



Washtenaw Intermediate School District

October 13, 2026 Board of Education Meeting

Published on October 8, 2026 at 3:52 PM EDT

Date and Time

Tuesday October 13, 2026 at 5:00 PM EDT

Location

1819 S. Wagner Rd, Ann Arbor, MI 48106

Agenda

Presenter

I. Opening Items

A. Call the Meeting to Order

President Mary
Jane Tramontin

B. Roll Call

TJ Greggs

II. Approval of the Agenda

A. October 13, 2026 Board Agenda Memo

III. Communications

IV. Public Participation

Presenter

V. Equity, Inclusion, and Social Justice Dialogue

VI. Consent Agenda

- A.** Approval: Minutes
- B.** Superintendent's Recommendations
037-26-27 Employment Recommendations
- C.** Superintendent's Recommendations
038-26-27 New Position Requests
- D.** Superintendent's Recommendations
039-26-27 Amendment to Contract with Marcia Blakely

VII. New Business

- A.** Restorative Practices Training - BFDI Training Institute – FIRST READ
- B.** Jackson County Intermediate School District Contract
- C.** Approval of Head Start Awareness Month Resolution 2026
- D.** United Way Grant

VIII. Unfinished Business

- A.** HILL Pedagogies Contracted Services Agreement – SECOND READ
- B.** Early Literacy Coaching Contract with Washtenaw County Schools – SECOND READ

IX. Board of Education Reports

- A.** MASB Delegate Assembly, WASB Board Meeting Update

X. Administrative Reports

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

Presenter

XI. Closing Items

A. Adjourn Meeting

Coversheet

October 13, 2026 Board Agenda Memo

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



MEMORANDUM

TO: Board of Education

FROM: Naomi Norman, Superintendent

DATE: October 2, 2026

RE: Regular Meeting October 13, 2026

Agenda Item 1: Call to Order: Vice President Olsen will call the meeting to order.

Agenda Item 2: Approval of the Agenda: Vice President Olsen will ask for approval of the agenda.

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

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

Agenda Item 5: Consent Agenda:

A. Approval: Minutes: Approval of the minutes of the September 29, 2026, regular meeting.

B. Approval: Superintendent's Recommendations:

The Superintendent recommends the Board accept the following employment recommendations:

037-26-27 Employment Recommendations: Please see the employment recommendations for: Jessica Sweeney, as a YA Teaching Assistant Floater. If approved by the Board, Jessica's salary will be \$40,940 Step 4. All other fringe benefits are set forth in the Unit I contract.

Pamela Smith, as an Office Professional 2. If approved by the Board, Pamela's salary will be \$45,139 Step 4. All other fringe benefits will be set forth in the Non-Affiliated contract.

The Superintendent recommends the Board accept the following New Position Requests:

038-26-27 New Position Requests: Please see the new position requests for: Assistant Principal, 1.0 FTE, 230 workdays, salary level: Non-Affiliated Grade 11 Steps 1-7, Worksite: Teaching & Learning Center, Non-Affiliated.

039-26-27 Amendment to Contract with Marcia Blakely: Please see the memo from Supervisor of Instruction Amy Olmstead-Brayton. We recommend that the Washtenaw ISD Board of Education approve

an amendment to the contract with Marcia Blakely for the 2026-2027 school year to provide additional leadership coaching. This amendment adjusts the language under Section I (Scope of Services) and Section II (Compensation) of the contract. The revised language adds additional duties including ongoing support and monthly coaching sessions for 4 leaders, administrative/planning time, as well as documenting and reporting. These additional duties will increase the maximum consideration for compensation by up to \$13,500 to be paid out of Adaptive Leadership Network, Employee Training & Development Services.

The Superintendent recommends that the Board of education authorize administration to amend the contract with Marcia Blakely for an additional \$13,500.00, and a total not to exceed \$43,500.00, as presented.

