/2) year</u>	<u>(112-166 days)</u>
<u>0% - 49% - zero (0)</u>	<u>(0-111 days)</u>

- 10.1.3 Absences for the following reasons shall not be deducted from days worked for seniority purposes: paid sick leave, paid or unpaid FMLA leave, personal leave, jury leave, and approved short-term leave without pay. All other absences including long-term medical, educational leave, extended childcare leave, disciplinary leave, unauthorized leave without pay, and leave to serve in public office shall be deducted from seniority.
- 10.1.4 In the event an employee is transferred to a position outside the bargaining unit, he/she shall have his/her seniority frozen. Employees returning to the bargaining unit shall retain all rights provided for in this Agreement.

- 10.1.5 There shall be no seniority for probationary employees. New employees hired under this Agreement shall be considered as probationary employees for the first ninety (90) workdays of their employment excluding optional summer employment for 185-day employees. When an employee completes the probationary period, he/she shall be entered on the seniority list and shall rank for seniority from their "Initial hiring date" ~~the date of original employment (first day worked)~~ less any adjustments as stipulated in this agreement, such as for unpaid leaves and termination/rehire. If more than one employee is hired on the same day, their seniority will be assigned by the Employer at that time.
- 10.1.6 The Employer will maintain an up-to-date seniority list, a copy of which shall be posted on the appropriate bulletin boards as soon as possible after September 30th of each year and changes, as they occur, will be furnished to the Federation. The Federation will provide representatives to review the list prior to posting and an electronic copy will be sent to the Federation president and vice president.
- 10.1.7 Notwithstanding the above, an employee who has been on an approved leave under Article 14, Section 12 ~~off work~~ for a work-related physical or mental injury ~~disability~~ shall continue to accrue seniority of up to ~~for~~ two (2) years.
- 10.1.8 An employee shall lose his/her seniority for the following reasons:
- 1) He/she terminates employment ~~quits or retires~~ (unless there is a Letter of Agreement or other document that states otherwise;
 - 2) He/she is discharged and the discharge is not reversed through the Grievance Procedure or;
 - 3) He/she fails to return to work within ten (10) calendar days after the issuance by the Board of notice of recall by registered or certified mail to the last known address of such employee as shown by the Board's records.
- 10.1.9 It is understood and agreed that in the event of a curtailment of the work force, the unit Vice President, President (if a Unit I member) and Treasurer (if Unit I member) shall be required to exercise his/her actual seniority under the terms of this Agreement, until such time as actual seniority will no longer permit him/her to remain at work in the district, at which time the seniority clause provided for in this paragraph may be invoked. Notwithstanding his/her position on the seniority list, the President (if a Unit I member), Vice President of Unit I, and the Treasurer (if a Unit I member) shall, in the event of layoff for lack of work, be continued at work so long as there is a job within the district in Unit I which he/she has the ability to perform. He/she shall be recalled to work following a layoff in the first open job for which he/she is qualified.

ARTICLE 11

LAYOFF AND RECALL

SECTION 1 - LAYOFF

- 11.1.1 Where reduction of staff is essential, as determined by the Board of Education, staff rated overall as "needing support" on their last two evaluations ~~with least seniority in the program being reduced~~ shall be severed first, in order of reverse seniority, and shall have no right to transfer or to be recalled under Section 2. If further reduction in staff is essential, staff with the least seniority in the program being reduced shall be laid off. Such staff shall have the right to

transfer to ~~assignments~~positions within the Bargaining Unit for which they are qualified, provided such ~~assignments~~positions are available, or provided, the person holding such ~~assignment~~position does not possess more seniority, in which case the transfer shall be made, and the person holding the ~~assignment~~position into which the transfer is made shall be "bumped." Such staff shall have the first option to resume employment when staff expansion to former levels can resume or when ~~assignments~~positions become available, reemployment being granted to those with their last evaluation rating of "effective" or "developing" and then by greatest seniority first.

- 11.1.2 The Board shall notify employees on approved leaves of impending layoff.
- 11.1.3 In the event an employee is on an approved leave and is not laid off, said employee can "bump" another employee with less seniority, upon return from leave.
- 11.1.4 In the event an employee is on an approved leave and is laid off, said employee can return according to the provisions of Section 11.1.1, and then the recall provision as outlined in Section 2~~seniority.~~
- 11.1.5 In the event of layoff, the President (if a Unit I member), Vice President of Unit I, and the Treasurer (if a Unit I member) shall be the last to be laid off in the Unit.

SECTION 2 - RECALL

- 11.2.1 Laid off employees shall have their names kept on an active recall list for a period of two (2) years unless they submit a letter of resignation. The Office of Human Resources and Legal Services shall maintain said recall list and furnish the Federation with updated lists.
- 11.2.2 Employees being recalled will be given ten (10) days from the date of receipt of a registered letter of recall to indicate their acceptance or rejection of re-employment. Failure to respond within the above-named period of time shall terminate the employee's seniority rights. An employee on layoff who is sick and who notified the Board of his/her intent to return shall be deemed to be on unpaid sick leave and his/her position shall be offered on a substitute basis by seniority to employees who are on layoff. An employee filling such a position on a substitute basis shall be paid at his/her regular rate of pay.
- 11.2.3 Employees shall promptly notify the Office of Human Resources and Legal Services of any change of USPS mailing address(es) and their primary email address. Any laid off employee who fails to notify the Office of Human Resources and Legal Services in writing by June 30th of each year that he/she wishes to remain on the recall list shall forfeit recall rights. ~~Also, employees shall promptly notify the Office of Human Resources and Legal Services of any change of address.~~ The Office of Human Resources and Legal Services shall have the responsibility to attempt to contact laid off employees by certified mail at all current USPS addresses, and the primary email(s) address on file.
- 11.2.4 An opening that may occur due to a leave of one semester or more, which guarantees the right of return to the position left vacant, shall be filled by a permanent substitute assistant.
- 11.2.5 In the case above, if there are properly qualified laid-off employees, the most senior person shall be recalled to a one semester or more leave position prior to a permanent substitute being employed.

- 11.2.6 In the event of a recall, the President (if a Unit I member), Vice President of Unit I, and the Treasurer (if a Unit I member) shall be the first to be recalled from layoff in the Unit.

ARTICLE 12

PERSONNEL RECORDS

- 12.1.1 By appointment with Office of Human Resources and Legal Services, a staff member shall be allowed to review the contents of his or her personnel file. Privileged information sought at the time of employment is specifically exempted from review. Only one central personnel file shall exist.
- 12.1.2 No evaluations, correspondence, or other material making reference to an employee's competence, character, or manner shall be kept or placed on file without the employee's knowledge and opportunity to attach his/her own comments.
- 12.1.3 All disciplinary documents placed in an employee's personnel file must have a signature of acknowledgement by either the employee or Federation Representative. An employee's signature on a document shall only signify that the employee has received the document; signature does not represent agreement with the content. If an employee refuses to sign a document, the Employer may attempt to obtain the employee's signature in the presence of a Federation representative within ten (10) days of the refusal. If the employee refuses to sign the document in the presence of a Federation representative, the Federation representative shall sign and date the document. The Federation representative's signature shall only signify that the employee has received the material; signature does not represent agreement with the content. Any document not signed by an employee or Federation representative (as described above) shall not be permitted as evidence in a grievance or disciplinary action against said employee.
- 12.1.4 Each personnel file shall contain a log that documents the name of each individual who reviewed the file and the date of the review.

ARTICLE 13

PERSONNEL PROCEDURES

SECTION 1 – ASSIGNMENTS

- 13.1.1 Each permanent employee shall be notified of his/her assignment in writing at least ten (10) days prior to the beginning of the school year, provided the assignment has been changed. In the event of a change made necessary by late resignation of Unit personnel, the 10 (ten) day notice shall be waived. For an assignment change during the rest of the year, the employee shall be notified of their assignment in writing at least five (5) days prior to the effective date.
- 13.1.2 Employees may request a change of assignment in writing to the Executive Director of Human Resources and Legal Services. When staff reorganization occurs within a site with multiple classrooms, the building supervisor will review change of assignment requests. ~~(This section does not apply to the classification of Home Based Family Educator).~~

- 13.1.3 The Employer determines when a special assignment is necessary. A special assignment is an assignment outside of an employee's regular duties, such as being assigned to a student with significant behavioral or medical needs that is transferring from a local district or has moved within the WISD programs. A specific employee may be asked to accept a special assignment due to his/her special training, skills or relationship with the student. The temporary shifting of staff from program to program or classroom to classroom to cover for absences and normal student transition visitations are not considered to be special assignments. If an employee volunteers to accept a special assignment, for up to 90 days, he/she will be paid at time and half for the duration of special assignment. The Employer shall determine the length of the special assignment, the initial anticipated length of the assignment, and if the assignment needs to be extended or terminated earlier than anticipated. The designation of a special assignment does not transfer to another employee unless the Employer designates the other employee as having a special assignment.

13.1.4 If a bargaining unit member is assigned by their supervisor to work in a different position within Unit I to cover the absence of an employee that is on a higher payscale (i.e., +25% scale), and the employee has the relevant certifications and is fulfilling the responsibilities of that position as determined by the employer, the employee would be compensated at the higher payscale at the employee's current step. The employee is responsible for submitting the appropriate timesheet or other pay documentation to be compensated for the time worked in the higher payscale position.

SECTION 2 - VACANCIES

- 13.2.1 A vacancy is defined as a position created by expansion, resignation, discharge or as the result of transfer during the regular school year which the Employer has determined to be filled.
- 13.2.2 All vacancies shall be filled by the most qualified applicant. For the purpose of this agreement, qualifications shall be considered to be the function of formal training and applicable (or related) work experience. Where there is reasonable doubt regarding the relative weighing of these factors with respect to the qualifications of two or more applicants, the Employer shall resolve the issue unilaterally. The Employer shall seek input on program needs from employees in the departments involved. Formal training is defined as completion of state board CEUs, - SCECHs, college or university credit as defined in 20.2.2¹, ~~or~~ completion of agency training as part of 18.4.2, or credentials as required in the job description.
- 13.2.3 Where the qualifications of two or more applicants for the vacancy, from within the district, are found to be substantially equal, the vacancy shall be filled by the applicant with the longest seniority in the district.

¹ **Section 20.2.2:** Employees hired prior to July 1, 2019 who have completed a course(s) prior to July 1, 2019 which they feel qualifies toward the Educational Salary Adjustment shall submit documentation of all courses taken by November 30, 2019 on the District approved form to Human Resources. Only courses for which SCECHs or CEUs were awarded while an employee of the employer shall count toward the Educational Salary Adjustment assuming all other criteria is met; SCECHs or CEUs prior to employment with the employer shall not count towards the Educational Salary Adjustment. Documentation of SCECHs/CEUs shall include the awarded certificate and an agenda/outline of the course. College semester courses completed while employed with the employer and prior to employment with the employer will count towards the Educational Salary Adjustment assuming all other criteria is met; official transcripts will be required to be submitted with the District approved form. The requirement that courses shall be taken within ten years prior to the submission of the form shall not apply to this submission. The deadlines for submission of documentation of eligibility in Section 20.2.8 remain in effect for anyone qualifying for the Educational Salary Adjustment under this section.

- 13.2.4 If a qualified employee is on layoff status, that employee will be recalled to fill a vacancy subject to the provisions of Article 13.3.3² and 13.4.1^{3,4}.
- 13.2.5 Vacancies will not be filled until ten (10) days after posting, notification, mailing or enclosure.
- 13.2.6 The hiring process will include consideration of current substitutes when filling vacancies to expedite the process. Along with examination of other qualifications, the administration shall consider input contained in substitute evaluation forms submitted by staff members as a part of the hiring process. Final decisions on filling a vacancy rest solely with the administration. (This section, 13.2.6, -does not apply to the classification of Home-Based Family Educator/ Home-Based Parent Educator and Early Intervention Family Educator).
- 13.2.7 When a teacher or a ~~Unit 1 teacher assistant~~ vacancy occurs, the supervisor ~~will make reasonable effort to~~ shall consult with involved ~~Unit 1 staff assistants~~ regarding the needs of the classroom/program. ~~If both management and the Federation agree a~~ representative from ~~Unit 1~~ the classroom/program will be offered the opportunity to sit in on the interview, assuming the opportunity does not cause a delay in the interview process of more than three (3) business days. The employer will attempt to have the representative be from the specific classroom or program of the vacancy, however, circumstances may not make this possible. Any meeting arranged by the supervisor to gather this input shall not be considered a staff meeting for the purposes of Article 18, Section 4⁴. ~~(This section does not apply to the classification of Home-Based Family Educator).~~

SECTION 3 – NOTIFICATION

- 13.3.1 Whenever a Unit 1 vacancy occurs, the Employer shall give written notice to the Federation prior to postings. The Employer shall be responsible to electronically communicate the vacancy notice to each member's work e-mail address. Vacancies shall be concurrently posted internally and externally for ten (10) calendar days. Unit ~~1~~ candidates shall be interviewed, and a hiring determination made prior to any consideration of external candidates. For Home-Based Parent/Family Educator vacancies and Early Intervention Family Educator vacancies, former parents of children who are/were in Head Start or the Great Start Readiness Program shall be considered for hire along with Unit 1 candidates.

² **Section 13.3.3:** Employer will take steps to fill vacancies within twenty (20) working days after the internal posting expires. In cases where this cannot be accomplished, the Employer will notify the Federation that it cannot meet the deadline and provide a written reason. In the event the opening cannot be filled the posting shall remain posted until the position is filled.

³ **Section 13.4.1~~3.4~~:** A Unit 1 employee shall submit a letter of interest and a resume or application to the Office of Human Resources and Legal Services for internal or external postings. At the conclusion of ten (10) calendar days posting period, all internal applicants shall receive a copy of the job description and be granted an interview by the appropriate administrator or supervisor. If a Unit member who applies is not selected to fill the vacancy, the member shall receive, on request, a written statement as to the reasons of the selection for the successful candidate. The reply will include specific areas on how to improve or where the candidate was lacking for said position. In the event of a single internal candidate who meets the qualifications, the interview may be waived. If more than one internal candidate applies, the interview of the internal candidate shall occur within seven (7) working days of the closing of the posting. Transfers shall occur within 40 working days. If said transfer does not occur within 40 working days, the employee shall be considered in a special assignment after the 40th working day.

⁴ **Section 18.4.1:** In addition to the regular work week, employees will be required to participate in twenty (20) hours per year of staff development training related to agency goals. This training will be provided by the agency.

- 13.3.2 In addition to posting, notification of Unit positions becoming available between June 15 and the beginning of the school year will be electronically communicated to all members of the unit. During this period, at the request of the employee, postings shall be sent by mail. It is the responsibility of the employee to notify the Office of Human Resources and Legal Services of this request and provide a current mailing address.
- 13.3.3 Employer will take steps to fill vacancies within twenty (20) workdays after the internal posting expires. In cases where this cannot be accomplished, the Employer will notify the Federation that it cannot meet the deadline and provide a written reason. In the event the opening cannot be filled the posting shall remain posted until the position is filled.

SECTION 4 - APPLICATION

- 13.4.1 A Unit I employee shall submit a letter of interest and a resume or application to the Office of Human Resources and Legal Services for internal or external postings. At the conclusion of ten (10) calendar days posting period, all internal applicants shall receive a copy of the job description and be granted an interview by the appropriate administrator or supervisor. If a Unit member who applies is not selected to fill the vacancy, the member shall receive, on request, a written statement as to the reasons of the selection for the successful candidate. The reply will include specific areas on how to improve or where the candidate was lacking for said position. In the event of a single internal candidate who meets the qualifications, the interview may be waived. If more than one internal candidate applies, the interview of the internal candidate shall occur within seven (7) working days of the closing of the posting. Transfers shall occur within 40 working days. If said transfer does not occur within 40 working days, the employee shall be considered in a special assignment after the 40th working day.
- 13.4.2 Employees covered by the Unit I collective bargaining agreement that have accepted a position covered by the Unit II collective bargaining agreement who have completed the full year of last step of the Unit I salary schedule, will be placed ~~no lower than~~ on step ~~32~~ of the Unit II salary schedule including lanes. ~~Every additional five (5) full years of service beyond the top of the Unit I salary schedule will count as 1 additional step on~~ The following minimums will also apply regarding an employee's placement on the Unit II salary schedule subject to the following limits:
- Top of schedule = Minimum of step 32
 5 years beyond top = Minimum of step 43
 10 years beyond top = Minimum of step 54
- 13.4.3 ~~Employees with specific interests in possible vacancies that may occur during the summer will notify the Office of Human Resources and Legal Services of their interest, in writing, before the last day of the school year and shall include the address where they can be contacted during the summer.~~
- 13.4.4 ~~Should a summer vacancy occur, the Unit I members who have expressed interest in applying for the position shall be notified by letter.~~
- 13.4.5 ~~It shall be the responsibility of the contacted employee to notify the Office of Human Resources and Legal Services, in writing, of continued interest within seven (7) calendar days after notification.~~

13.4.36 The Employer continues its support of a policy of promotions from within its own staff.

13.4.47 When there is a posting outside of Unit I, qualified Unit I employees shall be granted an interview. When filling the position, consideration will be giving to qualifications (including but not limited to ability, education, prior training and experience, employment record, capacity to get along with others) and length of service with the District. Qualifications required for each vacancy shall be listed in the job postings and shall be equally applied to all applicants. When the qualifications of a Unit 1 employee and a non-WISD employee are found to be substantially equal by the Employer, the vacancy shall be filled by the Unit 1 employee. If a Unit I employee who applies is not selected to fill the vacancy, the employee shall receive, on request, a written statement as to the reasons for selection of the successful candidate.

SECTION 5 - INVOLUNTARY TRANSFERS

13.5.1 It is recognized that some involuntary transfers may be necessary to assure an appropriate placement for qualified and experienced employees.

13.5.2 Consideration shall be given in the selection and transfer of assistants for teachers (and teachers for assistants) to the mutual acceptance of each for the other. ~~(This section does not apply to the classification of Home-Based Family Educator).~~

SECTION 6 - SECOND SEMESTER VACANCY

13.6.1 It is recognized that when a vacancy occurs as a result of a resignation, discharge or transfer during the second semester of the school year, it may be difficult to move current personnel to the vacancy from within the district without undue disruption to existing educational programs. The Superintendent or his/her designee, after consultation with the Federation, may determine to postpone the movement of current employees. ~~(This section.13.6.1. does not apply to the classification of Home-Based Family Educator)~~ Home-Based Parent Educator and Early Intervention Family Educator).

SECTION 7 - SUMMER EMPLOYMENT PRACTICES (FOR EXTENDED SCHOOL YEAR AND SUMMER PROGRAMMING)

13.7.1 By April 15, the employer shall survey ~~the all~~ Unit I staff including Early Childhood staff in Unit I to determine which employees are interested in summer employment. ~~(This section does not apply to the classification of Home-Based Family Educator).~~

13.7.2 The Employer shall notify ~~all~~ employees no later than May 15 of each school year of the summer positions that are available, if known. If operation of summer programs cannot be determined at this date, the Employer will give the Federation a written explanation as to the reasons. ~~(This section does not apply to the classification of Home-Based Family Educator).~~

13.7.3 Each employee shall notify the Employer in writing no later than ten (10) workdays after notification of summer positions available of his/her desire of summer employment with the agency. The Employer shall post a list of employees selected to staff summer positions no later than twenty (20) working days after employee notification of desire for summer employment. ~~(This section does not apply to the classification of Home-Based Family Educator).~~

13.7.4 Summer vacancies shall be filled by the most qualified applicant. For the purpose of this agreement, qualifications shall be considered to be the function of formal training and

applicable (or related) work experience. Documented unsatisfactory attendance patterns may be grounds for denial of summer employment. Where there is reasonable doubt regarding the relative weighing of these factors with respect to the qualifications of two or more applicants, the Employer shall resolve the issue based on seniority. If a Federation member who applies is not selected to fill the summer vacancy, the member shall receive, on request, a written statement as to the reasons for selection of the successful candidate.