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

Agenda Item 6 New Business:

A. Restorative Practices Training - BFDI Training Institute – FIRST READ: Please see the memo from Grants & Special Projects Coordinator Sarah Hierman. The administration recommends that the WISD Board of Education authorize the approval of the contract with BFDI Training Institute for four training sessions: two Introduction to Restorative Practices Trainings and two Facilitating Restorative Justice Conference trainings. The cost for these trainings will not exceed \$51,051.36. These trainings will be funded by the Special Education-Behavior Support Budget. The contract will begin October 15th, 2026, and end June 30th, 2026. **This item is a first read, so no action will be taken.**

B. Jackson County Intermediate School District Contract: Please see the memo from Grants & Special Projects Coordinator Sarah Hierman. Provide \$17,500 grant funds to the six (6) Intermediate School Districts (ISD's) in Region 9 (a total of \$105,000) for allowable expenditures to continue the work of the established Literacy Support Network Hub which are designed to support early literacy from birth through fifth grade as part of the Family Engagement Centers. These services will be paid from the MI Family Engagement Grant. The contract will begin no earlier than 10/1/2026 with an ending date of 6/30/2027. **This item is a first read, so no action will be taken.**

C. Approval of Head Start Awareness Month Resolution 2026: Please see the memo from Executive Director of Instruction Dr. Jennifer Banks. Washtenaw ISD has been a strong partner over the past 12 years as the federal government grantee for the Head Start Program. October has been designated Head Start Awareness Month. Therefore, to show our support for this program it is requested that the Washtenaw Intermediate School District Board of Education approve the Head Start Awareness Month Proclamation. This outlines our agencies support for the children and families that are served by this program. We are also very proud of our staff who support the program we coordinate that serves 395 children in our Head Start Center Based programs and 56 Early Head Start Home visiting program.

Recommendation: Motion that the Board of Education to approve the Head Start Awareness Month Resolution, as presented. (Roll Call Vote)

D. United Way for Southeastern Michigan Grant: Please see the memo from Executive Director of Instruction Dr. Jennifer Banks. The administration recommends that the WISD Board of Education accept

a \$255,000 grant from the United Way for Southeastern Michigan (UWSEM), with funding provided by the Deloitte Foundation. WISD was originally awarded this grant in February 2025; however, due to an administrative oversight, the grant was not brought forward for Board acceptance at that time. The administration is now seeking formal Board acceptance of the grant. The grant funds support comprehensive math, and engineering support for students including after-school and summer programming, as well as professional learning for educators. Students will receive targeted opportunities to strengthen mathematics and engineering skills through short-term courses and experiences. The initiative will also strengthen educator capacity through targeted professional learning with mathematics education scholars.

Recommendation: Motion that the Board of Education authorize administration to accept the United Way of Southeastern Michigan grant in the amount of \$255,000.00, as presented. (Roll Call Vote)

Agenda Item 7: Unfinished Business:

A. HILL Pedagogies Contracted Services Agreement – SECOND READ: Please see the memo from Supervisor of Instructional Support Dr. Dawn Stewart. HILL Pedagogies provides educational services and professional learning grounded in Dr. Muhammad’s research and the Histories, Identities, Literacies, and Liberation (HILL) framework. The organization works with educators, leaders, students, and communities to strengthen culturally and historically responsive teaching and learning practices. In July 2026, HILL Pedagogies also provided virtual learning sessions for high school students participating in the Tri-County Culturally Responsive Mathematics Summer Institute for \$10,000.00. The proposed \$68,000.00 contract brings the total contracted amount with HILL Pedagogies to \$78,000.00, exceeding the Board approval threshold and requiring Board authorization. The contract will be funded through the 27h Grant with no impact on the General Fund. **This item had a first read at the September 29, 2026 meeting.**

Recommendation: Motion that the Board of Education authorize the administration to contract with HILL Pedagogies for an additional \$68,000.00, and a total amount not to exceed \$78,000.00, as presented. (Roll Call Vote)

B. Early Literacy Coaching Contract with Washtenaw County Schools – SECOND READ: Please see the memo from Supervisor of Instruction and Achievement Initiatives Amy Olmstead-Brayton. We recommend that the WISD Board of Education approve contracts with Ann Arbor Public Schools, Chelsea School District, Dexter Community Schools, Lincoln Consolidated School District, Manchester Community Schools, Milan Area Schools, Saline Area Schools, Whitmore Lake Public Schools, and Ypsilanti Community Schools to provide an early literacy coach to each district for the 2026-2027 school year at a cost not to exceed \$50,000.00. Each district will provide an early literacy coach (PreK-5) who will join the Washtenaw County Coaching Collaborative (WC3) professional learning network. The coach will support their district’s teachers in implementing the Essential Instructional Practices in Early Literacy. The funding source is a Michigan Department of Education Early Literacy Coaching Grant, which aligns with our commitment to high-quality literacy instruction for all. **This item had a first read at the September 29, 2026 meeting.**