- 13.7.5 ~~185-day~~ Summer program employees shall be paid at their daily rate of pay to a maximum of step ~~seven (7)~~ ~~six (6)~~, ~~(and step seven (7) for Unit I Early Childhood staff)~~, multiplied by the number of days they are required to work during the summer program. For the ~~2022 and 2023~~ Extended School Year (ESY)/~~summer~~ program, the daily rate to be paid to ~~185-day~~ employees working ~~ESY~~ will be based on the following school year's daily rate. If a bargaining agreement beginning July 1, 202~~7~~⁴, is not executed prior to the start of the 202~~7~~⁴ ESY/~~summer~~ program, the daily rate for ~~the full 2027 ESY/summer program any days prior to July 1, 2024~~ will be ~~calculated based on the daily rate for the preceding 2023-24 school year crediting staff for steps earned as of July 1, 2027 and including the formula-based compensation increase in Section 24.1.8. (This section does not apply to the classification of Home-Based Family Educator).~~
- 13.7.6 Persons hired for the summer program who are not regular WISD employees during the school year will be paid at the administration's discretion during the summer program. Such persons are not eligible for payment of any fringe benefits. ~~(This section does not apply to the classification of Home-Based Family Educator).~~
- 13.7.7 ~~Beginning with the 2009 summer program,~~ Article 14, section 4 does not apply to summer employment ~~for 185-day employees while working the summer program/ESY. (This section does not apply to the classification of Home-Based Family Educator).~~

SECTION 8 - POSITION SHARING

- 13.8.1 Position sharing is defined as two assistants or qualified Unit members sharing in a full-time position on a half-time basis or during the mandatory summer program, dividing the summer assignment into two equal consecutive segments. Each position sharing arrangement shall be established only by mutual agreement of the two job sharers and approval of appropriate immediate supervisor(s). Each arrangement shall be for one year and not considered renewable without the agreement of the two job sharers and approval of the appropriate immediate supervisor.
- If a situation warrants consideration of an LOA for a position share at something other than on a half-time basis, the Federation can request a discussion with the Employer.
- 13.8.2 The schedules of the job sharers will be developed by the job sharers and their immediate supervisor.
- 13.8.3 The Board shall ~~not be required to provide~~ a lockable space to store personal items ~~additional desk space, post office boxes, etc. for the job sharers.~~
- 13.8.4 Both job sharers shall attend all required meetings or the individual may request an exemption from his/her supervisor and shall make arrangements to get the information presented at the meeting. The agreement to share a job does not preclude a Unit member from employment as a

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substitute assistant in the District. When working as a substitute, the Unit member will be paid at the regular daily rate for a substitute assistant.

- 13.8.5 Any full-time opening created by Unit I members moving to a job-sharing situation shall be considered an opening.
- 13.8.6 Full insurance coverage will be available to position sharers. The cost to the Board for both position sharers' coverage will not exceed the maximum cost of one complete family package.
- 13.8.7 Sick leave and personal days will accumulate at one-half rate.
- 13.8.8 Each job sharer shall be classified as a part-time Federation member. Seniority will accrue at one-half the regular rate.
- 13.8.9 In terms of any business between the Federation and Employer, "workdays" for the job sharers will mean ~~district~~program calendar workdays.
- 13.8.10 In the event that one of the job sharers leaves during the school year, the resulting half-time opening shall, ~~unless the remaining job sharer requests the resulting full-time position,~~ not be considered an opening but shall be filled on a temporary basis until the end of the school year, at which time the situation shall be re-evaluated, UNLESS the remaining job sharer requests the resulting full-time position. For a Home-Based Parent Educator or Early Intervention Family Educator position sharing, if one of the job sharers leaves terminates employment or takes another position outside of Unit I during the position-sharing period, the job sharing arrangement will immediately terminate, and the remaining employee will be reinstated to a 1.0 FTE, thereby vacating the job share arrangement, a 1.0 FTE position will be posted for a two-week period. During the two-week posting period, the remaining Unit I staff member has the choice to 1) end the job share arrangement and become full-time, 2) identify another Unit I employee to enter a job-sharing arrangement to jointly fill a 1.0 FTE, or 3) request a transfer to a vacant Unit I position for which they are qualified. If the remaining Unit I staff member does not complete any of these three options, the staff member may be laid off. The lay off will be effective at the time the 1.0 FTE position (that was posted) is filled and the replacement begins working.

ARTICLE 14

LEAVES OF ABSENCE

SECTION 1 - SPECIAL LEAVE

- 14.1.1 After an employee has been employed for two (2) years or more, the employee may be granted up to a one (1) year leave of absence ~~without pay or fringe benefits~~ subject to approval of the Superintendent or his/her designee for the following reasons:
 - 1. Prolonged illness, employee's immediate family.
 - 2. Illness of the employee.

The Superintendent may waive the above--referenced two (2) year requirement. The leave may be approved with and/or without pay and fringe benefits at the discretion of the employer. For the paid portion of the leave, sick leave and donated sick leave shall be utilized (with the appropriate doctor's documentation).

- 14.1.2 Leave of absence may be granted at the discretion of the Employer for reasons other than those listed above when they are deemed beneficial to the employee and the Employer.
- 14.1.3 Written application for such leave shall be made by such employee to the Office of Human Resources and Legal Services. In computing service to determine the employee's position on the salary scale, the time spent on leave shall not be counted as active service. Employees returning from leave of absence will be entitled to fill the first opening for which they are qualified.
- 14.1.4 Employees with five (5) or more years of service, who have an approved leave of absence for physical or mental illness or injury covered under Section 14.11.1⁵ will have hospitalization/surgical/major medical insurance (if they have elected such benefits) continued at Employer expense for a period of one (1) year provided the employee continue to make his/her required employee contributions. If an employee's contribution payment is more than thirty (30) days late, the Employer shall provide written notice via certified mail to the employee that the payment has not been received. Benefits will cease fifteen (15) days after the postmark date of the letter unless payment arrangements have been made by that date. Benefits will be cancelled back to the date for which full payment was received.

~~For the duration of the current contract, dental coverage, and vision coverage will also be provided to the employee and their eligible dependents.~~ The health, dental, and vision coverage for the employee and their eligible dependents in effect prior to the start of the leave will be provided as long as the employee continues to make his/her required employee contributions, if any. The coverage in effect prior to the start of the leave will be provided as long as the employee continues to make his/her required employee contributions, if any. This provision will sunset at the end of this contract term unless renewed by the parties.

If any of the employee's leave is unpaid, the employee may change their healthcare benefit selection to any of the offered plans including a no employee-cost plan. If the employee opts out of health care coverage, no cash payment in lieu of health care coverage will be paid during the unpaid leave.

If the employee does not return from said leave, he/she may be required to reimburse the Employer the cost of the insurance (i.e. illustrated rates). A waiver may be requested in writing to the Office of Human Resources and Legal Services. At the discretion of the Superintendent, reimbursement may be waived. Reasons for waiver may include the employee being unable to perform the essential functions of his/her position due to medically documented reasons or documentation that reimbursement will cause financial hardship. (Documentation may include the following: Bridge Card, Social Security Statement of Benefits, Section 8 paperwork and Department of Human Services Statement of Benefits.)

SECTION 2 - LEAVES OF ABSENCE FOR PUBLIC OFFICE

- 14.2.1 Requests for leave without pay to serve an appointive or elective federal or local office shall be granted by the Board. Such leaves shall be limited to the period of the initial appointment or election. Requests for extension may be made prior to or upon re-appointment or re-election.

⁵ Section 14.11.1 refers to Employment-Related Absences.

SECTION 3 -~~EXTENDED~~ CHILD CARE LEAVE**14.3.1 Childcare Leave (Use of Accrued/Donated Leave)**

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An employee may apply for a childcare leave of up to twelve (12) weeks. If eligible for FMLA leave, the leave shall be designated a leave under the FMLA. The employee must apply in writing to Office of Human Resources and Legal Services at least thirty (30) calendar days prior to the date such leave is to commence. The Employer will respond with a decision regarding said leave, or a request for additional information within fourteen (14) calendar days. Expectant⁶ mother(s)/father(s) are eligible for a childcare leave for the birth of their child.

For an expectant employee, such application shall include a signed statement by a physician indicating the expectant date of delivery, and the employee's ability to perform the work until leave commences (if applicable). Prior to the leave, the employee may continue working in their assignment as long as the employee can continue their regularly assigned responsibilities. A similar condition is effective upon returning to work. Employees not able to perform their essential duties shall utilize paid sick leave with the appropriate doctor's documentation.

An employee may utilize accrued sick leave to remain in paid status during the approved childcare leave; the days of the approved leave will count as paid days at the employee's regular FTE. Employees will be able to receive donated sick leave for the purposes of a paid childcare leave under the conditions in Section 14.4.8. When accrued/donated leave is exhausted, the leave shall become unpaid. If the employee has no accrued/donated leave, the leave shall be unpaid.

Childcare leave may be granted to employees in the event of birth via surrogacy or the adoption of a child. The Employer may grant a leave for birth via surrogacy or adoption provided that the employee applies in writing to the Office of Human Resources and Legal Services at least thirty (30) calendar days prior to the date such leave is to commence or as soon as practicable. Said request for leave shall include a prospective placement date and a desired end date; the Employer recognizes unforeseen circumstances may occur that require modification of the original notice. Employer will respond with a decision regarding said leave, or a request for additional information, within fourteen (14) calendar days. Both mothers and fathers are eligible for a childcare leave for the birth via surrogacy or the adoption of a child.

In the situation where the parents are both employees of the District, both employees shall not be off for any childcare leave during the same time period.

If the employee does not comply with the above conditions, the right to such a leave and/or the right to return may be denied by the Employer.

A childcare leave which has been applied for and granted in anticipation of such need may be rescinded by the employee at any time prior to commencement of the leave.

~~The Employer shall grant an extension of their childcare leave provided that the employee applies in writing to Office of Human Resources and Legal Services at least thirty (30) calendar days prior to the date such leave is to commence or as soon as practicable. Employer will respond with a decision regarding said leave, or a request for additional information within fourteen (14) calendar days. Both expectant mother(s)/fathers(s) are eligible for an extended~~

⁶ "Expectant" shall mean the employee or their spouse is physically giving birth to the child.

~~childcare leave for the birth of their child or placement of a child with the employee(s) for adoption/foster care.~~

14.3.2 **Childcare Leave Extension**

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~~The Employer may grant an extension of childcare leave without pay provided that the employee applies in writing to Office of Human Resources and Legal Services at least thirty (30) calendar days prior to the date such leave is to commence. Employer will respond with a decision regarding said leave, or a request for additional information within fourteen (14) calendar days.~~

~~Leave shall be granted for a period up to one year and may be extended up to a maximum of two (2) years with Employer approval. Such application shall include a signed statement by a physician indicating the expected date of delivery.~~

~~During an extended, unpaid childcare leave, an employee's health, dental, and vision coverage shall be continued at Employer expense for up to eighteen (18) weeks past delivery or placement date provided the employee continues to make his/her required employee contributions, if any. The maximum eighteen (18) weeks includes the approved medical period, any paid childcare leave, and the extended childcare leave period. An employee on childcare leave may elect to continue any of these same benefits at group rates at his/her own cost for the remainder of the approved leave under the terms of the Consolidated Omnibus Budget Reconciliation Act (COBRA).~~

~~An extended, unpaid childcare leave may be granted to employees in the event of birth via surrogacy or the adoption of a child. The Employer may grant an extended leave for adoption provided that the employee applies in writing to the Office of Human Resources and Legal Services at least thirty (30) calendar days prior to the date such leave is to commence. Employer will respond with a decision regarding said leave, or a request for additional information, within fourteen (14) calendar days.~~

~~An extended, unpaid childcare leave may be granted at the Employer's discretion to new foster parents and legal guardians, depending on the circumstances of each individual case. The employee shall apply in writing to the Office of Human Resources and Legal Services at least thirty (30) calendar days prior to the date such leave is to commence or as soon as practicable. Said request for leave shall include a prospective placement date and a desired end date; the Employer recognizes unforeseen circumstances may occur that require modification of the original notice. Employer will respond with a decision regarding said leave, or a request for additional information, within fourteen (14) calendar days. Leaves for this purpose may be granted for a period of up to one year and may be extended upon subsequent application.~~

~~In the situation where the parents are both employees of the District, both employees shall not be off for any childcare leave during the same time period.~~

~~If the employee does not comply with the above conditions, the right to such a leave and/or the right to return may be denied by the Employer.~~

~~An extended childcare leave which has been applied for and granted in anticipation of such need may be rescinded by the employee at any time prior to commencement of the leave.~~

~~Leave shall be granted for a period up to one year and may be extended up to a maximum of two years with Employer approval. Such application shall include a signed statement by a physician indicating the expected date of delivery.~~

- ~~14.3.3 For expectant mothers such application shall include a signed statement by a physician indicating the expectant date of delivery, and the employee's ability to perform the work until leave commences. Employees not able to perform their essential duties can utilize sick leave with the appropriate doctor's documentation.~~
- ~~14.3.4 The employee may request an extended childcare leave without pay prior to the anticipated birth of the child. The employee shall submit the request in writing to the Office of Human Resources and Legal Services at least thirty (30) calendar days prior to the date such leave is to commence.~~
- ~~14.3.5 The employee may continue working in their assignment as long as he/she can continue his/her regularly assigned responsibilities. The Employer may require a doctor's statement to this effect. A similar condition is effective upon returning to work.~~
- ~~14.3.6 During a childcare leave, an employee's health, dental, and vision coverage shall be continued at Employer expense for up to eighteen (18) weeks past delivery or hospital stay of mother and/or child provided the employee continues to make his/her required employee contributions, if any. The eighteen (18) weeks includes both the approved medical period and the extended childcare leave period. An employee on childcare leave may elect to continue any of these same benefits at group rates at his/her own cost for the remainder of the approved leave under the terms of the Consolidated Omnibus Budget Reconciliation Act (COBRA).~~
- ~~14.3.7 Childcare leave will be granted to employees in the event of adoption of a child. The Employer shall grant a leave for adoption provided that the employee applies in writing to the Office of Human Resources and Legal Services at least thirty (30) calendar days prior to the date such leave is to commence or as soon as practicable. Said request for leave shall include a prospective commencement date and a desired end date; the Employer recognizes unforeseen circumstances may occur that require modification of the original notice. Employer will respond with a decision regarding said leave, or a request for additional information, within fourteen (14) calendar days. Leaves for this purpose shall be granted for a period of up to one year and extended upon subsequent application.~~
- ~~14.3.8 Childcare leave may be granted at the Employer's discretion to new foster parents and legal guardians, depending on the circumstances of each individual case. The employee shall apply in writing to the Office of Human Resources and Legal Services at least thirty (30) calendar days prior to the date such leave is to commence or as soon as practicable. Said request for leave shall include a prospective commencement date and a desired end date; the Employer recognizes unforeseen circumstances may occur that require modification of the original notice. Employer will respond with a decision regarding said leave, or a request for additional information, within fourteen (14) calendar days. Leaves for this purpose may be granted for a period of up to one year and extended upon subsequent application.~~
- ~~14.3.9 If the employee does not comply with the above conditions, the right to such a leave and/or the right to return may be denied by the Employer.~~

~~14.3.10 — An extended childcare leave which has been applied for and granted in anticipation of such need may be rescinded by the employee at any time prior to its commencement.~~

SECTION 4 - SICK LEAVE

14.4.1 Each 185-day employee shall be entitled to accumulate sick leave at the rate of ~~1.21~~ 1.21 1/2 days (~~91.25~~ hours) per month of employment up to a maximum of ~~12.15~~ days (~~901.25~~ hours) per school year. This provision does not apply to summer employment practices in Article 13.7⁷.

Each 205-day employee shall be entitled to accumulate sick leave at the rate of ~~1.21~~ 1.21 3/4 days (~~91.05~~ hours) per month of employment up to a maximum of ~~13.2~~ 16.5 days (~~99~~ 120.6 hours) per fiscal year.

Each 225-day employee shall be entitled to accumulate sick leave at the rate of 1.21 5/8 days (91.25 hours) per month of employment, up to a maximum of 14.4 1/8 days (108 1/2 hours) per fiscal year.

14.4.2 A terminal leave payment of all accumulated unused sick leave above ~~50~~ 100 days will be paid upon retirement to the employee at 75% of the teaching assistant substitute rate in effect at the time of retirement. The payment will be made under the terms of the Michigan Public School Retirement Law and shall not exceed \$~~109~~,000 provided a ninety (90) day notice is given. This notice may be waived by the Superintendent.

14.4.3 A terminal leave payment of all accumulated unused sick leave above ~~12~~ 50 days will be paid upon resignation to the employee at 50% of the teacher assistant substitute rate in effect at the time of resignation. The payment shall not exceed \$~~5,000~~ 2,460 provided a ninety (90) day notice is given. Employees may qualify for either 14.4.2 or 14.4.3. In no case are terminal leave payments cumulative.

14.4.4 Sick leave shall be defined as:

14.4.4(1) Personal illness of the employee due to infectious disease, contagious disease, organic defects and mental disorders. Sick leave shall also include a physical disability caused as a result of accidental injury.

14.4.4(2) Serious illness or injury in the family of fifteen (15) days in a three-year period, without the approval of the administration and as allowed under FMLA.

⁷ Article 13.7 is Summer Employment Practices.

~~14.4.4(3) Up to five (5) days may be taken for bereavement in the immediate family. Up to three (3) of the five bereavement days may be taken for bereavement for persons of significance to the employee other than family as defined in 14.4.6⁸ provided such use is pre-approved for each day used by the employee's supervisor. Additional days may be approved for extenuating circumstances at the discretion of the Superintendent.~~

~~Should a new employee experience a need for bereavement leave and the employee does not have enough sick leave to be paid for the entire bereavement leave, the employee will be allowed to request that their sick leave go into a negative status to the extent of the potentially unpaid approved bereavement leave.~~

14.4.5 For purposes of 14.4.4(1) and 14.4.4(2), family shall be defined as spouse, domestic partner, parent*, children*, grandchildren*, spouse or domestic partner's parents*, grandparent*, and sibling* (*biological, step, adoptive, or foster). The employer shall have the right to request whatever documentation it feels is necessary to determine the person in question meets the above definition.

In the event of extenuating circumstance, the employee may make a request in writing to the Superintendent.

~~14.4.6 For the purposes of 14.4.4(3), immediate family shall be defined as mother, father, sister, brother, husband, wife, daughter, son, grandparents, grandchildren, mother-in-law, father-in-law, stepparents, stepchildren, stepsiblings, members of the household or members of the household's parents.~~

14.4.7 Acceptable usage of sick leave will be considered five (5) days or less per year (July 1 - June 30). The lack of a pattern of regular and predictable attendance shall be justification for a conference with the supervisor. Medical documentation may be required for absences beyond seven (7) days per year or for an absence of three (3) consecutive workdays. A mandatory conference with the supervisor will be held for absences after five (5) days per year. Absences beyond ten (10) days per year may be grounds for disciplinary action. A pattern of unacceptable use of sick leave may result in the use of Article 9, Section 2.

14.4.8 For an employee who has a four (4) year pattern of acceptable use of sick leave; the employee may request in writing that disciplinary records related to attendance problems be removed from the employee personnel file ~~and~~ in compliance with Bullard Plawecki.

14.4.9 All WISD employees ~~in Units I, II, and III (Federation Members)~~ may donate up to 37.5 hours (5 days) of his/her accumulated sick leave to another WISD employee ~~Federation Member~~ who has used (or shall use) all of his/her sick leave and is experiencing a long-term medical condition or impending death of a family member (as defined in Article 14.4.5 of the contract). A transfer of sick leave is only allowed if the donating employee's wage is greater than or equal to the recipient's wage. ~~A Federation Member may not receive more than a total of three hundred and thirty-seven and a half (337.5) hours/(45 days) during the period of a fiscal year. An Employee shall not receive more than~~ four hundred and twelve and a half (412.5) ~~three hundred and~~

⁸ ~~Section 14.4.6: For the purposes of 14.4.4(3), immediate family shall be defined as mother, father, sister, brother, husband, wife, daughter, son, grandparents, grandchildren, mother-in-law, father-in-law, stepparents, stepchildren, stepsiblings, members of the household or members of the household's parents.~~

~~thirty-seven and a half hours (337.5) / (45 days)~~ hours (55 days) during the employee's duration of employment with the Employer.

- 14.4.10 An employee's participation is strictly voluntary. An employee who wants to transfer earned sick leave to a ~~WISD employee Federation Member~~ of their choice may apply to do so by completing the Transfer of Sick Leave form and submitting it to the Office of Human Resources and Legal Services. Any employee that wants to utilize sick leave (donated or otherwise) must follow the absence request procedure set forth in the Federation contracts. Donated days shall not be counted against the donor related to the Unit I Attendance Incentive (Sec 20.3.1)⁹ or related to any provision regarding acceptable use of sick leave.
- 14.4.11 An employee who has successfully completed two (2) full school years of service shall have his/her sick days credited, effective the first day of each school year. An employee leaving the system who has used more than his/her earned/donated accumulated sick leave, as defined in 14.4.1¹⁰, shall be docked in pay the difference between used sick leave and properly earned accumulation. If the employee owes more than the Employer can deduct from pay, the employee agrees to reimburse the Employer all overpaid funds.
- 14.4.12 The current record of accumulated sick leave days will be available in an electronic format to the Vice President for inspection on a monthly basis.
- 14.4.13 No more than two (2) days of accumulated sick leave may be used for the purpose of observing recognized religious holidays of the staff member's personal faith. If the staff member has no leave time beyond that allowed by this section to use for this purpose, then he/she will be asked to take a day without pay. When sick time is used for this purpose, staff will provide notification during the first two (2) weeks of the school year to their immediate supervisor. The Employer and Unit I understand that the specific date of some religious holidays is not known the first two (2) weeks of the school year, so the specific date would need to be flexible, but the employee shall ~~should still~~ provide written notification to HR of their intent to use sick time for the purposes of observing a the holiday, during the first two (2) weeks of the school year. Final approval for the use of sick time for this purpose will remain with the immediate supervisor after consultation with the Executive Director of Human Resources and Legal Services.

⁹ Section 20.3.1: An employee shall qualify for an \$800 attendance incentive if they use fifteen (15) hours or less of leave time⁹ (paid or unpaid) during each of the periods from

- 1) the start of the employee school year through November 30, payable by the second pay date in January.
- 2) December 1 through the end of February, payable by the second pay date in April.
- 3) March 1 through the end of the employee school year, payable by the second pay date in August.

The employee must be employed for the entire period to be eligible for that period's incentive. An employee will only be paid for a period if they are employed on the last day of the period.

Additionally, if an employee uses 37.5 hours or less of leave time for the full school year of the employee, the employee will be paid \$300. If an employee uses 15 hours or less of leave time for the full school year of the employee, the employee will be paid an additional \$200. Only employees hired before November 30th in a year and employed on June 30th will be eligible for these payments.

All the payments in this section will be made on separate checks.

¹⁰ Section 14.4.1: Each employee shall be entitled to accumulate sick leave at the rate of 1-1/2 days per month of employment up to a maximum of 15 days per school year. This provision does not apply to summer employment practices in Article 13.7 (Article 13.7 is Summer Employment Practices).

SECTION 5 – BEREAVEMENT

14.5.1 At the beginning of each school year, the Board shall credit each member with five (5) bereavement leave days that can be used to attend funeral services, to attend to family matters, or to grieve. If additional days are required, unpaid leave may be utilized upon approval of the superintendent. Bereavement leave shall not carry over from one year to another. Documentation supporting use of bereavement leave shall be provided to Human Resources (e.g. memorial card, death certificate, obituary). Fraudulent submission of a leave request or related documentation may result in discipline up to and including discharge.

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SECTION 6.5 - SUBPOENAS

- 14.6.5.1 **Work Related** – In the event an employee is called under subpoena to testify in any proceedings affecting the District, he/she shall be granted leave with pay less any amounts received as a witness fee. Any amount received as a witness fee, with the exception of mileage, shall be provided to the Business Office within thirty (30) calendar days of the hearing. A copy of the subpoena shall be provided to the employee's immediate supervisor and the Office of Human Resources and Legal Services in advance of the absence. Upon completion of his/her testimony, the staff shall return to work.
- 14.6.5.2 **Personal** – In the event an employee is called under subpoena to testify in any proceedings, not related to his or her professional capacity with the District, the employee may use personal leave or pre-approved flex time or unpaid hours to attend. In order to qualify for this provision the employee must provide a copy of the subpoena to his/her immediate supervisor and the Office of Human Resources and Legal Services in advance of the requested absence. (Example of personal proceedings: divorce, custody, property, etc.)
- 14.6.5.3 **Not Work-related or Personal** – In the event an employee is called under subpoena to testify in any proceedings that are not personal, he/she shall be granted leave with pay less any amounts received as a witness fee. Any amount received as a witness fee, with the exception of mileage, shall be provided to the Business Office 1) upon return to work if the employee works in the TLC Building or High Point, or 2) within 7 calendar days of the employee's return to work. A copy of the subpoena shall be provided to the employee's immediate supervisor and the Office of Human Resources and Legal Services within 7 calendar days of the receipt of the subpoena. Upon completion of his/her testimony, the employee shall return to work as soon as is practicable. (Example: employee is witness to a crime.)

SECTION 7.6 - MILITARY SERVICE

- 14.7.6.1 An employee who is in the Armed Forces Reserve or the National Guard shall be paid the difference between his/her military pay and his/her contractual salary when he/she is on full-time active duty for a maximum of two weeks per year. Employees who must be absent from work for a period of time that exceeds ten (10) workdays shall be placed on an unpaid military leave of absence for the period of time set forth in the military orders. Any employee that needs to take an impending call to service must follow the absence request procedure set forth in this Agreement and provide the Office of Human Resources and Legal Services the following documentation as soon as is practicable:
- 1) A copy of military orders with duration of requested leave; and
 - 2) Proof of military compensation.

An employee leaving the system, who has been overpaid, shall be docked in pay to reimburse the Employer. If the employee owes more than the Employer can deduct from pay, the employee agrees to reimburse the Employer all overpaid funds. The reimbursement of the overpayment may be waived by the Superintendent if the service member has suffered documented physical or mental injury and is unable to return.

Section 87 - SHORT-TERM UNPAID LEAVE

- 14.87.1 An employee who has at least one (1) year seniority shall be eligible for one unpaid leave of up to five (5) consecutive days every five (5) each years.
- 14.87.2 A written request stating the exact dates for the leave and the reason will be submitted to the immediate supervisor not later than two (2) weeks prior to the commencement of the leave. The supervisor shall approve or disapprove the request in writing within one (1) week of receipt of request. Employee shall receive, upon request, a written statement as to the reasons for disapproval.
- 14.87.2 (1) Upon approval of said leave, the compensation reduction due to the unpaid days will be applied while the employee is on the unpaid short-term leave. The employee may request to have their remaining salary, reduced by the compensation reduction, recalculated amongst the remaining pays of the school year. Approval shall be contingent on the number of pay periods (20 or 24) that the employee is on and the dates of occurrence of said leave in conjunction with workdays remaining to be paid for in the school year. Remaining salary would need to be able to support required compensation reduction. In addition, if the employee should terminate employment for any reason before the end of the school year, the employee shall be required to reimburse the Employer for any overpaid funds.
- 14.87.3 In the event there is a conflict between the requests of two (2) employees, the supervisor shall resolve the conflict. In making the judgment, the dates the request were submitted and the employee who had been on leave most recently will be considered.
- 14.87.4 This section does not apply to:
- summer employment practices in Article 13.7
 - 205-day employees
 - 225-day employees

SECTION 98 - PERSONAL BUSINESS LEAVE

- 14.98.1 Each 185-day employee who has completed the probationary period shall be allowed up to three (3) two (2) days per school year for personal reasons. The employee's supervisor shall approve/deny the personal leave within three (3) full work days of the employee's submission in the absence management system provided the submission occurs more than five (5) work days prior to the start of the personal leave, and each 205-day employee who has completed the probationary period shall be allowed up to three (3) days per fiscal year for personal reasons, provided that t The immediate supervisor shall be notified a minimum of two (2) days in advance of requested leave time; entry of the absence in the absence management system must also occur a minimum of two (2) days in advance of the requested leave time. While services to students are the priority, the approval of personal leave shall not be unreasonably withheld. If the supervisor or their designee does not approve or deny the use of personal leave by twenty (20) hours prior to the start of the requested leave, the use of the leave shall be

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deemed approved. If more than one employee requests the same day for personal leave, if needed, priority shall be given based on an earlier entry date by the employee into the absence management system. Staff coverage/student numbers will be considered in approval of more than one leave per classroom. Personal business leave shall not be granted on the day immediately before or after a holiday or vacation period. In the case of an emergency, the Executive Director of Human Resources and Legal Services or his/her designee may approve a personal business day for the employee. If an employee's request for a personal day is denied and the employee is subsequently absent that day, the employee may be subject to discipline. Unused personal business days shall be added to sick leave at the end of the fiscal year.

SECTION ~~10~~9 - GAINFUL EMPLOYMENT

- 14.~~10~~9.1 Leaves of absence for the purpose of gainful employment elsewhere shall not be granted.

SECTION ~~11~~10 - JURY DUTY

- 14.~~11~~10.1 An employee granted time off to perform Jury Duty shall be paid the full amount he/she would have earned for each day in which the employee reports for or performs Jury Duty and on which he/she otherwise would have been scheduled to work, provided the employee turns over to the Employer the amount received for Jury Duty on the days when the employee would otherwise have been regularly assigned work in the district. The employee shall retain the amount paid for mileage. If Jury duty is not required for the full workday, the employee is expected to contact his or her immediate supervisor for further instruction (as to whether he or she should return to work for the day). The employee shall not be penalized in loss of sick days or other benefits provided he/she submits a Leave of Absence request via ~~AESOP~~ the attendance management system provided by the Employer and provides the Office of Human Resources and Legal Services the following:
1. A copy of the Jury Duty Summons (in advance); and
 2. Documentation that supports the days of service (after service is complete).
- 14.~~11~~10.2 The Board reserves the right to ask to have the employee excused from Jury Duty and the employee agrees to assist the Board in this effort if requested.

SECTION ~~12~~11 - RETURN FROM LEAVE OF ABSENCE

- 14.~~12~~11.1 Requests for reinstatement following a leave, for any reasons, shall be filed in the Office of Human Resources and Legal Services on or before April 1, for an employee returning for the ensuing school year. Nothing contained herein shall obligate the Board to reinstate any employee returning from leave if such a request for reinstatement is not filed on or before the above date. Contained within the approval for a leave will be notification of the April 1st deadline.

For shorter term leaves and leaves during school year, the Office of Human Resources and Legal Services will determine the appropriate date by which the employee must provide their request for reinstatement, but in no case shall the date be greater than sixty (60) calendar days prior to the projected return date.

14.12.2 An employee returning from a leave of absence, where seniority has been frozen, will not be guaranteed his/her former assignment, but will be placed in the first available position in Unit I for which he/she is qualified.

14.12.3 For Board approved leaves of absence for a period of less than ninety (90) workdays, the employee shall have the right to return to the position which he/she left without loss of status.

SECTION 13.12 - EMPLOYMENT-RELATED ABSENCES

14.13.1 Absence due to injury suffered in the course of employment or occupational disease shall not be charged to the employee's sick leave. The Employer shall maintain complete coverage under terms of the Michigan Workers' Compensation Act to ensure that all medical costs in connection with work-related injuries shall be paid so that employees shall be entitled to appropriate compensation under the Michigan Workers' Compensation Act.

For absences less than 8 days: The employee shall receive full salary through payroll with no charge to the employee's sick leave.

For absences 8 to 13 days: The employee shall receive full salary for the first seven (7) days through payroll with no charge to the employee's sick leave. On the eighth (8th) day, the employee shall begin receiving Worker's Compensation benefit payments. The Employer shall pay the employee the difference between such employee's salary and the Workers' Compensation benefit received also with no charge to the employee's sick leave.

For absences 14 days or more: The employee shall receive Worker's Compensation benefit payments retroactive to the first date of injury. Once a return-to-work determination is received by the Employer stating that the absence due to the work-related injury will exceed 13 days, any salary already received by the employee from the Employer for any or all of the first seven (7) days will be applied to the remaining payments due for the difference between such employee's salary and the weekly benefit received. If an employee returns to work before all salary received for any or all of the first seven (7) days of absence has been applied, the employee's remaining salary for the year will be adjusted to recapture the overpayment. The Employer shall pay the employee the difference between such employee's salary and the Workers' Compensation benefit received with no charge to the employee's sick leave for a period of up to one year.

In all instances once a return-to-work recommendation is received by the Employer and is disputed by the employee, a full sick leave deduction shall be made to maintain full salary. Resolution of an appeal process in favor of the employee shall reinstate any sick leave deduction or the difference in compensation between the weekly benefits received under terms of the Michigan Workers' Compensation Act and the employee's salary. The Employer's responsibility under this section shall end upon cash settlement of a Workers' Compensation claim.

SECTION ~~14.13~~ - UNPAID EDUCATION LEAVES

14.~~14.13~~.1 An unpaid educational leave without fringe benefits may be granted at the discretion of the Employer to an employee who has received an effective or highly effective evaluation rating (former practitioner level) on the most recent overall annual evaluation and has two (2) years of service with the district and who has had acceptable attendance as defined in Article 14.4.7¹¹.

14.~~14.13~~.2 Employees with two (2) or more years of service to the District, who have an approved educational leave will continue to receive their benefits coverage (healthcare, dental, vision) in effect prior to the start of the leave provided the employee continues to make his/her required employee contributions, if any. This benefit will be available to a minimum of one (1) qualified employee per semester on a first come first serve basis; preference will be given to employees with three or more years of service. Educational leaves in excess of one (1) shall be at the discretion of the Employer.

For traditional semester-based, full-time educational leaves. For a leave during the district's first semester, the leave request shall be made between March 1st and no later than May 31st prior to the start of the first semester. For a leave during the district's second semester, the leave request shall be made between August 1st and no later than October 31st prior to the start of the second semester. For an employee that has a year-round calendar and desires to be on the education leave during the summer, the employee shall request the leave between January 1st and no later than March 31st prior to the summer leave period. The employer will respond to the employee in writing within fifteen (15) business days after submission of all requested materials and information as to the decision regarding the leave request.

For a non-traditional educational leave not covered above. The leave request shall be submitted in its entirety and considered separately from the semester-based leaves discussed above and will not fall under the "minimum of one (1)" provision. The leave request shall be made at least two months prior to the start of the leave even if the details of specific leave days of the week are not known. The employee will provide the specific leave days of the week within three (3) days of receiving their assignment from their educational institution. Approvals of such leaves will be at the discretion of the employer. The employer will respond to the employee in writing within fifteen (15) business days after submission of all requested materials and information as to the decision regarding the leave request.

When such leave is approved ninety (90) workdays or less, the employee shall have the right to return to the position which they left without loss of status. In the event the unpaid educational leave is greater than ninety (90) workdays, the employee will be entitled to be placed in the first available position in Unit I for which they are qualified.

Should the employee not return to employment with the District at the end of said leave and work 1) through the end of the second semester of the school year if they were on a leave the first semester, or 2) through the end of the first semester of the next school year if they were on leave the second semester, he/she shall be required to reimburse the Employer for the amount

¹¹ Section 14.4.7: Acceptable usage of sick leave will be considered five (5) days or less per year (July 1 - June 30). The lack of a pattern of regular and predictable attendance shall be justification for a conference with the supervisor. Medical documentation may be required for absences beyond seven (7) days per year or for an absence of three (3) consecutive workdays. A mandatory conference with the supervisor will be held for absences after five (5) days per year. Absences beyond ten (10) days per year may be grounds for disciplinary action. A pattern of unacceptable use of sick leave may result in the use of Article 9, Section 2.

the Employer contributed toward their health coverage during said leave. The reimbursement shall be waived at the discretion of the Superintendent. (An example to approve a waiver would be if the employee is eligible for a higher paid position within the WISD and there isn't an opening for the employee to move into, or the Employer chooses not to hire the employee for the higher paid position, the reimbursement shall be waived.) Request for waiver of the reimbursement shall be submitted in writing to the Office of Human Resources and Legal Services.

An unpaid educational leave will not reduce an employee's Special Skills Payment.

ARTICLE 15

SECTION 1 - REPORTING ABSENCES

- 15.1.1 Employees shall be individually responsible for entering their absence(s) into the absence management/substitute management system and notifying a designated person if requested when the employee will be absent from work, in order to give the employer time to call in substitutes. Entry into the system shall be completed as follows:
1. For personal days and scheduled appointments, entry must be completed a minimum of 2 days before the start of the scheduled absence, preferably longer if the absence is known prior to that time.
 2. For an illness, as soon as the employee determines they should not be at work, entry into the system or a call to the Human Resources staff member responsible for maintaining the absence management/substitute management system shall be completed in no less than two (2) hours before their start time.
 3. If there is an emergency situation or unexpected illness and the employee cannot complete the absence entry two (2) hours before their start time, the employee will contact their immediate supervisor (or her/his designee), in the manner prescribed by the supervisor, to notify them of their absence and the reason they were unable to enter the absence two (2) hours before their start time. In addition, the employee will complete their absence entry immediately after contacting their supervisor, or, if that is not possible, will contact the Human Resources department as soon as practicable to have the Human Resources staff enter the absence for the employee.

Such notification shall include the reason for absence.

ARTICLE 16

SECTION 1 - SUBSTITUTES

- 16.1.1 A list of available substitutes shall be drawn up and made available to regular employees and, where possible, regular employees shall recommend their preferences from the list. (This section, 16.1.1, does not apply to the classification of ~~Home-Based Family Educator~~ Home-Based Parent Educators and Early Intervention Family Educators).

- 16.1.2 Management will develop a written procedure to be followed by teaching assistants in those emergency situations where a certified teacher substitute cannot be found to direct the daily activities of the classroom. ~~(This section 16.1.2. does not apply to the classification of Home-Based Family Educator~~ Home-Based Parent Educators and Early Intervention Family Educators).
- 16.1.3 Unit I members who apply and qualify for Michigan substitute teacher certification and who serve in an emergency situation (as defined in 16.1.2) at the request of the supervisor shall be compensated at the Unit II BA Step 1 daily rate. A reasonable opportunity to participate will be made available for all staff who qualify.
- 16.1.4 In no event shall a person who is non-certified under Michigan Law be placed in charge of a classroom.
- 16.1.5 If a Home-Based Parent Educator or Early Intervention Family Educator is on a leave as described in Section 14.11.3, the Employer shall have the right to assign the employee's work to other employees of the Employer that are not members of this bargaining unit, for the duration - during the term of the leave.

ARTICLE 17

EMERGENCY CLOSINGS

- 17.1.1 In the event that weather conditions or other Acts of God require that the employee's place of work be closed, the Employer shall notify employees by announcing said closing on the Employer's website, School Messenger or other electronic alert system and the Detroit Media School Closings Alliance. In the event that the employee's place of work is closed, employees are not required to report for work, unless instructed to report in the closing announcement. Employees not reporting when required shall have the day charged first to approved flex time, second to Personal Leave.
- 17.1.2 State required make-up days will be worked without additional compensation

ARTICLE 18

Work Schedules

SECTION 1 – DISTRICT SCHOOL-BASED COMMON CALENDAR

- 18.1.1 The District school-based common calendar is included in this agreement in Article 25. By June 1 of each year, prior to the development of the upcoming school calendar(s), administration will meet with Unit I leadership to review the proposed calendar(s). These calendars will establish a set schedule for opening day and Labor Day weekend.

SECTION 2 - EMPLOYEE CALENDAR

- 18.2.1 Full-time schedules for teaching assistants will be either a 185-day, ~~schedule or a~~ 205-day, ~~or~~ 225-day schedule. The work year for employees shall be contained within the July 1- June 30 contract year.

Annually, at least 30 hours will be designated as professional development time and an additional 15 hours will be designated as class preparation/records time for all teaching assistants.

Young Adult Project teaching assistants, ~~and Home-Based Parent/Family Educators, and Early Intervention Family Educators~~ shall develop a calendar between each employee and their ~~his/her~~ immediate supervisor to meet the needs of the students and families, and it shall be subject to the approval ~~ed~~ by the supervisor in consultation with the appropriate Executive Cabinet member. Any necessary adjustments in work schedules which need to be made after the individual calendar has been approved shall be made between the employee and the immediate supervisor, and it shall be subject to the approval of the supervisor in consultation with ~~subject to the approval of~~ the appropriate Executive Cabinet member. If there is a dispute between the employee and the supervisor regarding the proposed calendar, the employee shall have the option to ask for the Superintendent, or their designee, to meet with the employee and the supervisor to determine the final calendar. The work year for these employees shall be contained within the July 1 - June 30 contract year.