Recommendation: Motion that the Board of Education authorize the administration to contract with each of the local Washtenaw County School Districts for an amount not to exceed \$50,000.00, as presented. (Roll Call Vote)

Agenda Item 8: Other Items of Business:

Agenda Item 9: Board of Education Reports:

A. MASB Delegate Assembly, WASB Board Meeting Update

Agenda Item 10: Administrative Reports:

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

B. Retainer Newsletter: The September 2026 edition of the School Law Notes from Thrun Law Firm is attached.

Agenda Item 11: Adjournment

Coversheet

Approval: Minutes

Section:	VI. Consent Agenda
Item:	A. Approval: Minutes
Purpose:	
Submitted by:	
Related Material:	9-29-26 Minutes.pdf



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

Tuesday, September 29, 2026

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, September 29, 2026, 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 5:03 PM by President Mary Jane Tramontin

ATTENDANCE

The following members were present:

Mary Jane Tramontin, President
Steve Olsen, Vice President
Diane Hockett, Treasurer
Greg Dill, Trustee

The following member was absent:

Dorcas Musili, Secretary

Quorum was met.

Also present:

Naomi Norman, Superintendent
Cherie Vannatter, Deputy Superintendent
Brian Marcel, Associate Superintendent
Jennifer Banks, Executive Director of Instruction
Stacey Theophelis, Executive Director of Special Education
Cathy Gaschen, Director of Career Technical Education
Margy Long, Director of Success by 6
LaDawn White, Grant Manager for Early Childhood
Colleen Klus, Community Engagement Specialist
Kim Warren, GSCP Family Liaison
Michelle Myers, Education Project
Tasha Palmer, Success by 6 Parent
Michael Kloc, University of Michigan
Michelle Allison, Member of the Public
TJ Greggs, Administrative Assistant to the Superintendent

APPROVAL OF THE AGENDA

Diane Hockett moved, Steve Olsen seconded, to approve the agenda, as presented.

Ayes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Greg Dill

Nays: None.

Motion carried.

Page 2 – Regular Meeting – 9/29/2026

COMMUNICATIONS: There were no communications.

PUBLIC PARTICIPATION: There was no public participation.

PRESENTATION: Director of Success by 6, Margy Long, presented the Community Organizing and Family Issues' parent engagement model and the evaluation of the Trusted Parent Advisors program.

FINANCIAL REPORTS: Associate Superintendent Brian Marcel reviewed the financial reports for August 2026 and Early Childhood Grant Manager LaDawn White reviewed the Head Start financial reports for July and August 2026.

Steve Olsen moved, Greg Dill seconded, that the Board of Education approve the July and August 2026 Head Start financial report, as presented.

Voting yes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Greg Dill

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:

- Margy Long and the Trusted Parent Advisors shared their presentation.
- The Administrative Cabinet met with the Kriseles team to work on action planning and team coaching and accountability.

CONSENT AGENDA

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

Ayes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Greg Dill

Nays: None.

Motion carried.

Approval of Minutes

The Board approved the minutes of September 8, 2026, regular meeting.

029-26-27

The Board approved the following employment recommendations:

- Kimberly Reynolds, as a Coordinator of Experiential Learning.
- Michelle Allison, as the Director of Special Education.
- Kriston Roman, as a Teacher Consultant.

030-26-27

The Board approved the following reclassification requests:

- Danielle Dros, current position: Regional School Health Coordinator, 1.0 FTE, 210 workdays, Non-Affiliated. Recommended position: Wraparound Facilitator, 1.0 FTE, 210 workdays, Non-Affiliated.
- Felecia Klavinger, current position: TA ASD, 1.0 FTE, 185 workdays, Unit I. Recommended position: TA YA SXI, 1.0 FTE, 205 workdays, Unit I.

Page 3 – Regular Meeting – 9/29/2026

- Jane Benn, current position: TA Dexter HS, 1.0 FTE, 185 workdays, Unit I. Recommended position: TA YA DT Ypsilanti Out Center, 1.0 FTE, 185 workdays, Unit I.
- Solomon Zheng, current position: LEA Tech Director, 1.0 FTE, 230 workdays, Non-Affiliated. Recommended position: Assistant Director of Technology and Data Services, 1.0 FTE, 230 workdays, Non-Affiliated.

031-26-27

The Board approved the following new position requests:

- Coordinator of Assessment Literacy and Continuous Improvement, 1.0 FTE, 210 workdays, salary level: Grade 10 Steps 1-7, Worksite: Teaching & Learning Center, Non-Affiliated.
- Coordinator of Literacy, 1.0 FTE, 230 workdays, salary level: Early Childhood Salary NA Manual – Grade 2, Worksite: Teaching & Learning Center, Non-Affiliated.
- Family Support Specialist, 1.0 FTE, 210 workdays, salary level: Grade 10 210 days, Worksite: Teaching & Learning Center, Non-Affiliated.
- Wraparound Specialist II Bridge, 2.0 FTE, 210 workdays, salary level: 2 positions Grade 6 -210 days NA Manual, Worksite: Clark Road, Non-Affiliated.

032-26-27

The Board approved the following resignation requests:

- Heather Holshoe, effective September 18, 2026.
- Patrick LeGault, effective September 22, 2026.
- Shauntae Gist, effective September 15, 2026.

033-26-27

The Board of Education authorized administration to apply for the James A. and Faith Knight Foundation Grant, as presented.

034-26-27

The Board of Education authorized administration to apply for the Mullick Foundation Grant, as presented.

035-26-27

The Board of Education authorized administration to apply for the MILEAP 32n Out-of-School Time Grant, as presented.

036-26-27

The Board of Education authorized administration to approve the transfer of \$120,000 to Jackson ISD to continue to be the fiduciary of the early literacy hub efforts, as presented.

NEW BUSINESS – Appointment of Honey Creek Board Member:

Diane Hockett motioned, Greg Dill seconded, that the Board of Education confirm Steph Parrish to the Honey Creek Community School Board, as presented.

Ayes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Greg Dill

Nays: None.

Motion carried.

Page 4 – Regular Meeting – 9/29/2026

NEW BUSINESS – Tri-County Culturally Responsive Mathematics Institute Wayne RESA Contract:

Executive Director of Instruction Dr. Jennifer Banks shared the details of the Tri-County Culturally Responsive Mathematics Institute Wayne RESA contract.

Steve Olsen motioned, Diane Hockett seconded, that the Board of Education approve the contract with Wayne RESA for an amount not to exceed \$255,383.83, as presented.

Ayes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Greg Dill

Nays: None.

Motion carried.

NEW BUSINESS – Talent Together Contracted Services Agreement for the Michigan Teach Forward Program: Executive Director of Instruction Dr. Jennifer Banks shared the details of the Talent Together Contracted Services Agreement for the Michigan Teach Forward Program contract.

Greg Dill motioned, Steve Olsen seconded, that the Board of Education approve the contract with Talent Together for an amount not to exceed \$300,000.00, as presented.

Ayes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Greg Dill

Nays: None.

Motion carried.

NEW BUSINESS – Chelsea School District, Contracted Services Agreement for 6-12 Grow Your Own Grant:

Executive Director of Instruction Dr. Jennifer Banks shared the details of the Grow Your Own grant for Chelsea School District.

Steve Olsen motioned, Diane Hockett seconded, that the Board of Education authorize the administration to contract with Chelsea School District for an amount not to exceed \$50,000.00, as presented.

Ayes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Greg Dill

Nays: None.

Motion carried.

NEW BUSINESS – Ypsilanti Community Schools, Contracted Services Agreement for 6-12 Grow Your Own Grant: Executive Director of Instruction Dr. Jennifer Banks shared the details of the Grow Your Own grant for Ypsilanti Community Schools.

Greg Dill motioned, Steve Olsen seconded, that the Board of Education authorize the administration to contract with Ypsilanti Community Schools for an amount not to exceed \$20,000.00, as presented.

Ayes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Greg Dill

Nays: None.

Motion carried.

NEW BUSINESS – Eastern Michigan University Seat Purchase Agreement for the Grow Your Own Program: Executive Director of Instruction Dr. Jennifer Banks shared the details of the Grow Your Own program for Eastern Michigan University.