Employees that currently hold 185-day Young Adult Project Teaching Assistant positions will be given priority for the 205-day positions until the end of an internal posting. The internal posting will be open for a five-day period and the current 185-day Young Adult Project Teaching Assistants must submit their letter of interest to the Office of Human Resources and Legal Services during that five-day period.

~~Employees that currently hold 185-day Young Adult Project Teaching Assistant positions will be given priority for the 205-day positions until the end of an internal posting. The internal posting will be open for a five-day period and the current 185-day Young Adult Project Teaching Assistants must submit their letter of interest to the Office of Human Resources and Legal Services during that five-day period.~~

185-day employees employed as of the ratification date of this bargaining agreement who elect to transfer into 205-day positions will be placed on the new salary scale; and will receive a single buy-out payment of \$1,000 that will be paid at the end of the 2021-22 school year. The number of workdays for the 2021-22 year will be determined once the bargaining agreement has been fully ratified, but it will likely be 185 workdays for 2021-22. Current 185-day employees may elect to remain in 185-day positions and will remain on the existing pay scale and will continue to follow the other provisions of the agreement for 185-day employees. New employees hired into positions in these programs/classrooms will be assigned to be in 205-day positions.

- 18.2.2 Employees assigned to a classroom program in a local district shall work the teacher schedule in that district, but not to exceed 37.5 hours per week, except under 18.3.4, or unless authorized by the supervisor.
- 18.2.3 Employees who work over forty (40) hours in a work week will be compensated at per diem plus one half.

SECTION 3 - WORK WEEK

18.3.1 Unit I employees shall be required to work five (5) days, 37.5-hour work week excluding lunch. All employees will maintain time records as required by the Employer. Any hours worked over 7.5 hours per day or 37.5 hours per week must be preapproved by the employee's supervisor. Situations do occur where preapproval is not possible, including, but not limited to, a student bus or parent not arriving for student pick up on time; in such situations, a supervisor shall subsequently approve the extra hours. Excluding such situations, an employee working extra hours without approval of the work from their supervisor is subject to disciplinary action.

18.3.2 Assistants who do not have a designated duty-free lunch period shall have a fifteen (15) minute period of duty-free time scheduled within the instructional day.

18.3.3 Work schedules, according to the above stipulations, shall be developed by employees and their immediate supervisors.

For staff who are not operating under a classroom calendar, an annual work calendar and daily work schedules shall be developed in collaboration with assigned TC/case managers and the immediate supervisor. Calendars for these employees shall be approved by his/her immediate supervisor and approved by the appropriate Director. Any necessary adjustments in the work calendar which need to be made after the employee calendar has been approved shall be made between the employee and the immediate supervisor and are subject to approval by the appropriate Director.

18.3.4 In addition to the regular work week outlined above, employees may be required to attend staff meeting(s) for a maximum of two (2) hours per month. A meeting schedule shall be prepared and distributed on a semester basis. These meetings may be held before or after the scheduled workday. Employees required to attend meetings before or after work hours shall be compensated as outlined in 18.3.5 and 18.3.6. (This section, 18.3.4, does not apply to the classification of ~~Home-Based Family Educator~~ Home-Based Parent Educators and Early Intervention Family Educators).

18.3.5 All Unit I employees who are required to take part in an IEP's or IFSP, parent or student contact or other educational responsibilities which are part of the regular work duties but can only be accomplished outside the established 37.5 hours will be granted flextime when it is approved by their supervisor. Unit I employees may also be asked to conduct training after hours, attend after school enrichment activities, or participate in committee activities by the Employer; the employee will also be granted flextime for these purposes. When possible, flextime should be scheduled by the supervisor to be taken outside of student contact hours. All flextime shall be scheduled by the employee's supervisor within a two-week period following the additional work hours. No more than 2.5 hours of flextime shall be earned in a regular 37.5-hour work week. Employees who work over 40 hours in a work week will be compensated at time and one-half.

If the employee is unable to flex time within the two (2) week time period, up to 2 ½ hours shall be paid at the current daily/hourly rate (straight time). Payment will be made within 30 days.

18.3.6 The hourly rate used to calculate time and one-half in Section 18.3.5 shall be computed by dividing the annual salary amount per Section 24.1.1 by the number of scheduled workdays for the Unit I employee, and then dividing that daily rate by 7.5 hours per day.

SECTION 4 - ADDITIONAL ACTIVITIES

18.4.1 Activities beyond the regular workday duties, including but not limited to such items as curriculum development, school fairs, social functions, workshops, open houses, welcoming events, informational meetings, and sports events, shall be voluntary on the part of the employee unless:

1. The employee requests to participate in the activity and their supervisor approves them participating and to be compensated, or
2. Is required by their supervisor as set forth in 18.3.5.

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18.4.2 In the course of K-12 student and Young Adult instructional programs, employees may continue to teach students certain vocational/occupational tasks when such tasks are assigned to students by the employee as part of an ongoing educational program designed to develop specified skills and abilities.

18.4.3 Employees shall not be assigned janitorial duties as a part of their contractual duties.

SECTION 5 - ADMINISTRATION DIRECTED ACTIVITIES

18.5.1 The Board may request that employees perform specific tasks as directed by Administration beyond the normal work week as established per contract. Those tasks included in the job description for an employee are not eligible for compensation under this section. When the Board determines that this provision will be implemented, it will provide notice to Unit members through use of the appropriate bulletin boards at both High Point and out-centers.

18.5.2 Applicants for extra duty postings will be selected on the following basis:

- 1) Individual qualifications of the applicants with consideration given to most recent regular employment in the positions and age levels involved;
- 2) Where qualifications of applicants for extra duty work are substantially equal, the position shall be offered to the employee with the greatest seniority in the district.

18.5.3 In emergency situations when the notification and application procedures outlined above cannot be followed because of the time factor, administrative approval may be granted on a case by case basis.

18.5.4 The rate of compensation for all activities which have been approved by the supervisor and Director, Human Resources, covered under this section, will be paid at their daily rate of pay multiplied by the number of days required to work by the Employer for this activity.

ARTICLE 19

WORKING CONDITIONS

SECTION 1 - WORK SPACE

19.1.1 Employees shall be provided with Adequate workspace as determined by the employer. Employees shall be provided a locked space for personal belongings of each employee. The Board shall provide adequate assigned space in which employees may eat, confer, lounge, or meet with

other employees. If the employee does not feel their space is adequate, to meet their daily work needs, such as documentation, paperwork, etc., the employee may request a meeting with their Supervisor to assess for additional work space as needed.

SECTION 2 - USE OF TELEPHONES

- 19.2.1 Telephones are available to employees for all business-related local and long-distance calls. Long distance business-related calls are to be recorded on the forms provided by the district.

19.2.2 Use of a personal cell phone for business purposes or use of a District issued cell phone may be required by the employer for the purpose of performing Employees' job responsibilities or to provide for the safety of students, staff or patrons. A staff member that is required to use their personal cell phone for business shall be reimbursed \$25 per month by the District. A required application form will be completed by each employee at least annually. A supervisor shall be allowed to view an employee's phone to determine that any required applications have been downloaded by the employee.

SECTION 3 - MATERIALS & EQUIPMENT

- 19.3.1 The Board shall reimburse an employee for personal property which is damaged during a work-related activity provided such property (including eyeglasses and clothing) is of the type which would normally be expected to be brought to the workplace.
- 19.3.2 To receive such reimbursement, the employee shall report such damage immediately to his/her supervisor in writing.

SECTION 4 - HEALTH & SAFETY

- 19.4.1 The Employer will inform the employees upon confirmation of the presence of all known communicable diseases known to be present within the workplace in accordance with the Employer's board policy. The nurse will maintain an ongoing list of communicable diseases present in the workplace in accordance with the board policy. The list will be maintained on the Employer's network for Employee's to access at any time. In addition, the list will be provided to Employees at the beginning of each school year, after winter break, and at the beginning of summer school. ~~Appropriate precautions shall be taken by the employer and employees by following all required health-related orders, rules, regulations, etc. issued by governmental entities, including vaccinations, tests, quarantines, and the provision of health-related information.~~ If it is determined that this section is not in compliance with any law in the view the Employer's attorney, the wording regarding the list being on the network will be eliminated.

SECTION 5 - PROTECTION OF STAFF

- 19.5.1 If any employee is legally complained against or sued by reason of disciplinary action taken by the employee against a student, the Employer shall provide legal counsel and render all necessary assistance to the employee in his/her defense, provided the Employer determines the employee has acted within the scope of Board Policy, professional behavior, and ethical considerations. The

sole determination shall be made by the Employer, and the decision of the Employer shall not be subject to the grievance procedure, up to and including arbitration, provided: that prior to making its decision, the Employer will provide the employee with copies of the materials to be used and shall allow the employee the opportunity to be heard, if the employee so requests. This determination can be reconsidered by the employer if new evidence/information is brought forth.

- 19.5.2 Time lost by an employee due to legal appointments caused by a work-related incident, shall not be charged against the employee, if the Employer finds that the employee has acted within the scope of Board Policy, professional behavior and ethical considerations.

- 19.5.3 Any case of suspected physical assault or physical assault¹² ~~against suspected battery upon~~ an employee shall be promptly reported to the appropriate supervisor who shall investigate the report. ~~In cases of both assault or suspected battery, t~~The employee will be informed of his/her/their rights by the Superintendent or designee and may exercise his/her/their rights to file a police report.

SECTION 6 - STAFF CONFERENCES AND VISITATION

- 19.6.1 Employees shall be allowed one (1) day each year to visit other programs or facilities that relate to the employee's WISD responsibilities. Approval from the employee's supervisor and the Executive Director of Human Resources and Legal Services, is necessary prior to scheduling a visitation day.

SECTION 7 - CURRICULUM DEVELOPMENT

- 19.7.1 Through such methods as in-service workshops, etc., every effort will be made to involve individual employees and groups of employees to develop new curricular offerings and to improve existing programs by sharing of ideas among staff and receiving new ideas from outside experts in particular areas. Employees will have an opportunity to receive information from and feedback to the standing curriculum and instruction committee. Training will be provided as needed.

SECTION 8 - CONFERENCES

- 19.8.1 During the life of this Agreement, the allocation for Unit members' conference and course reimbursement will be \$10,000 per year. A Federation committee will be established to consider conference and course reimbursement to allocate the budget amount. No individual shall receive total reimbursements in excess of the amount established in MCL 380.620 regarding ISD travel expenses.
- 19.8.2 Prior to submission to the Federation committee, each request for conference must have approval of the immediate supervisor and the Executive Director of Human Resources and Legal Services. Each conference application shall contain an educational justification supported by the immediate supervisor.

¹² MCL 380.1311a (Michigan Revised School Code) defines physical assault as intentionally causing or attempting to cause physical harm to another through force or violence.

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- 19.8.3 Staff members, upon resigning from the ~~Employer system~~, forfeit their privilege of attending conferences. If an employee transfers to a new position or assignment before attending the conference, the employee's new supervisor will determine the appropriateness of the employee attending the conference. If it's determined that it is not appropriate for the employee to attend the conference, the original supervisor may make arrangements to have another employee attend in the original attendee's place. If the employee incurred any personal expenses that cannot be transferred to another employee or refunded by the vendor, the employee will be reimbursed for those expenses.
- 19.8.4 Employees serving on national committees, commissions, task force groups and those requested to serve as presenters, group leaders, or resource people for the agency to national or state associations may attend providing prior approval is obtained from the immediate supervisor and the Superintendent or his/her designee. In situations where funds are not available, employees may agree to assume full conference costs. If the employer requests an employee attend, the employer shall provide reasonable funds, as determined by the employer, for registration, travel, lodging, meals, etc.
- 19.8.5 The Federation agrees that the administrative staff may request employees to attend workshops and conferences related to their job descriptions if funds other than the Federation conference budget are used for the employee's expenses, and if the employee agrees to attend.
- 19.8.6 The Vice-President and conference chairperson will be provided access to the Employer's financial accounting system for the purpose of viewing the Federation's conference fund accounts.

SECTION 9 – POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

- 19.9.1 ~~Unit I employees~~ ~~Teaching assistants~~ will follow WISD's Behavior Management Policy.
- 19.9.2 Newly hired ~~Unit I employees~~ ~~teaching assistants~~ shall be provided with training on the techniques of Behavioral Management. This training shall take place within ten (10) working days of initial hire.
- 19.9.3 All ~~Unit I employees~~ ~~teaching assistants~~ shall be kept informed of new required Positive Behavior Supports technique changes as they are developed.
- 19.9.4 Maintaining a safe and orderly learning environment while in the classroom is the joint responsibility of the Employer and employee. At the beginning of the school year, the supervisor and classroom staff will review student needs. During the remainder of the school year, student needs will be reviewed as circumstances warrant, as determined by the Employer.
- To support this effort a WISD team will be established and will develop district-wide PBIS system by utilizing the framework established by the state of Michigan. To ensure that the district is aware of instances that threaten a safe and orderly learning environment, the Employer shall establish a ~~procedure~~ ~~hotline~~ for staff ~~to~~ ~~reporting~~ injuries.
- 19.9.5 A written "WISD Procedure for Addressing the Needs of Students with Intensive or Complex Concerns" will be provided to staff. The written procedure will be reviewed annually by a joint Federation/Management Committee. (This section, 19.9.5, does not apply to the classification

~~of Home-Based Family Educator~~[Home-Based Parent Educators and Early Intervention Family Educators](#)].

- 19.9.6 Interim safety interventions shall be determined by the Supervisor in consultation with the staff.

SECTION 10 – MENTORING

- 19.10.1 The District shall provide a mentor for every new Unit I employee in the first one (1) year of their employment; ~~provision of a mentor shall be optional at the choice of the employee for~~[Home-Based Parent Educators and Early Intervention Family Educators](#). An employee transferring to a different program may be assigned a mentor; the determination of whether there is an assignment of a mentor will be at the discretion of the supervisor.
- 19.10.2 The mentor shall be defined as a Unit I employee with four (4) or more years of experience, or a qualified employee outside of the Unit. First consideration shall be given to Unit I employees. If a supervisor is unable to identify an eligible Unit I mentor, the Office of Human Resources and Legal Services will contact via email all Unit I members about the opportunity to apply to become a mentor before anyone outside of the Unit is considered. A mentor shall have no more than two (2) mentees at any one time.
- 19.10.3 Interested Unit 1 employees shall complete and submit to the Office of Human Resources and Legal Services the District approved form to apply to be a mentor. ~~If the employee is selected to be a mentor, they will be placed on a qualified mentor list maintained by the Human Resources department.~~
- 19.10.4 When a Unit I employee applies and is selected to be a mentor by Management, the following conditions apply:
1. The mentor shall meet with the mentee for no fewer than ten (10) hours.
 2. The mentor shall be granted up to three (3) half (.5) school business days of each year to work with the mentee during the regular workday. Such time shall be scheduled with supervisory approval. Any exception to this would need approval from the supervisors and Executive Director of Human Resources and Legal Services.
 3. Mentors will receive a stipend of \$250 upon meeting standards. Compensation under this section shall be made in October, January, March and June; documentation of dates, times, and topics of meetings, must be presented to Management in order to receive stipend.
 4. Should a conflict arise between mentor and mentee, either party may notify administration and a new mentor will be assigned by administration.

- 19.10.5 Management shall obtain input from the Federation in developing the standards for mentoring.

ARTICLE 20

SALARY COMPUTATIONS

SECTION 1 - PAY PERIODS

- 20.1.1 ~~Unit 1 c~~ Employees ~~Teaching assistants~~ working a 185-day schedule shall receive their salaries in twenty (20) equal installments. Employees who work the 185-day schedule shall have the option of twenty-four (24) equal installments provided they give written notice to the Office of Human Resources and Legal Services before the first workday in the fall.
- ~~Unit 1 employees~~ ~~Teaching Assistants~~ working a 205-day or 225-day schedule shall receive their salaries in twenty-four (24) equal installments.

SECTION 2 - EDUCATIONAL SALARY ADJUSTMENT ~~(THIS SECTION 2 DOES NOT APPLY TO THE CLASSIFICATION OF HOME-BASED FAMILY EDUCATOR)~~ HOME-BASED PARENT EDUCATOR AND EARLY INTERVENTION FAMILY EDUCATOR).

- 20.2.1 Semester hours credit earned by teaching assistants, including equivalent SCECHs State/locally approved CEUs, in the following areas of study qualify the teaching assistant for additional salary:

Assessment /Remediation (not more than two (2) courses)
Assistive Tech / Augmentative Communication (not more than three (3) courses)
Behavior Management (A minimum of one (1) course is required) or currently valid Crisis Prevention Institute cardholder as of the time of submission for qualification for the Educational Salary Adjustment.

Braille (not more than three (3) courses)

Career Education (not more than two (2) courses)

Child Growth and Development Psychology

Collaboration/Service Delivery (not more than two (2) courses)

Computer-aided Instruction (not more than two (2) courses)

Culinary or Nutrition (not more than two (2) courses)

Curriculum and Instruction (not more than three (3) courses)

Entrepreneurship or Small Business Management (not more than two (2) courses)

Exceptional Children

Equity, Inclusion, Social Justice

Financial Literacy (not more than two (2) courses)

Health and Recreation for Students (not more than two (2) courses)

Medical-related Procedures (not more than three (3) courses)

Orientation and Mobility (not more than three (3) courses)

OT / PT (not more than two (2) courses)

Restorative Practices (not more than two (2) courses)

Sanitation and Hygiene (not more than two (2) courses)

Sign or Foreign Language (not more than two (2) courses)

Technology Skills (not more than three (3) courses)

Courses must be submitted on the designated form; official transcripts will be required for college courses. (Employees who are unable to obtain their official transcript may contact the Superintendent in writing for an exception.) Upon submission, the forms will be reviewed to determine eligibility for the above requirements. The preapproval requirement in 20.2.4¹³ and the ten-year course completion requirement (see below) do not apply for the new employee's courses at the time of hire. Retroactive approval will not be given for conferences, workshops or in-services with the exception of the Behavior Management requirement for valid Crisis Prevention Institute (CPI) cardholders. If the Employer is unable to schedule the Employee into a CPI course within ten (10) workdays per 19.9.2, the compensation for this Article will be retroactive to the date of completed submission.

If an employee is in a planned course of study leading to an Associate's Degree (or higher) in a related field in which the Employer hires for such positions (Teaching, Psychology, Physical Therapy, etc.) the employee shall submit their planned course of study to the Executive Director of Human Resources & Legal Services for preapproval on the designated form. Once approved, the course maximums above will not apply to these employees for said course of study.

Deadlines for submission of documentation of eligibility for the Educational Salary Adjustment are outlined in 20.2.8¹⁴. Credit will be given for courses completed within ten (10) years prior to the submission of the District-approved form to the Office Human Resources and Legal Services.

- 20.2.2 Employees hired prior to July 1, 2019, who have completed a course(s) prior to July 1, 2019 which they feel qualifies toward the Educational Salary Adjustment shall submit documentation of all courses taken by November 30, 2019 on the District-approved form to Office of Human Resources and Legal Services. Only courses for which SCECHs or CEUs were awarded while an employee of the employer shall count toward the Educational Salary Adjustment assuming all other criteria is met; SCECHs or CEUs prior to employment with the employer shall not count towards the Educational Salary Adjustment. Documentation of SCECHs/CEUs shall include the awarded certificate and an agenda/outline of the course. College semester courses completed while employed with the employer and prior to employment with the employer will count towards the Educational Salary Adjustment assuming all other criteria is met; official transcripts will be required to be submitted with the District-approved form. The requirement

¹³ Article 20.2.4: The Employee's plan of study will be pre-approved by the Executive Director, Human Resources & Legal Services on a District approved form and deemed beneficial to the employer.

¹⁴ Section 20.2.8: Teaching assistants can submit verification of credit prior to the beginning of the school year and, if allowed, they will receive payment for the qualified amount per hour for the entire year, or the teaching assistant can submit verification of credit prior to February 1st and, if allowed, they will receive payment for the qualified amount per hour addition on the remaining hours left in that school year.

- If the Employee is waiting for an official transcript and will not meet the February 1st deadline, the Employee shall submit an unofficial transcript with the rest of the required documentation before February 1st and will be given a reasonable amount of time to submit the official transcript.
- If the official transcript confirms the content of the unofficial transcript, the effective date of the submission will be the date all the required documentation was submitted with the unofficial transcript.

Candidates for employment will be required to complete the educational salary adjustment application during the pre-hire process. If a candidate has no previous semester hours, they will acknowledge such on the application. (Candidates for employment will not be subject to the beginning of year and February 1st deadlines stated above.

that courses shall be taken within ten (10) years prior to the submission of the form shall not apply to this submission. The deadlines for submission of documentation of eligibility in Section 20.2.8 remain in effect for anyone qualifying for the Educational Salary Adjustment under this section.

- 20.2.3 Employees with approved semester credit hours totaling a minimum of ten (10) hours from the list in Section 20.2.1 (or under Section 20.2.4) ~~shall will~~ be placed on the Base+10 ~~lane column~~ on the scale in Section 24.1.1.

Employees with approved semester credit hours totaling a minimum of thirty (30) hours, twenty (20) of which must be from the list in Section 20.2.1, ~~shall will~~ be placed in the Base+30 ~~lane column~~ on the scale in Section 24.1.1.

Employees with approved semester credit hours totaling a minimum of sixty (60) hours toward a Bachelor's degree or to completion of an Associate's degree ~~shall will~~ be placed in the Base+60 ~~lane column~~ on the scale in Section 24.1.1. The planned course of study must be deemed beneficial to the agency by the Executive Director of Human Resources & Legal Services.

- 20.2.4 The employee's plan of study will be pre-approved by the Executive Director of Human Resources and Legal Services on a District-approved form and deemed beneficial to the employer.

- 20.2.5 The list in 20.2.1 is not all inclusive. Credit may be given by the Executive Director of Human Resources & Legal Services or the Assistant Superintendent of Achievement & Student Services, for other courses when the relationship between the course and the duties of the job are shown.

- 20.2.6 Retroactive approval will be given for college credit upon receipt and review by the Executive Director of Human Resources and Legal Services. Retroactivity applies to the date the paperwork is submitted to the Office of Human Resources and Legal Services. ~~Retroactive approval will not be given for conferences, workshops or in-services with the exception of the Behavior Management requirement for currently valid Crisis Prevention Institute cardholders.~~

- 20.2.7 Payments under this section will not be cumulative.

- 20.2.8 Teaching assistants can submit verification of credit prior to the beginning of the school year and, if allowed, they will receive payment for the qualified amount per hour for the entire year, or the teaching assistant can submit verification of credit prior to February 1st and, if allowed, they will receive payment for the qualified amount per hour addition on the remaining hours left in that school year.

- If the Employee is waiting for an official transcript and will not meet the February 1st deadline, the Employee shall submit an unofficial transcript with the rest of the required documentation before February 1st and will be given a reasonable amount of time to submit the official transcript.
- If the official transcript confirms the content of the unofficial transcript, the effective date of the submission will be the date all the required documentation was submitted with the unofficial transcript.

Candidates for employment will be required to complete the educational salary adjustment application during the pre-hire process. If a candidate has no previous semester hours, they will

acknowledge such on the application. (Candidates for employment will not be subject to the beginning of year and February 1st deadlines stated above.

- 20.2.9 There must be advance written approval by the Executive Director of Human Resources and Legal Services for all SCECH equivalents, State/locally-approved CEUs.

SECTION 3 – ATTENDANCE INCENTIVE

20.3.1 **For 185-day Employees:**

An employee shall qualify for an ~~\$6800~~ attendance incentive if they use fifteen (15) hours or less of leave time (paid or unpaid) during each of the periods from:

- 1) the start of the employee school year through November 30, payable by the ~~first~~second pay date in January
- 2) December 1 through the end of February, payable by the second pay date in April.
- 3) March 1 through the end of the employee school year, payable by the second pay date in August.

The employee must be employed for the entire period to be eligible for that period's incentive. An employee will only be paid for a period if they are employed on the last day of the period.

Additionally, if an employee uses 37.5 hours or less of leave time for the full school year of the employee, the employee will be paid \$300. If an employee uses 15 hours or less of leave time for the full school year of the employee, the employee will be paid an additional \$200. Only employees hired before November 30th in a year and employed on June 30th will be eligible for these payments.

All the payments in this section will be made on separate checks.

Leave for the purposes of this provision shall exclude FMLA, sick leave used for the purpose of observing recognized religious holidays of the staff member's personal faith, bereavement leave, school business, jury duty, workers compensation, short-term military leave and employment-related subpoenas. ~~A bereavement leave of four (4) days or more that straddles two of the attendance incentive periods shall only impact the period into which most of the four days fall; all of the bereavement days of the entire leave shall impact said period. If the days are evenly split between two periods, all of the bereavement days of the entire leave shall impact the earlier of the two attendance incentive periods.~~

For 205-day Employees:

An employee shall qualify for a ~~\$5700~~ attendance incentive if they use fifteen (15) hours or less of leave time (paid or unpaid) during each of the periods from:

- 1) July 1 through August 31, the employee will receive \$300 payable by the second pay day in October if they use 7.5 hours of less of leave time (paid or unpaid).
- ~~1)2)~~ the start of the employee school year through November 30, payable by the ~~first~~second pay date in January
- ~~2)3)~~ December 1 through the end of February, payable by the second pay date in April.
- ~~3)4)~~ March 1 through the end of the 185-day employee school year, payable by the second pay date in August.
- ~~4) July 1 through August 31, the employee will receive \$300 payable by the second pay day in October if they use 7.5 hours of less of leave time (paid or unpaid).~~

The employee must be employed for the entire period to be eligible for that period's incentive. An employee will only be paid for a period if they are employed on the last day of the period.

Additionally, if an employee uses 37.5 hours or less of leave time for the full school year of the employee, the employee will be paid \$300. If an employee uses 15 hours or less of leave time for the full school year of the employee, the employee will be paid an additional \$200. Only employees hired before November 30th in a year and employed on June 30th will be eligible for these payments.

All the payments in this section will be made on separate checks.

Leave for the purposes of this provision shall exclude FMLA, sick leave used for the purpose of observing recognized religious holidays of the staff member's personal faith, bereavement leave, school business, jury duty, workers compensation, short-term military leave and employment-related subpoenas. ~~A bereavement leave of four (4) days or more that straddles two of the attendance incentive periods shall only impact the period into which most of the four days fall; all of the bereavement days of the entire leave shall impact said period. If the days are evenly split between two periods, all of the bereavement days of the entire leave shall impact the earlier of the two attendance incentive periods.~~

For 225-day Employees:

An employee shall qualify for a \$700 attendance incentive if they use fifteen (15) hours or less of leave time (paid or unpaid) during each of the periods from:

- 1) July 1 through August 31, the employee will receive \$300 payable by the second pay day in October if they use 7.5 hours or less of leave time (paid or unpaid).
- 2) the start of the employee school year through November 30, payable by the first pay date in January
- 3) December 1 through the end of February, payable by the second pay date in April.
- 4) March 1 through the end of the 185-day employee school year, payable by the second pay date in August.

The employee must be employed for the entire period to be eligible for that period's incentive. An employee will only be paid for a period if they are employed on the last day of the period.

Additionally, if an employee uses 45 hours or less of leave time for the full school year of the employee, the employee will be paid \$300. If an employee uses 15 hours or less of leave time for the full school year of the employee, the employee will be paid an additional \$200. Only employees hired before November 30th in a year and employed on June 30th will be eligible for these payments.

All the payments in this section will be made on separate checks.

Leave for the purposes of this provision shall exclude FMLA, sick leave used for the purpose of observing recognized religious holidays of the staff member's personal faith, bereavement leave, school business, jury duty, workers compensation, short-term military leave and employment-related subpoenas.

Employees with less than a 185-Day Schedule:

For employees working less than a 185-day schedule during part or all of the year, all of the components of the attendance incentive, including the payment amounts and the hours of

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leave time used factor, will be prorated based on the employee's schedule compared to a full-time 185-day employee.

LONGEVITY

- 20.3.2 An employee who has completed, as of the end of the fiscal year:
- 6 – 9 full school years of service will receive a ~~\$600~~400
 - 10-14 full school years of service will receive a ~~\$1,000~~800,
 - 15-19 full school years of service will receive a ~~\$1,500~~1,200, or
 - 20 - ~~24 or more~~ full school years of service will receive a ~~\$2,000~~1,600 annually, or
 - 25 or more full school years of service will receive \$2,500 annually.

~~SECTION 4 – SPECIAL SKILLS RECOGNITION~~

~~20.4.1 When ongoing and routine individual student critical medically related care is necessary to maintain life support, staff assigned to that classroom will be trained by qualified medical personnel. Appropriate medical personnel will train these staff to successfully perform the necessary medically related duties. A record of the training will be maintained in each employee's personnel file.~~

~~Employees have various training in areas of importance related to their specific program or location. In recognition of the training for teaching assistants that is required for our various programs and services, employees not receiving the extra payment under 24.1.2 will receive additional annual compensation. The annual compensation amount shall be \$1,150. For employees that do not work a full school year due to beginning or ending employment, or for any other reason, the payment will be prorated based on the fraction of the number of days worked divided by the total number of workdays for a full time, full school year employee. Part time employees will be further prorated based upon their FTE. (This section, 20.4.1, does not apply to the classification of Home Based Family Educator).~~

~~SECTION 4~~5 – EXTRA DUTY STIPEND

- 20.~~4~~5.1 If the vacancy rate for all active Unit I positions during the regular school year (first day for staff of the new school year through the last day for staff in June) is more than 12%, each employee will receive a payment of \$10-per day (see 20.4.2 for possible update), up to a maximum of 185 days during the Aug/Sep through June period. The calculation of the vacancy rate will be based on the Special Education Master Staffing List-maintained by the Special Education Administration staff. At each month end, starting with September 30, the daily vacancy rate will be reviewed and payment for the qualifying days will be made by the last payroll of the following month. This percentage will be the whole number not rounded. (Example: 12.7=12, and 9.4=9) If the Federation accurately identifies a posting for a position that is not reflected as a vacancy on the Special Education Master Staffing List, the employer will adjust the Master Staffing List back to the date the vacancy occurred. (This section, 20.5.1, -does not apply to the classification of Home-Based Family Educator, Home-Based Parent Educator and Early Intervention Family Educator, and these positions will be excluded in the calculation above).

- 20.4.2 If the vacancy rate is still in excess of 12% in January 2026, the payment rate under 20.24.1 shall increase to \$11.25 per day beginning in February 2026.

~~SECTION 6 – RETENTION STIPEND~~

~~20.6.1 For the 2021-22 school year, an initial retention/hiring payment of \$400 will be made to staff employed on November 30, 2021; this amount will be paid on the December 15th paycheck. For the 2021-22 school year an additional retention/hiring incentive of \$1000 will be paid to all employees at the end of the school year paid out on the last pay in June; this payment will be on a separate check. For the 2022-23 school year, an initial retention/hiring payment of \$400 will be made to staff employed on November 30, 2022; this amount will be paid on the December 15th paycheck. For the 2022-23 school year, an additional retention/hiring incentive of \$600 will be paid to all employees at the end of the school year paid out on the last pay in June; this amount will be paid on a separate check.~~

~~For employees hired after October 31st of either year, the incentive payment will be prorated based on the number of paid days during the respective year.~~

SECTION 57 - PAYMENTS

20.57.1 For payments in Sections 20.3.1 and 20.3.2, payments are due no later than the second pay date in August of the school year and shall be paid on a separate check.

20.57.2 For those employees who choose to retire at the end of the school year and who are eligible for Sections 20.3.1 and 20.3.2 payments, will receive these payments will be made by the Employer no later than the second pay date in August. If anyone retires during the school year his/her payments will be prorated based on the number of days worked.

SECTION 68 - 403B/457 PLAN EMPLOYER MATCH

20.68.1 If an employee contributes to a qualified ~~Employer District~~-administered 403(b) or 457 plan, the ~~Employer District~~ will match the employee's contribution up to 1% of the employee's base salary. For each participating year, the contribution they want to have matched must be made by the employee via payroll deduction ~~by March 31st. The matching contributions will be made in a single payment to the Employer's 403b provider before August 31st of each year until the district can enable the functionality in its payroll system to calculate and contribute the match with each pay period.~~ The plans available through the Michigan Public School Employees Retirement System are not "District-administered" plans.

Beginning in 2025-26, an employee on the last step of their salary scale is eligible for (the below referenced) increase match contribution after 5 (or 10 or 15) completed years of service as of June 30th prior to the beginning of the employee contribution year:

Years of service:	5	10	15
Employee:	1.0%	1.5%	2.0%
Employer:	2.0%	3%	4%

ARTICLE 21

SECTION 1 - MILEAGE

21.1.1 The base for reimbursement of authorized mileage is determined by using the maximum allowable rate as established by the Internal Revenue Service.

- 21.1.2 To receive the mileage reimbursement, prior approval for travel must be authorized by the appropriate Supervisor.

ARTICLE 22

SECTION 1 - NO STRIKE CLAUSE

- 22.1.1 The Federation and its members agree that during the life of this Agreement, it will not directly cause, encourage, or participate in any strike, work stoppage, or any other type of concerted activity which has the effect of disrupting or interfering with the normal educational activities of the WISD.

ARTICLE 23

SECTION 1 - HEALTH AND WELFARE

- 23.1.1 The Board will provide, upon application, to full time Unit I employees, a flexible compensation plan as outlined below.
- 23.1.2 A joint Management/Federation committee will meet at least two times per year to review the financial results of the plan and to recommend options for plan modifications. If financial information is not available prior to October 1, the committee will meet as soon as possible at a mutually agreeable time.

- 23.1.3 ~~Beginning January 1, 2012,~~ If an Employee's spouse and/or dependent have health coverage available to them through their employer or a government-sponsored plan, they are encouraged to enroll in that coverage. If they do not enroll, the Employee must pay 10% of the annual cost difference between the individual coverage and the two-person or full family coverage.

If an Employee determines that having their spouse enroll in their spouse's health coverage would, in their opinion, be too costly, the Employee may appeal to have this 10% assessment waived. The Employer will request documentation it feels necessary to determine if the waiver will be granted. An employee may provide proof that he/she is receiving government assistance to support a request for waiver; proof of assistance may include Bridge Card, Social Security Statement of Benefits, Section 8 paperwork, and/or DHS Statement of Benefits. This provision is not subject to the Grievance procedure outlined in Article 7.

- 23.1.4 Employees that have a hire date of the 1st through the 15th (of the month) shall receive health care benefits on the date of hire and be charged retroactively to the 1st of the month.

Employees that have a hire date of the 16th through the end of the month shall receive health care benefits on the date of hire and shall be charged retroactively to the 16th of the month.

Upon an employee's termination, employees will be charged a one-half month employee contribution and benefits will terminate on the termination date.

23.1.5 For the current benefit guide, visit the district website under the Business Services>Staff Documents section.

23.1.6 For the 2025 calendar/benefit year, the Employer will contribute on a monthly basis up to the following respective amount towards each employee's medical benefit coverage selection: implement the aggregate hard cap for health/medical benefits in conformance with PA 152 of 2011 using a modified rate methodology to more accurately reflect industry practice for pricing single, two-person and full family coverage.

Coverage Level	Maximum Employer Contribution
Single	\$583.68
Two-person	\$1,400.85
Family	\$1,751.05

The Employer will offer a selection of health/medical care options through a single carrier or health care administrator. The underlying coverage levels of at least two of the offered health plans will be the same as the coverage levels of the PPO-type plans offered as of June 30, 2013, with the exception of the option which will be identified as the "HMO" option which will have no out-of-network coverage. Co-premiums, Co-pays, deductibles, and co-insurance, if applicable, may vary between options.

For employees electing opt out of the health insurance coverage offered by the Employer, the Employer will contribute \$104.16 per 24 pays or \$125.00 per 20 pays (based on an annual opt out amount of \$2,500) during 2025, and \$125.00 per 24 pays or \$150.00 per 20 pays (based on an annual opt out of \$3,000) during 2026 and 2027, in lieu of this offer of health insurance coverage upon the following conditions:

- 1) the employee voluntarily and in writing opts out of the health benefits coverage offered by the Employer and
- 2) The employee provides documentation to the Employer that the employee (and eligible dependents) has other health coverage that meets the recommended minimum value requirements in compliance with the Affordable Care Act.

For benefit years after 2024, the employer will modify the employer contribution rates to remain in compliance with PA 152 of 2011 using a modified rate methodology to more accurately reflect industry practice for pricing single, two-person, and full family coverage. If PA 152 of 2011 is repealed, the employer will follow its successor law, or the parties will bargain the impact of the employer/employees contribution amounts.

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District may amend the health plan to the extent necessary in order to ensure compliance with the ACA. ~~For the contract period starting January 1, 2020, and ending December 31, 2021, upon request by either party, the agreement will be reopened for the limited purpose of bargaining over the effect of any amendment made to the health plan as a result of the District's required compliance with the ACA or that benefits the users of the health plan as a result. The parties agree that discussion of any health care plan changes as a result of the ACA will take place in the Health Care Committee that includes a representative of Unit I.~~ Upon request by either party, the agreement will be re-opened for the limited purpose of bargaining over the effect of any amendment made to the health care plan as a result of the District's required compliance with ACA and Public Act 152 of 2011.

- 1) meets the recommended minimum value requirements in compliance with the Affordable Care Act.
- 2) the employee provides documentation to the Employer that the employee (and eligible dependents) has other health coverage that meets the recommended minimum value requirements in compliance with the Affordable Care Act.

~~23.1.8 A joint Federation/Management committee will meet at least two (2) times per year working collaboratively to identify an appropriate wellness plan and incentives to reduce overall health care costs.~~

~~23.1.9 Notwithstanding any other provision of this Agreement, the parties understand that health benefits described herein are subject to the Federal Affordable Care Act ("ACA") and that the ACA has many required provisions with varying effective dates. The parties agree that the District may amend the health plan to the extent necessary in order to ensure compliance with the ACA. For the contract period starting July 1, 2016, and ending June 30, 2019, upon request by either party, the agreement will be reopened for the limited purpose of bargaining over the effect of any amendment made to the health plan as a result of the District's required compliance with the ACA or that benefits the users of the health plan as a result. Upon request by either party, the agreement will be re-opened for the limited purpose of bargaining over the effect of any amendment made to the health care plan as a result of the District's required compliance with ACA and Public Act 152 of 2011.~~

ARTICLE 24

COMPENSATION

24.1.1 Wage Scales for the terms of this contract will be as follows (see 24.1.8 for the compensation increase in years after 2025-26):

2021/2022 Pay Scale (185-day Employees)

Educational Salary Adjustment: ~~\$0.60/hr~~ ~~\$1.10/hr~~ ~~\$1.50/hr~~

Step	Base Salary	Base +10	Base +30	Base +60
1	24,786	25,665	26,396	26,982
2	26,681	27,559	28,292	28,877

3	28,952	29,831	30,562	31,148
4	30,889	31,768	32,499	33,085
5	32,054	32,933	33,663	34,250
6	33,203	34,082	34,813	35,399

The 2021-22 pay scale includes the increased Educational Salary Adjustment provision, Article 20 Section 2. +25% Scale (For Employees Identified in Article 24.1.2)

~~Educational Salary Adjustment: \$0.60/hr \$1.10/hr \$1.50/hr~~

Step	Base Salary	Base +10	Base +30	Base +60
1	30,984	31,863	32,594	33,179
2	33,352	34,230	34,962	35,547
3	36,191	37,070	37,801	38,386
4	38,612	39,491	40,221	40,807
5	40,068	40,946	41,678	42,263
6	41,503	42,382	43,113	43,699

The 2021-22 pay scale includes the increased Educational Salary Adjustment provision, Article 20 Section 2.