Page 5 – Regular Meeting – 9/29/2026

Diane Hockett motioned, Greg Dill seconded, that the Board of Education approve the agreement with Eastern Michigan University for an amount not to exceed \$2,132,121.09, as presented.

Ayes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Greg Dill

Nays: None.

Motion carried.

NEW BUSINESS – 61b(8) CTE EMC Planning Grant: Director of Career and Technical Education Cathy Gaschen discussed details of the 61b(8) CTE Early Middle College Planning Grant.

Steve Olsen motioned, Greg Dill seconded, that the Board of Education authorize administration to apply for the 61b(8) CTE Early Middle College Planning Grant, as presented.

Ayes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Greg Dill

Nays: None.

Motion carried.

NEW BUSINESS – HILL Pedagogies Contracted Services Agreement – FIRST READ: Executive Director of Instruction Dr. Jennifer Banks shared the details of the Hills Pedagogies contract. This was a first read, so no action was taken.

NEW BUSINESS – Early Literacy Coaching Contract with Washtenaw County Schools – FIRST READ: Executive Director of Instruction Dr. Jennifer Banks shared the details of the early literacy contracts with the local districts. This was a first read, so no action was taken.

BOARD OF EDUCATION REPORTS:

- Trustee Hockett mentioned the updates to the MASB Annual Conference and the MASB Delegate Handbook.

ADMINISTRATIVE REPORTS – Superintendent’s Report:

Superintendent Naomi Norman spoke about the following:

- Superintendent Norman shared her experience at the 2026 MASA Fall conference.
- Superintendent Norman shared that the MAISA executive director, John Severson, will be resigning at the end of December.
- Superintendent Norman explained the proposed changes to the Head Start and E-Rate rules at the federal level.
- Superintendent Norman suggested discussing the 31aa funding at the next Board meeting on 10/13/26.
- Superintendent Norman discussed the updates with the Ann Arbor Office of Civil Rights complaint.
- Superintendent Norman shared updates regarding the Washtenaw ISD special education lawsuit against the Michigan Department of Education Office of Special Education.

ADJOURNMENT

The meeting was adjourned at 7:07 PM

Respectfully submitted,

Page 6 – Regular Meeting – 9/29/2026

Mary Jane Tramontin, President
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_J. Sweeny.pdf New Hire_P. Smith.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Carol A. Gray/YA Principal

DATE: September 8, 2026

RE: New Hire Recommendation - Jessica Sweeney/ YA Teaching Assistant Floater

I would like to recommend Jessica Sweeney for employment as a YA Teaching Assistant Floater. Jessica Sweeney received her Associates Degree from Lansing Community College. Jessica Sweeney was employed as a Paraprofessional for Pinckney School District.

If approved by the Board, Jessica Sweeney's salary will be \$40,940 Step 4. All other fringe benefits are set forth in the Unit 1 contract.

Please let me know if you require additional information.

Jessica Sweeny

Professional Summary

Compassionate and dedicated educational professional with more than 21 years of experience supporting individuals with diverse abilities in educational and community settings. Recently earned an Associate in Applied Arts in Sign Language Interpreting and bring a strong understanding of Deaf culture, American Sign Language, and inclusive educational practices. Experienced in collaborating with multidisciplinary teams, fostering independence, and creating supportive environments for children and adults with special needs.

Education

Lansing Community College

Associate in Applied Arts – Sign Language Interpreting

Graduated: May 2026

GED

Professional Experience

Special Education Paraprofessional

Pinckney Community Schools

6 Years

- Supported students with a wide range of disabilities in classroom settings.
- Collaborated with teachers, therapists, interpreters, and support staff to implement Individualized Education Programs (IEPs).
- Assisted with academic instruction, communication, behavior support, and daily living skills.
- Fostered student independence while maintaining a structured, safe, and inclusive learning environment.

- Built positive relationships with students, families, and staff through compassion and consistency.
- Adapted instructional materials and teaching strategies to meet individual student needs.

Program Staff

Just Us Club

5 Years on site-11 Years with continued respite care

- Provided direct support to children, teens, and adults with developmental and intellectual disabilities in a community-based day program.
- Planned and facilitated recreational, educational, and life skills activities that promoted independence, confidence, and social engagement.
- Assisted participants with daily living activities while encouraging personal choice and self-advocacy.
- Maintained a safe, welcoming, and inclusive environment for individuals with varying support needs.
- Collaborated with families and team members to ensure high-quality, person-centered care and programming.
- Developed meaningful relationships with participants while supporting their individual goals and abilities.
- Provided respite Care in my home or the homes of the families in need.