185-Day Employees

2024/2025 Pay Scale (185-day Employees)

Educational Salary Adjustment: \$0.60/hr \$1.10/hr \$1.50/hr

<u>Step</u>	<u>Base Salary</u>	<u>Base +10</u>	<u>Base +30</u>	<u>Base +60</u>
1	32,459	33,369	34,126	34,733
2	34,422	35,331	36,089	36,695
3	36,773	37,683	38,440	39,046
4	38,778	39,688	40,445	41,052
5	39,984	40,894	41,650	42,257
6	41,174	42,084	42,841	43,447

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2024/25 +21% Pay Scale (For 185-Day Employees Identified in Article 24.1.2)

Educational Salary Adjustment: \$0.60/hr \$1.10/hr \$1.50/hr

<u>Step</u>	<u>Base Salary</u>	<u>Base +10</u>	<u>Base +30</u>	<u>Base +60</u>
1	39,276	40,377	41,293	42,027
2	41,651	42,751	43,668	44,401
3	44,495	45,596	46,512	47,246
4	46,921	48,022	48,938	49,673
5	48,381	49,482	50,397	51,131
6	49,821	50,922	51,838	52,571

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2025/2026 Pay Scale (185-day Employees)

Educational Salary Adjustment: \$0.60/hr \$1.10/hr \$1.50/hr

Step	Base Salary	Base +10	Base +30	Base +60
1	33,433	34,370	35,150	35,775
2	35,455	36,391	37,172	37,796
3	37,876	38,813	39,593	40,217
4	39,941	40,879	41,658	42,284
5	41,184	42,121	42,900	43,525
6	42,409	43,347	44,126	44,750
7	42,874	43,812	44,591	45,215

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2025/26 +21% Pay Scale (For 185-Day Employees Identified in Article 24.1.2)

Educational Salary Adjustment: \$0.60/hr \$1.10/hr \$1.50/hr

Step	Base Salary	Base +10	Base +30	Base +60
1	40,454	41,588	42,532	43,288
2	42,901	44,033	44,978	45,733
3	45,830	46,964	47,908	48,663
4	48,329	49,464	50,406	51,164
5	49,833	50,966	51,909	52,665
6	51,315	52,450	53,392	54,148
7	51,878	53,013	53,955	54,710

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2021/2022 Pay Scale (205-day Employees)

Educational Salary Adjustment: ~~\$0.60/hr~~ ~~\$1.10/hr~~ ~~\$1.50/hr~~

Step	Base Salary	Base +10	Base +30	Base +60
1	27,466	28,440	29,250	29,899
2	29,565	30,538	31,351	31,999
3	32,082	33,056	33,866	34,515
4	34,228	35,202	36,012	36,662
5	35,519	36,493	37,302	37,953
6	36,793	37,767	38,577	39,226

The 2021-22 pay scale includes the increased Educational Salary Adjustment provision, Article 20 Section 2.

~~+25% Scale (For Employees Identified in Article 24.1.2)~~

Educational Salary Adjustment: ~~\$0.60/hr~~ ~~\$1.10/hr~~ ~~\$1.50/hr~~

Step	Base Salary	Base +10	Base +30	Base +60
1	34,334	35,308	36,118	36,766
2	36,958	37,931	38,742	39,390
3	40,104	41,078	41,888	42,536
4	42,786	43,760	44,569	45,219
5	44,400	45,373	46,184	46,832
6	45,990	46,964	47,774	48,423

The 2021-22 pay scale includes the increased Educational Salary Adjustment provision, Article 20 Section 2.

205-Day Employees (Other than Home-Based Parent Educators and Early Intervention Family Educators)

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2024/2025 Pay Scale (205-day Employees)

Educational Salary Adjustment: \$0.60/hr \$1.10/hr \$1.50/hr

<u>Step</u>	<u>Base Salary</u>	<u>Base +10</u>	<u>Base +30</u>	<u>Base +60</u>
<u>1</u>	<u>35,968</u>	<u>36,977</u>	<u>37,816</u>	<u>38,488</u>
<u>2</u>	<u>38,143</u>	<u>39,151</u>	<u>39,991</u>	<u>40,662</u>
<u>3</u>	<u>40,748</u>	<u>41,757</u>	<u>42,596</u>	<u>43,267</u>
<u>4</u>	<u>42,970</u>	<u>43,979</u>	<u>44,817</u>	<u>45,490</u>
<u>5</u>	<u>44,307</u>	<u>45,315</u>	<u>46,153</u>	<u>46,825</u>
<u>6</u>	<u>45,625</u>	<u>46,634</u>	<u>47,472</u>	<u>48,144</u>

2024/25 +21% Pay Scale (For 205-Day Employees Identified in Article 24.1.2)

Educational Salary Adjustment: \$0.60/hr \$1.10/hr \$1.50/hr				
Step	Base Salary	Base +10	Base +30	Base +60
1	<u>43,522</u>	<u>44,742</u>	<u>45,757</u>	<u>46,571</u>
2	<u>46,153</u>	<u>47,372</u>	<u>48,389</u>	<u>49,201</u>
3	<u>49,306</u>	<u>50,526</u>	<u>51,541</u>	<u>52,353</u>
4	<u>51,994</u>	<u>53,214</u>	<u>54,229</u>	<u>55,043</u>
5	<u>53,611</u>	<u>54,831</u>	<u>55,845</u>	<u>56,659</u>
6	<u>55,207</u>	<u>56,427</u>	<u>57,442</u>	<u>58,254</u>

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~~For the 2022-23 year, all the amounts on the compensation scales for 185-day and 205-day (not Home-Based Family Educators) in this section shall be increased by \$500, and then the scales would be modified in accordance with Section 24.1.8. For 2023-24, the compensation scales would be modified in accordance with Section 24.1.8.~~

2025/2026 Pay Scale (205-day Employees)

Educational Salary Adjustment: \$0.60/hr \$1.10/hr \$1.50/hr				
Step	Base Salary	Base +10	Base +30	Base +60
1	37,047	38,086	38,950	39,643
2	<u>39,288</u>	<u>40,325</u>	<u>41,191</u>	<u>41,882</u>
3	<u>41,971</u>	<u>43,009</u>	<u>43,873</u>	<u>44,565</u>
4	<u>44,259</u>	<u>45,298</u>	<u>46,162</u>	<u>46,855</u>
5	<u>45,636</u>	<u>46,675</u>	<u>47,538</u>	<u>48,230</u>
6	<u>46,994</u>	<u>48,033</u>	<u>48,896</u>	<u>49,588</u>
7	<u>47,509</u>	<u>48,548</u>	<u>49,412</u>	<u>50,103</u>

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2025/26 +21% Pay Scale (For 205-Day Employees Identified in Article 24.1.2)

Educational Salary Adjustment: \$0.60/hr \$1.10/hr \$1.50/hr				
Step	Base Salary	Base +10	Base +30	Base +60
1	44,827	46,084	47,180	47,968
2	<u>47,538</u>	<u>48,793</u>	<u>49,841</u>	<u>50,677</u>
3	<u>50,785</u>	<u>52,041</u>	<u>53,087</u>	<u>53,923</u>
4	<u>53,553</u>	<u>54,811</u>	<u>55,855</u>	<u>56,695</u>

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<u>5</u>	<u>55.220</u>	<u>56.476</u>	<u>57.521</u>	<u>58.359</u>
<u>6</u>	<u>56.862</u>	<u>58.120</u>	<u>59.165</u>	<u>60.001</u>
<u>7</u>	<u>57.486</u>	<u>58.744</u>	<u>59.788</u>	<u>60.625</u>

2023/2024 Pay Scale (205-day Home-Based Family Educators)

Child Development		
Step	Associate Credential	BA
<u>1</u>	<u>34,627</u>	<u>43,733</u>
<u>2</u>	<u>35,839</u>	<u>45,264</u>
<u>3</u>	<u>37,094</u>	<u>46,848</u>
<u>4</u>	<u>38,392</u>	<u>48,488</u>
<u>5</u>	<u>39,736</u>	<u>50,184</u>
<u>6</u>	<u>41,128</u>	<u>51,941</u>
<u>7</u>	<u>42,567</u>	<u>53,759</u>

2023/2024 Pay Scale (225-day Home-Based Family Educators)

Child Development		
Step	Associate Credential	BA
<u>1</u>	<u>38,006</u>	<u>47,898</u>
<u>2</u>	<u>39,336</u>	<u>49,574</u>
<u>3</u>	<u>40,713</u>	<u>51,309</u>
<u>4</u>	<u>42,138</u>	<u>53,105</u>
<u>5</u>	<u>43,613</u>	<u>54,964</u>
<u>6</u>	<u>45,140</u>	<u>56,887</u>
<u>7</u>	<u>46,720</u>	<u>58,878</u>

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Home-Based Parent Educators and Early Intervention Family Educators

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2024/2025 Pay Scale (205-day Home-Based Parent Educators and Early Intervention Family Educators)

Child Development				
Step	Associate Credential	BA ¹⁵	½ MA ¹⁶ (BA+\$500)	MA ¹⁶ (BA+\$1,000)
<u>not defined. (BA+\$1,000)</u>				
<u>1</u>	<u>40,536</u>	<u>44,608</u>	<u>45,108</u>	<u>45,608</u>
<u>2</u>	<u>41,955</u>	<u>46,169</u>	<u>46,669</u>	<u>47,169</u>
<u>3</u>	<u>43,424</u>	<u>47,785</u>	<u>48,285</u>	<u>48,785</u>
<u>4</u>	<u>44,943</u>	<u>49,458</u>	<u>49,958</u>	<u>50,458</u>
<u>5</u>	<u>46,516</u>	<u>51,188</u>	<u>51,688</u>	<u>52,188</u>
<u>6</u>	<u>48,144</u>	<u>52,980</u>	<u>53,480</u>	<u>53,980</u>
<u>7</u>	<u>49,829</u>	<u>54,834</u>	<u>55,334</u>	<u>55,834</u>

¹⁵ Bachelor's degree in Early Childhood, Child Development, or related field.

¹⁶ Master's degree in Early Childhood, Child Development, or related field.

2024/2025 Pay Scale (225-day Home-Based Parent Educators and Early Intervention Family Educators)

<u>Child Development</u>				
<u>Step</u>	<u>Associate Credential</u>	<u>BA</u>	<u>½ MA</u>	<u>MA</u>
	<u>Bookmark not defined. (BA+\$500)</u>	<u>Error! Bookmark not defined. (BA+\$1,000)</u>		<u>Error! Bookmark not defined. (BA+\$1,000)</u>
1	44,491	48,856	49,356	49,856
2	46,048	50,565	51,065	51,565
3	47,660	52,335	52,835	53,335
4	49,328	54,167	54,667	55,167
5	51,054	56,063	56,563	57,063
6	52,841	58,025	58,525	59,025
7	54,690	60,056	60,556	61,056

2025/2026 Pay Scale (205-day Home-Based Parent Educators and Early Intervention Family Educators)

<u>Child Development</u>				
<u>Step</u>	<u>Associate Credential</u>	<u>BA¹⁷</u>	<u>½ MA¹⁸ (BA+\$500)</u>	<u>MA</u>
	<u>Bookmark not defined. (BA+\$1,000)</u>			<u>Error! Bookmark not defined. (BA+\$1,000)</u>
1	41,752	45,946	46,446	46,946
2	43,214	47,554	48,054	48,554
3	44,727	49,219	49,719	50,219
4	46,291	50,942	51,442	51,942
5	47,911	52,724	53,224	53,724
6	49,588	54,569	55,069	55,569
7	51,324	56,479	56,979	57,479

2025/2026 Pay Scale (225-day Home-Based Parent Educators and Early Intervention Family Educators)

<u>Child Development</u>				
<u>Step</u>	<u>Associate Credential</u>	<u>BA</u>	<u>½ MA</u>	<u>MA</u>
	<u>Bookmark not defined. (BA+\$500)</u>	<u>Error! Bookmark not defined. (BA+\$1,000)</u>		<u>Error! Bookmark not defined. (BA+\$1,000)</u>
1	45,826	50,322	50,822	51,322
2	47,429	52,082	52,582	53,082
3	49,090	53,905	54,405	54,905
4	50,808	55,792	56,292	56,792

¹⁷ Bachelor's degree in Early Childhood, Child Development, or related field.

¹⁸ Master's degree in Early Childhood, Child Development, or related field.

<u>5</u>	<u>52,586</u>	<u>57,745</u>	<u>58,245</u>	<u>58,745</u>
<u>6</u>	<u>54,426</u>	<u>59,766</u>	<u>60,266</u>	<u>60,766</u>
<u>7</u>	<u>56,331</u>	<u>61,858</u>	<u>62,358</u>	<u>62,858</u>

A Home-Based Parent Educator or Early Intervention Family Educator intending to apply for placement in the ½ MA or MA salary lane shall provide an education plan prior to beginning their program of study (or within 90 days of the execution of this bargaining agreement for employees already in a program of study) to the Human Resources Department for review. The plan should include the intended degree and the course of study detailing the list of courses and credit hours for each course.

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A Home-Based Parent Educator or Early Intervention Family Educator requesting to be compensated under the ½ MA or MA lane shall submit the required application form to the Human Resources Department as follows:

- Application for the full fiscal year lane change must be submitted before July 1. Official transcripts must be received by the Human Resources Department prior to September 1.
- For application forms submitted on or after July 1 but prior to January 1 of the fiscal year, and official transcripts are received by the Human Resources Department prior to March 1, the employee will receive ½ of the compensation increase during the remainder of the fiscal year.

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- 24.1.2 Aquatics specialist, intervener, teaching assistant with translator or sign language interpreting skills (in accordance with state guidelines), Team Leader, Teaching Assistant-Behavioral Assistant, Certified Nursing Assistant and Licensed Practical Nurse will receive scale plus 21.5%, contingent upon current, valid certifications/licenses, as required by the employer, being on file in the Office of Human Resources and Legal Services.

For Home-Based Parent Educator or Early Intervention Family Educator positions requiring the employee to fluently speak a second language, the employee will receive their pay scale plus an additional 12% of their compensation level on the salary scale. The amount will be paid over their number of pays for the fiscal year.

- 24.1.3 Movement on the scale shall be automatic based solely on credited experience.

- 24.1.4 New hires with appropriate work experience may be hired up to Step ~~4.3~~. For 2019-20, two full years of appropriate experience as determined by the Employer shall be equal to one step on the salary schedule. Beginning 2020-21, each full year of appropriate experience as determined by the Employer shall be equal to one step on the salary schedule. If Employer wants to consider compensation higher than Step ~~4.3~~ for a 185-day, ~~or 205-day, or 225-day position~~, they must consult with the Federation.

No adjustments or placement consideration for employees hired prior to June 30, 2019, will be made.

- 24.1.5 Employees shall receive one year's credit on the salary scale for a year in which they receive one-half or more of seniority credit.

24.1.6 Employees working more or less than one hundred eighty-five (185) days shall have their salaries computed on per diem rate. Such rate is determined by dividing the base salary on the schedule by 185 days, then multiplying the per diem rate by the number of days assigned to work.

24.1.7 One-Time Annual Payment

As long as the Employer is distributing additional special education funds to its LEAs based on increasing its outgoing transfer expenditures to arrive at a target fund balance, a one-time payment will be made in November of each year based on the budget savings in the Special Education Fund for the previous fiscal year (the Calculation Year), beginning with a calculation based on the 2018-19 year to be paid in November 2019.

The budget savings shall be calculated as follows:

Special Education Fund Revenue Budget Savings

The difference between actual non-grant, non-project revenue at year-end and the originally budgeted revenue for the same accounts. This excludes any unexpected revenue sources not originally budgeted.

Special Education Fund Expenditures Budget Savings

The difference between non-grant, non-project actual expenditures at year-end and the originally budgeted expenditures for the same accounts. This calculation shall exclude the account(s) used to expense the distribution to LEAs of centralized and non-centralized program/services reimbursements. This also excludes any unexpected expenditures not originally budgeted.

The Revenue Budget Savings and the Expenditure Budget Savings will be added together to determine a Total Budget Savings; it is possible that one or both of these amounts may be a negative number thereby reducing the Total Budget Savings. The Total Budget Savings will then be divided by 11; if this Distribution Amount is greater than 1% of the total of the employees' base compensation of all Eligible Employees paid through the Special Education Fund then the total Distribution Amount for all employees will be limited to this 1% amount; this will become the Distribution Amount if this limitation is necessary. An overall negative Distribution Amount will not be withheld from employees.

Eligible Employees are defined as ALL employees (not just members of this bargaining unit) paid through the Special Education Fund who are employed by the Employer as of the November payment date and who worked during the fiscal year on which the Budget Savings calculation is based (the Calculation Year).

The amount to be paid to each Eligible Employee shall be the Distribution Amount divided by the total FTE of all the Eligible Employees, multiplied by each employee's calculated FTE. An employee who is hired during the Calculation Year will have an FTE calculated for them based on the number of workdays they were scheduled to work during the Calculation Year and the FTE of the position they hold. For example, if a 185-day employee works 185 days, their FTE will be 1.0. If a 185-day employee in a 1.0 FTE position is hired during the Calculation Year and works 130 days, their FTE will be 0.70 FTE.

The One-Time Annual Payment will be made on the last pay date in November and will not be

issued as a separate check.

A similar calculation will be made for the General Education Fund. Employees will be paid based on whichever of the two (2) calculations is greater; prorations for partial year employment, as stated above, would still apply.

24.1.8 Adjustment to Salary Scale for the Term of the Bargaining Agreement

The increase in the compensation scale shall be based on the following criteria:

<u>Property Tax Revenue Increase</u>	<u>Increase in Compensation Scale</u>
0% – 0.99%	0.25%
1.0% – 1.99%	0.50%
2.0% – 2.99%	1.00%
3.0% – 3.99%	1.50%
4.0% – <u>4.99%</u>	2.00%
<u>5.0%</u> – <u>5.99%</u>	<u>2.50%</u>
<u>6.0%</u> – <u>6.99%</u>	<u>3.00%</u>
<u>7.0%</u> – <u>7.99%</u>	<u>3.50%</u>
<u>8.0% +</u>	<u>4.00%</u>

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The property tax increase will be calculated as follows:

% increase on the wage scale = (A-B)/B

A = Total Taxable Valuation of Ad Valorem Property for the Tax Year (Jan – Dec) ending immediately preceding the Employer’s fiscal year to which the wage change would apply.

B = Total Taxable Valuation of Ad Valorem Property for the Tax Year (Jan – Dec) ending the year before A above.

Note: The provision related to the CPI cap will not be applicable to the 2024-27 collective bargaining agreement.

The compensation scale change % will be capped at the higher of the most recent 1) CPI-U US City Average Unadjusted Percent Change for All Items December to December, 2) CPI-U, Selected Areas, all items index, Midwest, December to December, or 3) CPI-U, Selected Area, all items index, Detroit, December to December. For example, the compensation scale change cap

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for 2019-20 would be based on the CPI-U change from December 2017 to December 2018. If the CPI cap based on the above criteria is less than 2% and the Calculated Increase in the Compensation Scale based on the property tax revenue renders a 2% increase, the compensation scale increase will be 2%

- 24.1.9 If a member of the bargaining Unit is a certified pool operator for the Employer, the Employee will be paid an additional \$500 per year; this payment will be prorated for portions of the year that are unpaid.

ARTICLE 25

~~SECTION 1 – SCHOOL CALENDAR (2021-22)*~~

~~25.1 It is mutually agreed that the calendars for 2022-23 will continue to be subject to the language in 25.2.1.~~

August 23	Opening Day/PD (no students)
August 24	Professional Development Day (no students)
August 25	Staff Classroom Prep (no students)
August 26	½ day PD – ½ day Prep (no students)
August 30	First day for students
September 3 – 6	Labor Day Weekend
September 20	½ day students, full day staff (Program PD)
October 18	½ day students, full day staff (Program PD)
November 12	½ day students, full day staff (ALL SE PD)
November 24 – 26*	Thanksgiving Break
December 13	½ day students, full day staff (Program PD)
December 17	½ day students, full day staff (Prep)
December 20	Winter Break begins at the conclusion of the day
January 1	School resumes
January 14	½ day students, full day staff (ALL SE PD)
January 17	MLK Jr. Day
January 23	End of 1st Semester
January 28	½ day students, full day staff (Records)
February 18 – 21	Mid-Winter Break
February 28	½ day students, full day staff (Program PD)
March 14	½ day students, full day staff (Program PD)
March 25	½ day students, full day staff (Prep)
March 25	Spring Break begins at the conclusion of the day
April 4	School resumes
April 15	½ day students, full day staff (ALL SE PD)
May 6	½ day students, full day staff (Program PD)
May 16	½ day students, full day staff (Program PD)
May 30	Memorial Day
June 9*	Last day for students (1/2 Day for Students)
June 10*	Last day for staff – Records Day

~~Dates for the 2022-2023 are to be determined. The parties agree to continue the process used previously in developing the school calendars.~~

~~*Dependent on Program~~

~~Section 2 –2024-2027 School Calendars~~

~~25.2.1 The parties agree to adopt the recommended common calendar, provided however, that the recommended common calendar is adopted by a majority of WISD constituent districts, including the two largest districts. If this condition is not met, it is agreed that the Board and Federation will meet to renegotiate the calendar for this year of the agreement.~~

DURATION OF AGREEMENT

This agreement between the Washtenaw Intermediate School District and the Federation of Washtenaw Intermediate School Employees Unit I, AFT, AFL-CIO Local 3760 shall be effective as of July 1, 2024, or the date of ratification by both parties, whichever is later, and shall continue in effect until June 30, 2027.

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION**

By _____
President

By _____
Secretary

FEDERATION OF WASHTENAW SCHOOL EMPLOYEES

By _____
President

By _____
Vice-President, Unit I

MEMORANDUM OF AGREEMENT

Workshop/Conference Attendance for Union Members Related to Union Activities

The total membership of the union, including its officers, may use up to five (5) days per year (between July 1 and June 30 each year) to attend workshops or conferences related to union activities provided that the union president provides suitable notice of at least two (2) weeks to the administration, and provided the union reimburses the district an amount equal to the individual employees daily pay rate for each day that a union member participates in a conference/workshop activity.

Debra Spencer
Signed
President Local 3760 Federation

6-11-98
Dated

William C. Vukobratovich
Signed
WISD Administrative Representative

6/11/98
Dated

Coversheet

Strategic Plan

Section: VII. New Business
Item: H. Strategic Plan
Purpose:
Submitted by:
Related Material: Memo Board - Long Range Plan v2.pdf



TO: WISD Board

FROM: Naomi Norman, Superintendent

DATE: July 24, 2025

RE: 2035 Long Range Plan

We've been working over the last 5 years to identify our long-range plan through a series of engagements with our community, local districts, countywide groups, our families, our leadership team, and our ISD staff.

We worked with ZingTrain and a group of staff, board members, and community members to draft our **mission and vision statements** which were further refined by the board. We captured the hopes and dreams from parents and youth focused county groups to support our work around the vision and the organizational values. The **values** were synthesized by our leadership team and our staff identified those that resonated most. Through a collaborative process with the union and the ISD cabinet and then through our organizational development work with Kriseles, we defined those values and articulated what it looks like when we see them and what it doesn't look like.

We worked with our superintendents to identify **focus areas**. We conducted a success analysis protocol with each of our countywide leaders groups to learn what they identify as our strongest ways of working together. We then did activities with our superintendents to capture the current common needs and interests of the districts and where we had commitment to work together. That helped identify focus areas that were further refined by the ISD leadership team and board.

Finally, we have simultaneously been refining our **goals**, which continue to be ambitious and aspirational. We will be working on the specific strategies and objectives for the 2025-26 school year during our board retreat.

Attached are the mission and vision statements, the values, the value definitions, the focus areas, and the three long-term goals. I'm asking for approval of all the components so we can shift to the communications efforts related to the long-term plan and more formally introduce it to staff on Opening Day.

Coversheet

Board Goals 2025-2026

Section: VII. New Business
Item: I. Board Goals 2025-2026
Purpose:
Submitted by:
Related Material:
Memo 2024 Washtenaw ISD Board Goals Objectives and Strategies - 2025-26.pdf



TO: WISD Board of Education

FROM: Naomi Norman, Superintendent

DATE: July 25, 2025

RE: Board Goals

I'm recommending that we approve the following board goals for the 2025-26 school year:

Goal #1: Educate

Educate in a manner that meets the needs of each and every learner inclusive of social identities while building an organizational culture focused on equity, inclusion, and social justice.

Goal #2: Serve

Increase capacity to ensure racially conscious service as we collaborate with local districts, PSAs, internal programs and our community.

Goal #3: Advocate

Lead and advocate for policies and practices that increase access and opportunity for all learners in Washtenaw County.

At the retreat we will share the more detailed objectives and strategies.

Coversheet

Career and Technical Education Millage Cost Discussion

Section: VIII. Other Items of Business
Item: A. Career and Technical Education Millage Cost Discussion
Purpose:
Submitted by:
Related Material: Board Memo CTE Millage Discussion.pdf



TO: WISD Board

FROM: Naomi Norman, Superintendent

DATE: July 24, 2025

RE: CTE Millage Costs

After the WISD board approved moving forward with a CTE millage request on the November 2025 ballot, the county clerk's office contacted us to share the costs of running a countywide special election. Those costs have increased significantly since our last special election for the High Point bond due to the addition of early voting and the increase in absentee ballots.

The costs of a special election are shared by any townships or cities that also have ballot questions for the November election. We all have until August 12 to notify the county of ballot items. As of right now we are only aware of three other smaller cities or townships that plan to add something to the ballot.

I wanted to ensure that the board understands that the bulk of the costs of the special election will rest with WISD and hear your thoughts and feedback about that. We do have grant funding that we may be able to use to help cover the costs associated with the election. We also have the option of waiting until the May special election when WCC and AAPS will both have ballot items. If we wait until November 2026, we will lose our current CTE team which is funded by grant funds that expire in June 2026.

Coversheet

Retainer Newsletter

Section:

Item:

Purpose:

Submitted by:

Related Material:

X. Administrative Reports

B. Retainer Newsletter

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SCHOOL LAW NOTES

JUNE 26, 2025

Supreme Court Decisions

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JEFFREY J. SOLES	CRISTINA T. PATZELT
MICHAEL D. GRESENS	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.	AUSTIN M. DELANO
IAN F. KOFFLER	KELLY S. BOWMAN
FREDRIC G. HEIDEMANN	BRIAN D. BAAKI
RYAN J. NICHOLSON	AUSTIN W. MUNROE
GORDON W. VAN WIEREN, JR. (OF COUNSEL)	
LISA L. SWEM (OF COUNSEL)	
ROY H. HENLEY (OF COUNSEL)	

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U.S. Supreme Court Rejects "Bad Faith" Standard in Disability Discrimination Cases

On June 12, 2025, the U.S. Supreme Court unanimously eliminated the heightened protection public schools had against liability for compensatory damages in cases involving Section 504 of the Rehabilitation Act (Section 504) or Title II of the Americans with Disabilities Act (ADA). *AJT v Osseo Area Schools*, Docket No. 24-249 (2025). It will now be easier for a person to prevail against a public school in a disability discrimination lawsuit if the allegation involves provision of educational services, including the provision of a free appropriate public education (FAPE).

In 1982, the Eighth Circuit created the heightened protection for public schools when it held that a person seeking compensatory damages for disability discrimination relating to the provision of educational services had to prove not only that school officials violated the law, but also that those officials acted with "bad faith or gross misjudgment." See *Monahan v Nebraska*, 687 F2d 1164 (CA 8, 1982). The Sixth Circuit, whose decisions are binding in Michigan, adopted the same standard.

The "bad faith" standard made it more difficult for a person to prevail in disability claims against public schools than in lawsuits against other public entities. For example, a person alleging that school officials excluded their child from participating in field trips because of a disability had to be able to prove not only that the exclusion happened because of disability, but also that school officials acted in bad faith. In contrast, a person alleging that a public library had improperly excluded them from an event because of their service animal only had to prove the improper exclusion, not that there was personal animus against the individual with a disability. For many years, this higher standard made it more difficult for a plaintiff to obtain monetary damages from public schools when the case centered on the provision of a FAPE.

The student at issue in *AJT v Osseo Area Schools* has a form of epilepsy that significantly limits her physical and cognitive functioning. As a result of her disability, the student cannot attend school in the morning, when her seizures are much more frequent. The Minnesota school district she attended shortened her school day and did not provide educational services beyond the end of the school day. The student prevailed in an IDEA due process case against the district and was awarded significant compensatory education.

Her family then filed an ADA Title II and Section 504 lawsuit claiming disability discrimination and seeking compensatory money damages. A federal district court dismissed the claim because the student could not meet the high bar of proving "bad faith or gross misjudgment" on the part of school officials. A panel of Eighth Circuit judges upheld the dismissal but questioned the rationale for the

higher standard that had been created over 40 years earlier. When appealed to the Supreme Court, the justices unanimously rejected the heightened protection for public schools.

The Supreme Court held that there was no legal basis for subjecting disability discrimination lawsuits concerning the provision of educational services to a different standard of proof than other disability discrimination claims. The Court recognized that when the Eighth Circuit and other courts adopted the bad faith or gross misjudgment standard, they were trying to “harmonize” the IDEA’s guarantee of a FAPE with Section 504’s anti-discrimination mandate. However, Congress had since amended the statute to clarify that the IDEA (and its predecessor) was not intended to limit a person’s ability to seek relief under Section 504, and later the ADA. See 20 USC § 1415(l).

The key takeaway from the Court’s decision is that if a parent or student sues a public school for disability discrimination related to the provision of a FAPE or meaningful access to the educational program, school officials cannot rely on a “bad faith or gross misjudgment” standard to shield the school from liability. If school attorneys recommend settlement rather than defending a case, the change brought by *AJT v Osseo* may be the reason why.

• • •

U.S. Supreme Court Rules in Favor of Heterosexual Woman in Reverse Discrimination Case

The U.S. Supreme Court recently held that an employee who is a member of a majority group may not be held to a heightened evidentiary standard to prevail on a Title VII disparate treatment claim. *Ames v Ohio Dept of Youth Services*, Docket No 23-1039 (June 5, 2025).

Marlean Ames, a heterosexual woman, applied for a management position that was filled by another female candidate, who was a lesbian. Subsequently, Ames’ employer demoted her from a program administrator position and later filled that position with a gay man. Ames sued her employer, alleging that she was denied a promotion and demoted because of her sexual orientation in violation of Title VII.

Lower courts held that Ames failed to establish that her employer acted with discriminatory motive because she failed to show “background circumstances to support that [her employer] is that unusual employer who discriminates against the majority.”

As the first step in a Title VII disparate treatment claim, the employee must show that the employer acted with discriminatory motive. The Supreme Court

reasoned that the lower court’s “background circumstances” test requires majority group members to meet a higher evidentiary standard than minority group members, which is not consistent with Title VII’s text or case law interpreting the statute. Instead, the first step must focus on whether the employer’s decision was based on Ames’ sexual orientation. The Court vacated the lower court’s decision and remanded the case for application of the proper standard.

Employees from a majority group will now be able to more easily assert a disparate treatment claim, making dismissal of such cases at the outset more difficult. In such a case, the employer must provide a legitimate nondiscriminatory reason for the employment decision. Documenting nondiscriminatory reasons for employment decisions will help school employers defend against disparate treatment claims.

• • •

U.S. Supreme Court Splits on Religious Charter School Case

In 2023, the Oklahoma Statewide Virtual Charter School Board, a state agency responsible for approving statewide online or virtual charter schools, authorized state funding for a virtual Catholic charter school, which offered a faith-based curriculum. The Oklahoma State Attorney General sued the Virtual Charter School Board to invalidate their contract with the religious charter school on state and federal constitutional grounds that effectively bar a state from using public money for the establishment of a religious institution.

In 2024, the Oklahoma Supreme Court held that state funding for the religious charter school was an unconstitutional violation of the First Amendment’s establishment clause and ordered the virtual charter school to rescind the charter contract. The charter school appealed.

Last month, the U.S. Supreme Court issued a deadlocked decision, 4-4, in the school’s appeal after one justice recused herself. *Oklahoma Statewide Charter Sch Bd v Drummond*, Docket Nos. 24-394 and 24-396 (May 22, 2025). The Court’s deadlock means that the Oklahoma Supreme Court’s decision is final. On a national level, the United States Supreme Court’s split means that, for now, public funding still may not be used for religious charter schools. In Michigan, public funding for denominational primary and secondary schools is barred by Article VIII, § 2 of the Michigan Constitution. We will continue to monitor decisions that may impact school funding.

• • •

Parents Challenge Expulsion: Lessons From a Recent Michigan Case

The U.S. District Court for the Eastern District of Michigan recently ruled that a school did not violate a student's Fourth Amendment search and seizure rights or his Fourteenth Amendment due process rights when it expelled him for making a threat about bringing a gun to school. *Halasz v Cass City Public Schools*, Case No. 1:22-cv-13158 (May 23, 2025). The decision provides useful reminders about making legally sound student discipline decisions.

On December 6, 2021, a week after the Oxford High School shooting, Cass City High School spent a portion of the school day discussing the tragedy and providing school safety information to its students. Later that day, a student made a remark about bringing a gun to school. At least four other students understood this comment to be a threat and reported it to their parents or school administrators.

Administration alerted law enforcement, which responded to the school and conducted a joint interview of the student with school officials. Law enforcement later determined there was no basis for criminal charges. The school suspended the student pending a board expulsion hearing. The board expelled the student for 180 days. The student and his parents sued the school and various school administrators.

Search and Seizure Issues

The student claimed that the school improperly searched his person, backpack, and locker. The search of his person involved school staff directing him to remove his sweatshirt (the student was wearing a shirt underneath) and his boots. The student also alleged improper seizure because he was kept in the school office for approximately 30 minutes during the interview and searches.

The court considered the justification for and scope of each search to determine whether it was reasonable. While school officials can search a student's locker at any time, searching a student's person or property in a school setting is only justified if school administration reasonably suspects that the student engaged in misconduct and that the search will uncover evidence of wrongdoing. This is a lower standard than the probable cause standard that typically applies to law enforcement searches outside schools. Here, the court found that reports from four students stating that the student said either that he had a gun or was going to bring a gun to school justified the search.

The court also found that the scope of the search was appropriate. The search took no more than ten minutes in total and all locations searched could reasonably have concealed a gun.

Seizure in the school setting occurs when school officials limit a student's freedom of movement in a way that significantly exceeds the restriction "inherent in every-day compulsory attendance." By confining the student to the school office for approximately 30 minutes and not letting him leave, the school seized the student. The court found that the seizure was not unreasonable because the student was held in the office no longer than necessary to conduct the searches and question him about his remarks.

Due Process Issues

The student also alleged that his substantive and procedural due process rights were violated when the school expelled him. The student established that the school's actions deprived him of his legitimate property interest in a free public school education, but he was unable to convince the court that the deprivation violated either his substantive or procedural due process rights.

School officials violate a student's substantive due process rights if they take action that lacks *any* rational basis, and is, therefore, arbitrary and capricious. In the context of school discipline, this is a high standard, and a situation where there is no rational relationship between the discipline and the offense is rare. Here, the court held that the context of a recent school shooting made the student's remarks "significantly" more serious, and the discipline more rational, than it might otherwise have been.

In considering whether the student's procedural due process rights had been violated, the court expressed concern that school administrators had not shared with the board the police's determination that the student did not pose an immediate danger to the school. The court's concern, however, was not significant enough to overcome the governmental immunity that protects the school's administration from liability.

Takeaways

- Student searches must be justified at their inception. School officials should consider the nature of the report and the source of information when assessing whether a search is justified. For example, a parent's report that a student "looks suspicious" or is "probably" violating the law or board policy will likely not justify a search. However, a credible report that someone saw a student shove a knife into a backpack at the bus stop will likely justify a search of the backpack.
- Searches must be reasonable in scope. Do not search for a machete in a small purse. Do not read a student's entire text message history if the report is that the student had a photograph

of test answers. Do not conduct an invasive search of a student's person. Having a student remove a coat or turn pockets inside out will likely be reasonable, but pulling back the waist band of both pants and undergarments may not be reasonable. If a more invasive search is necessary, turn it over to law enforcement.

- Do not strip search students! Ever!
- Before issuing discipline, provide the board and student with all relevant evidence in the school's possession, including police reports or relevant law enforcement statements. Ensure that the student has an opportunity to respond to all evidence to avoid any procedural due process claim.
- Review the discipline sections of board policy, administrative guidelines, and student handbooks for consistency. Inconsistencies can lead to confusion and increase the possibility of due process claims. Summer vacation is a good time to review policy and handbook language to ensure that they are consistent and reflect your school's current practices.

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Student Dress as Free Speech: Threading the *Tinker* Needle

The words and images displayed on student t-shirts and hats are often more than just decoration. They are expressive activity and may be protected by the First Amendment.

To censor words or images on student clothing that do not clearly violate a school's dress code (e.g., obscenity, nudity, or promoting drugs or alcohol), the school, under the *Tinker* standard, must show the clothing is likely to "substantially disrupt" the educational environment. Two recently decided cases offer practical examples to assist school officials with applying the *Tinker* standard to students' clothing.

What is the Tinker Standard?

In 1969, the U.S. Supreme Court, in *Tinker v Des Moines*, recognized that while students do not "shed their constitutional rights to freedom of speech or expression at the schoolhouse gate," these rights are not absolute. Schools may regulate on-campus student speech if the speech materially and substantially interferes with the operation of a school, or if school officials can reasonably forecast that the speech may cause a substantial disruption. The "substantial disruption" bar is high. A school may not regulate speech based on a mere belief that a disruption may occur. Nor may a school regulate speech to avoid the

discomfort or unpleasantness that may accompany an unpopular viewpoint.

"COME AND TAKE IT"

The Sixth Circuit Court of Appeals, whose decisions are binding in Michigan, recently weighed a third-grade student's First Amendment right to display a gun-related political message on her hat against a school's interest in preventing disruption to the educational environment. *C.S. v McCrumb*, Docket No. 24-1364 (CA 6, May 2, 2025).

The student participated in "Wear a Hat Day" during her school's weeklong "Great Kindness Challenge," an initiative to encourage students to engage in acts of kindness. The student wore a baseball cap that displayed a star, an image of an AR-15-style rifle, and the capitalized phrase, "COME AND TAKE IT." School officials were concerned that the hat would cause a substantial disruption. Part of the school officials concern stemmed from the fact that some students in the school had transferred from a school where a shooting had recently occurred.

School officials contacted the student's parents to request a substitute hat, but the parents refused. The school officials then went to the student's classroom, called her out of class, and asked her to remove the hat and store it in her locker. The student complied, and the school issued no discipline. The parents sued the school, alleging violations of the student's rights under the First and Fourteenth Amendments.

Relying on *Tinker*, the parents argued that the school lacked sufficient evidence to reasonably forecast that the hat would cause a substantial disruption. The Sixth Circuit disagreed, holding that school officials reasonably forecasted a substantial disruption due to (1) the young age and emotional immaturity of elementary school students and (2) the recent enrollment of students who had attended a school where a shooting had occurred.

The court determined that an image of an AR-15-style weapon could cause traumatized children to become increasingly fearful about school shootings, which could result in a substantial disruption of or material interference with school activities. Importantly, if the other tragedy had not occurred less than an hour from the school, if the students from that school had not transferred to the school, or if the students were in high school as opposed to elementary school, the court may have reached a different conclusion.

"THERE ARE ONLY TWO GENDERS"

The U.S. Supreme Court recently declined to hear an appeal of a student speech case decided by the First Circuit Court of Appeals. This means that the First Circuit's decision will remain in place. *L.M. v Town of*

Middleborough, Docket No. 24-410 (May 27, 2025). Although not binding in Michigan, the First Circuit decision offers an example of how one outside circuit has applied *Tinker* to messages that do not target specific students but that other students may view as demeaning.

In *L.M.*, a seventh-grade student wore a t-shirt to school with the statement, “THERE ARE ONLY TWO GENDERS.” School officials asked the student to remove the shirt before returning to class, citing concerns about the student’s physical safety and the safety of LGBTQ+ students and forecasting a potential disruption. The student refused to remove the shirt and was sent home for the rest of the day. The school did not impose any discipline.

Following this incident, the student participated in multiple news interviews, the story gained significant local and national media attention, and the school received complaints from community members. Weeks later, the student wore the t-shirt to school again, but this time the word “GENDERS” covered by a piece of tape with the word “CENSORED” written over it. The student was again asked to remove the shirt. This time, the student complied and returned to class. Once again, the school did not issue any discipline.

The student’s parents sued the school, alleging violations of the student’s First and Fourteenth Amendment rights. The First Circuit upheld the school’s decision to prohibit the “THERE ARE ONLY TWO GENDERS” t-shirt. The court’s rationale for allowing the censorship was that the message was: (1) reasonably interpreted to demean a characteristic of personal identity, and (2) reasonably forecasted to cause a substantial disruption due to its “negative psychological impact on transgender and gender nonconforming students.” The court found that the school’s decision was more than an effort to avoid the discomfort and unpleasantness of an unpopular viewpoint; it was a thoughtful assessment that took into consideration “the demeaning nature of the message,” as well as characteristics of and issues facing the school’s student population.

The First Circuit also upheld the school’s decision to prohibit the “CENSORED” t-shirt, noting that, due to the extensive news coverage, everyone knew the covered word. Therefore, the school reasonably forecasted that even the “CENSORED” t-shirt could cause a substantial disruption to school activities.

Student Speech Considerations

Courts often defer to well-reasoned decisions made by school officials. As discussed by the Sixth Circuit in *McCrumb*: “[C]ourts must be vigilant in safeguarding student expression in schools. But we must also account for the difficult jobs of school administrators and educators in maintaining a school environment

that is, above all, conducive to learning for all of its students. Schools are under no obligation to tolerate speech that frustrates this goal or runs the reasonable risk of doing so.” Courts recognize that school officials are often required to make game-time decisions based on the information available to them at the time, so school officials should not shy away from making those difficult calls.

Facts and context matter immensely when making those decisions. As the cases above illustrate, courts consider a wide range of factors when determining whether a student’s speech rights were violated, including student population, age, and maturity, recent events, political context, news coverage, and even the school’s geographic location. By carefully considering the unique facts and circumstances of each situation and working to balance students’ rights with the need to protect the educational environment, school officials will be better equipped to regulate student speech without getting tangled up in legal disputes.

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Remove Library Books with Caution

Libraries and books remain in the spotlight across the nation. What books should and should not be on public school libraries’ shelves is a hotly debated topic. Having a basic understanding of Michigan law and how other parts of the country view the issue may provide perspective for Michigan school officials.

In May 2025, the Fifth Circuit Court of Appeals, whose decisions are not binding in Michigan, ruled that a public library may select or remove books based on viewpoint and that library patrons have no First Amendment right to challenge the library’s removal of books. *Little v Llano County*, No. 23-05224 (CA 5, 2025).

In *Little*, patrons of the Llano County, Texas, public library sued, alleging that library officials removed 17 books because of how the books treated racial and sexual themes, in violation of the patrons’ First Amendment rights. The lower court ruled that library officials violated the Free Speech Clause of the First Amendment and ordered the books returned to the library shelves.

On review, the Fifth Circuit reversed, dismissing the free speech claims on two grounds, and reversing the ordered return of the books. First, the court held that there is no First Amendment right to receive information from the government (here, the library) and thus no right to challenge the library’s decisions about which books to buy, keep, or remove. Second, the court found that library officials’ decisions on which books to offer constitute “government speech” and thus are not subject to a free speech challenge.

The Fifth Circuit also expressly overruled its own prior decision holding that students could challenge the removal of a book from public school libraries. The *Little* decision now permits public libraries, including public school libraries, in Louisiana, Mississippi, and Texas, to decide which books will be on their shelves based on the viewpoint of library officials.

The U.S. Supreme Court has issued only one decision addressing the removal of books from public school libraries. *Board of Education v Pico*, 457 US 853 (1982). In *Pico*, a school board removed books from its school libraries that it characterized as “anti-American, anti-Christian, anti-[Semitic], and just plain filthy,” and books they alleged contained “obscenities, blasphemies, brutality, and perversion beyond description.”

The Supreme Court’s plurality decision stated that, while it recognized the broad discretion of local school boards to manage school affairs, that discretion must be exercised in a manner that “comports with the transcendent imperatives of the First Amendment” because students do not “shed their constitutional rights to freedom of speech or expression at the schoolhouse gate.” The Court suggested that school boards “may not remove books from school library shelves simply because they dislike the ideas contained in those books and seek by their removal to ‘prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion.’”

The *Pico* decision was a plurality opinion, which means it was not issued by a majority of the Supreme Court justices; thus the Fifth Circuit was not obligated to follow the case.

In April 2025, the Michigan Court of Appeals weighed in on a public school library book removal case. The Michigan Court of Appeals upheld a Kent County Circuit Court decision dismissing a lawsuit seeking to ban 14 “sexually explicit” and “pornographic” books from the school library. *Parents and Taxpayers Against Pornography in Rockford Public Schools v Rockford Public Schools*, COA Docket No. 369036 (April 11, 2025).

In the lower court’s decision that the Court of Appeals upheld, the Kent County Circuit Court ruled that, while it agreed with the plaintiffs’ concerns about the sexually explicit nature of some of the texts and illustrations in the books, the books were not “harmful to minors” because they, as a whole, had literary value. Further, the books did not qualify as “sex education” instructional materials (and therefore were not subject to Michigan Revised School Code’s sex education procedures) simply because they were accessible in the school library.

School officials should exercise caution when considering the removal of books from a school library

based on viewpoint. Courts across the country are adopting varying positions on this. Following the Court of Appeals’ decision in *Rockford*, public schools in Michigan should use an objective process to determine whether library books are educationally suitable.

Your school likely has a specific procedure for handling challenges to library books in its policies. School officials should be familiar with this policy or procedure and ensure it is followed each time a complaint is made to ensure objectivity.

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Sixth Circuit Court: Search and Seizure of School Employee Deemed Constitutional

A recent unpublished Sixth Circuit Court of Appeals decision highlights the Fourth Amendment rights regarding searches and seizures of school employees. *Lawson v Creely*, Docket No. 24-5649 (CA 6, March 26, 2025). Holly Lawson, a guidance counselor, sued her former school board and school officials, alleging that school employees violated her constitutional rights when they searched her bag and subsequently detained and questioned her.

Background

Lawson alleged that her Fourth Amendment rights were violated on two separate occasions: (1) when her bag was searched by coworkers Kayla Creely and Lori Franke, and (2) when, the following day, the school superintendent detained Lawson in a school office and asked Lawson to search her own bag in the presence of law enforcement officers.

Creely and Franke worked in the same office as Lawson and were concerned about her behavior and possible drug use. Acting on their suspicions, the two employees looked in Lawson’s bag after she stepped out of the office. They found a pistol in her bag next to a bottle of pills. The employees later notified the superintendent, who contacted law enforcement to address the issue. The next day, Lawson returned to the school with her bag and was met by the superintendent. The superintendent asked Lawson if they could talk about an issue in a nearby office, where two law enforcement officers were waiting to assist. When the superintendent asked Lawson if she had a firearm in the bag, she voluntarily checked her bag and admitted that it was “in there in the bottom” of the bag.

Court Analysis

The Sixth Circuit determined that Creely and Franke, when they searched Lawson’s bag, did not possess authority to search and therefore did not act “under color of state law,” a vital element for a successful Fourth Amendment claim.

The court's finding was supported by the fact that relevant board policy and employee handbooks did not authorize the employees to conduct searches or investigate. Rather, board policy specifically directed such employees to report suspicious activity to the building principal to conduct searches. Based on this analysis, the Sixth Circuit found that the employees, as private actors, did not violate Lawson's Fourth Amendment rights.

The court found that the superintendent "detained" Lawson when he met her in the school lobby and escorted her to an office for further questioning in the presence of law enforcement. Because the superintendent had a "reasonable, articulable suspicion" to temporarily detain Lawson for questioning regarding possession of a firearm on school grounds, the court ruled that the detention was constitutionally permissible. This suspicion was based on reports the superintendent had received, justifying a lawful detention. Further, Lawson's voluntary search of her own bag was a consensual search and therefore did not violate the Fourth Amendment.

Practical Considerations

The *Lawson* decision delivers several practical lessons. First, schools should ensure through board policy and employee manuals that only building administrators or other designated school officials are authorized to conduct search and seizure activities. Second, those board policies and manuals should also clearly specify staff members' responsibilities to report suspected criminal activity to appropriate personnel. Finally, administrators confronting potential weapons or safety threats should collaborate with law enforcement and legal counsel to safeguard employee constitutional rights while protecting the safety and well-being of the school buildings.

Following the steps outlined above will ensure that school officials only detain and search school employees when reasonable suspicion is present and potentially avoid Fourth Amendment and other constitutional violations.

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Guidance for Counting FMLA Leave on Holidays

This article provides a refresher on properly counting and allocating Family and Medical Leave Act (FMLA) time in connection with holidays.

The FMLA allows 12 weeks of unpaid leave over a 12-month period (for most qualifying reasons) if an employee has: (1) worked at least 12 months for a covered employer; (2) worked at least 1,250 hours immediately before the date FMLA leave begins; and

(3) worked at a location where the employer has at least 50 employees within 75 miles.

FMLA leave may be used for the following reasons:

- (1) parental care of a newborn child within 12 months following birth;
- (2) placement of a child with the employee for adoption or foster care within 12 months after the date of placement;
- (3) caring for an immediate family member's serious health condition, including the employee's spouse, child (under 18 or disabled), domestic partner, or parent;
- (4) due to the employee's own serious health condition that makes the employee unable to perform the essential functions of the job;
- (5) caring for a family member who is a member of the Armed Forces, including the National Guard or Reserves, if the employee is a spouse, child, parent, or next of kin of the member; or
- (6) for up to 26 work weeks in response to any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a war or similar combat operation.

FMLA leave calculations may be affected when a holiday occurs during an employee's leave time. The rule for leave calculation for a holiday falling within an FMLA leave is:

When a holiday falls during a week in which an employee is taking a full week of FMLA, the entire week is counted as FMLA leave; however, when a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave.

Further, in May 2023, the U.S. Department of Labor (DOL) released an [opinion letter](#) that explains that holidays do not extend the leave time employees take under the FMLA *unless* an employee is taking less than a full week of FMLA leave. The DOL Wage and Hour Division also updated its [Fact Sheet #281](#) in March 2025 to provide additional guidance on counting leave use under the FMLA.

The following two examples illustrate the application of this rule:

Traditional Full Week FMLA Leave

Assume an employee is on a full week of FMLA leave when Thanksgiving occurs. Because FMLA leave is

calculated on a work-week basis, and since the employee was on leave for the entire week, Thanksgiving will count against the employee's 12-week FMLA leave allotment.

Intermittent or Partial Week FMLA Leave

Assume an employee is on intermittent leave (*i.e.*, increments of less than one week) or was scheduled for less than a full week of FMLA leave. The school has a scheduled holiday on a day the employee was scheduled for FMLA leave and similarly situated employees are not expected to report to work on that date. Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged; the holiday does not count toward the employee's FMLA leave allotment.

To properly calculate this FMLA leave, the hours missed because of FMLA leave must be divided by the number of hours that the employee otherwise would have worked, resulting in the employee using a fraction of the allotted FMLA leave.

School officials should develop a system for monitoring and recording employees' use of FMLA leave to ensure holidays will be properly allocated during the school year. Thrun Policy Service subscribers should also review Policy 4106 (Family and Medical Leave Act) and Administrative Guideline 4106-AG (Family and Medical Leave Act) for further guidance on this topic.

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Reminder: Budget and Financial Information Posting Requirements

School is out for the summer, and the fiscal year 2025-26 budget has been adopted, so administrators can *finally* rest, right? Almost! School officials must comply with State School Aid Act (SSAA) Section 18, which establishes a deadline for posting the school's annual budget and certain required financial information.

Budget Posting and Expenditure Displays

Within 15 days after the school board adopts its annual operating budget for the upcoming fiscal year (or a subsequent revision to the budget), the school must post or provide a link to the budget on either the school's homepage or its ISD's homepage. Importantly, ISDs have slightly different posting requirements, as described below.

Within the same 15-day window, the school also must post in two "visual displays" a summary of expenditures for the most recent fiscal year for which they are available.

The first display is a chart that breaks down personnel expenses into the following categories: (1) salaries and wages; (2) employee benefit costs (including, but not limited to, medical, dental, vision, life, disability, and long-term care benefits); (3) employee retirement benefit costs; and (4) all other personnel costs.

The second display is a chart that breaks down all expenses into the following categories: (1) instruction; (2) support services; (3) business and administration; and (4) operations and maintenance.

Schools must separately report the annual amount spent on association dues, lobbying or lobbying services, and certain information related to school credit cards and costs incurred for out-of-state travel. Schools subject to a deficit elimination or enhanced deficit elimination plan must post a copy of that plan. Finally, schools must report the compensation package for the superintendent and any other employee whose salary exceeds \$100,000. This information must include the total salary and a description of each fringe benefit provided.

ISDs are subject to marginally different posting obligations under SSAA Section 18. Like a local school district, an ISD must post its annual operating budget and any subsequent revisions and a display breaking down its personnel expenses. Unlike a local school district, however, an ISD is *not* required to post the display breaking down the other categorical expenses or separately report the costs listed in the previous paragraph.

Other Required Documents

The SSAA also requires both local school districts and ISDs to post links to the following documents on their websites:

- the current collective bargaining agreement for each bargaining unit;
- each health care benefits plan (including, but not limited to, medical, dental, vision, disability, long-term care, and any other type of health care benefits) offered to each bargaining unit or employee;
- the audit report for the most recent fiscal year;
- the required bids when establishing a medical benefit plan pursuant to the Public Employees Health Benefits Act;
- the policy governing the procurement of supplies, materials, and equipment;
- the reimbursable expenses policy; and
- either the accounts payable check register for the most recent fiscal year or a statement of the

total amount of expenses incurred by board members and school employees that were reimbursed during the most recent fiscal year.

Failing to post budgets and other related transparency information on the school's website violates the SSAA, which may result in a misdemeanor punishable by imprisonment, a fine of up to \$1,500, or both. The SSAA also authorizes state aid deductions for noncompliance.

Other ISD Postings

By December 31 of each year, ISDs also must post the annual website report required by Revised School Code Section 620. The annual website report generally contains information about the ISD's operations and school services, general budget information, employee compensation, certain contract reporting requirements, and information about other expenditures, including travel, public relations, and lobbying expenses.

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Governor Signs Bill Reducing Instruction Hours for Schools Impacted by Ice Storm

On June 2, 2025, Governor Whitmer signed House Bill 4345 into immediate effect as Public Act 5 of 2025, amending SSSA Section 101. PA 5 reduces the mandatory per pupil instruction hours for schools impacted by the severe ice storm that occurred in late March of this year.

To qualify for this reduction, the school must be located in a county covered by the state of emergency Governor Whitmer declared on March 31, 2025 (Alcona, Alpena, Antrim, Charlevoix, Cheboygan, Crawford, Emmett, Montmorency, Oscoda, Otsego, Presque Isle, and Mackinac). A majority of the school's board must vote to approve the exemption, which only applies to hours and days actually missed due to the state of emergency. This exemption applies in addition to the six days of forgiven time granted to schools each year. But, for schools that qualify, no more than 15 days of instruction may be exempted. PA 5 applies only to the 2024-2025 school year.

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Back to Basics: OMA Closed Sessions

This month's Back to Basics article focuses on closed sessions under the Michigan Open Meetings Act (OMA). Complying with the OMA will protect board decisions from invalidation and board members from potential civil and criminal liability.

The OMA permits a school board to meet in closed session *only* for certain specified purposes. Courts

broadly construe the OMA's mandate for open public meetings and narrowly interpret the closed session exceptions.

Entering Closed Session

A two-thirds roll call vote of all board members (as opposed to just those attending the meeting) is required to convene a closed session for the following purposes:

- Section 8(1)(d) – Considering purchase or lease of another's property;
- Section 8(1)(e) – Consulting with an attorney on pending litigation;
- Section 8(1)(f) – Reviewing a job application when a candidate requests confidentiality;
- Section 8(1)(h) – Considering material exempt from disclosure under another statute, which includes reviewing attorney-client privileged materials that are exempt from disclosure under FOIA Section 13(1)(g); and
- Section 8(1)(k) – Considering security planning to address existing threats or prevent potential threats to the safety of the students and staff.

In contrast, a simple majority vote of all board members suffices to go into closed session for other permitted reasons, such as to consider employee or student discipline under Section 8(1)(a) or Section 8(1)(b) (if requested by the affected employee or student), or for strategy and negotiation sessions connected with a collective bargaining agreement under Section 8(1)(c). For any closed session meeting, the vote and the purpose for calling the closed session must be entered into the open session minutes of the meeting at which the vote is taken.

Attendees

A closed session is a meeting of at least a quorum of the board that is not open to the public. At the board's discretion, other people may attend the closed session if their presence is consistent with the purpose for which the closed session is being held (e.g., parents and a student who is the subject of a discipline hearing if they request closed session). The board determines who is permitted in a closed session.

Closed Session Minutes

The OMA requires that a board keep a separate set of minutes of closed session meetings. Copies of closed session minutes must be kept confidential and should not be publicly disclosed or even posted on a password-protected webpage.

According to OMA Section 9, *open session* meeting minutes must include the date, time, and place of the

meeting; names of the members present; names of the members absent; any decisions made by the public body; results of roll call votes; and purpose(s) of any closed sessions held. The Michigan Attorney General has opined that OMA Section 7 requires that *closed session* meeting minutes also reflect the date, time, and place of the meeting; names of the members present; and names of the members absent.

Closed session minutes are not available to the public and can be disclosed only if required by a civil action challenging the board's OMA compliance. It is therefore in a school board's interest to ensure that minutes from both open and closed sessions are sufficiently detailed to allow the board to defend against an alleged OMA violation.

Closed session minutes must be approved during open session at the board's next open meeting. If discussion of proposed closed session minutes is required before board approval, that discussion should occur in a closed session. Closed session minutes must be kept separate from the open session minutes in a special locked file at the school office.

Unlike open session minutes, which must be maintained permanently, closed session minutes may be destroyed one year and one day after the regular meeting at which they were approved. School officials should also comply with board policies, bylaws, and record retention and disposal schedules in determining when to destroy closed session minutes.

Complaints, Charges, Discipline, and Evaluations of School Officials

OMA Section 8(1)(a) allows a board to meet in closed session to "consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, *if the named person requests a closed hearing.*" Therefore, absent a request for closed session consideration from the school official or employee whose conduct is being reviewed, the matter must be considered in open session, unless exempt from the public discussion for other reasons permitted by the OMA. A person who requests a closed hearing under OMA Section 8(1)(a) may rescind the request at any time, at which point the matter must be considered in an open session.

Student Discipline

OMA Section 8(1)(b) permits a board to convene in closed session to consider the dismissal, suspension, or discipline of a student if the student or the student's parent requests closed session consideration. If the student or parent requests an open session disciplinary hearing, care must be taken to safeguard the FERPA rights of other students involved.

Returning to Open Session

While the OMA permits boards to meet in closed session for certain specific circumstances, the OMA requires that all board decisions be made in open session. For this reason, a school board must return to open session before taking any action in connection with closed session deliberations. Since "decisions" are not to be made in closed session, school boards should not "vote" in a closed session to return to an open session. Instead, we recommend that the board president simply "declare" the time at which the board returns to the open session and direct the secretary to record that time in the minutes. If desired, or if required to resolve a dispute as to whether closed session deliberations should cease, the board may vote in an open session to ratify the board president's declaration.

We have seen an increase in the number of OMA complaints schools are receiving. We recommend reviewing current practices to ensure they align with the OMA.

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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
August 4, 2025	Wexford Missaukee ISD	Lisa L. Swem	School Law Update
August 5, 2025	Charlevoix-Emmet ISD Superintendent's Academy	Lisa L. Swem	School Law Update
August 6, 2025	UP Administrators Academy	Lisa L. Swem	School Law Update
August 6, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
August 7, 2023	Lapeer ISD	Erin H. Walz	School Law Update
August 11-13, 2025	MAASE Summer Institute	Thrun Attorneys	Hot Topics in Special Education Law
August 14, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Labor Webinar Series – Employee Leave Rundown: FMLA, ADA, & Contractual Leaves
August 14, 2025	Eaton RESA	Michele R. Eaddy	Special Education Legal Update
August 20, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
September 5, 2025	Shiawassee RESD	Michele R. Eaddy	Section 504 Training
September 9, 2025	MASPA	Lisa L. Swem	Employee First Amendment Speech Rights
September 11 & 12, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Meetings
September 18, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Labor Webinar Series – Employee Evaluations: What You Need to Know
September 23, 2025	MASSP	MaryJo D. Banasik Austin W. Munroe	Probationary Pitfalls: Navigating Teacher Evaluations and Non-Renewals Webinar
September 23, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Boot Camp Webinar Series – Comprehensive Webinar
September 24, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar



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Date	Organization	Attorney(s)	Topic
October 7, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Boot Camp Webinar Series – Maneuvering Through the Maze of Special Education Discipline
October 21, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Boot Camp Webinar Series – Developing Legally Compliant IEPs = FAPE For Kids
October 22, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
November 4, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Boot Camp Webinar Series – LRE and Placement: Considering the Full Continuum
November 18, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Boot Camp Webinar Series – The Devil’s in the Docs and Data!
November 19, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	2020 Title IX Regulations Comprehensive Training Webinar
November 20, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Labor Webinar Series – CBA Summary: Grievances & Collective Bargaining
December 4 & 5, 2025	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Meetings