Sign Language Interpreter Intern

4 Years

- Completed extensive interpreter training through Lansing Community College.
- Participated in Deaf community immersion experiences to strengthen expressive and receptive ASL skills.
- Interpreted in educational settings under supervision while adhering to professional standards and ethics.
- Collaborated with Deaf professionals, educators, and interpreting mentors to develop effective interpreting skills.

Skills

- American Sign Language (ASL)
- Educational Interpreting
- Deaf Culture Awareness
- Special Education Support
- Behavior Intervention
- Classroom Management

- IEP Implementation
 - Person-Centered Support
 - Life Skills Instruction
 - Team Collaboration
 - Professional Communication
 - Microsoft Office & Google Workspace
 - FERPA & Confidentiality
-

Certifications

- Associate in Applied Arts – Sign Language Interpreting
 - TEP Completed
 - BEI Testing in Progress
-

Professional Strengths

- More than 25 years of combined experience supporting children and adults with special needs.
- Strong advocate for inclusive education and accessibility.
- Patient, dependable, and adaptable.
- Excellent communication and collaboration skills.
- Committed to lifelong learning and professional development.

References

Available upon request.



DATE: 9/11/2026

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

FROM: Lyn Arons, Special Education Administrator

RE: New Hire Recommendation – RR 199498

I would like to recommend Pamela Smith for employment as Office Professional 2, in special education department in the TLC building. Pamela received a bachelor's degree in business administration from Madonna University in 1992. She has experience working as a program manager and director of certification for Great Lakes Women's Business Council and working as CEO and President of PTS compliance consulting. Most recently she has been working as an administrative assistant for Van Burn Public Schools. If approved by the Board, Pamela's salary will be \$45,139 annually Step 4. All other fringe benefits are set forth in the nonaffiliated personnel manual. Please let me know if you require additional information.

Pamela T. Smith

CAREER SUMMARY

Program, Certification & Compliance Professional with extensive experience reviewing complex documentation, managing certification programs, supporting small businesses, training clients, maintaining regulatory records, and coordinating high-volume administrative processes.

PROFESSIONAL EXPERIENCE

PTS COMPLIANCE CONSULTING, LLC – Van Buren, MI May 2015 – current
Owner, CEO and President - A consultancy service for business development.

Conduct certification review of documentation for women-, minority-, and veteran-owned businesses seeking to provide products and/or services to corporations and government entities that have supplier diversity, equity, and inclusion initiatives.

- Manage certification review and application processing for more than 400 businesses seeking WBE, MBE, and veteran-owned certification.
- Review and validate sensitive business documentation for completeness, accuracy, and compliance with certification requirements.
- Resolve post-submission questions and documentation issues to support timely certification decisions.
- Train business owners on certification systems and database tools used to maintain credentials and pursue contracting opportunities.
- Developed and maintained a recertification tracking system to help clients maintain active certification status and meet renewal deadlines.
- Manage client invoicing and payment tracking using QuickBooks.

Van Buren School District Dec. 2025 – current
Administrative Assistant for Principal - Rawsonville Elementary School - Ypsilanti, MI

- Point-of-contact for students, parents, teachers, and visitors.
- Maintain student information in MISTar database.

GREAT LAKES WOMEN'S BUSINESS COUNCIL, Livonia, MI January 2007 – March 2015
Program Manager and Director of Certification

A non-profit organization showing women-owned businesses how to become certified, secure a CEED loan, or pursue training.

Directed the certification program for women-owned businesses seeking corporate and government contracting opportunities.

- Increased the number of certified women-owned businesses from 225 to 1100.
- Managed a monthly caseload of approximately 75 active certification applications, coordinating documentation review, applicant communication, compliance requirements, and case progression.
- Designed and facilitated monthly certification orientations for prospective applicants, explaining eligibility requirements, compliance expectations, and the business value of certification.
- Attended national conferences and training sessions.

- Managed registration for Great Lakes WBC events at local venues.
- Represented the organization as a featured speaker at business-development events, certification programs, and external partner engagements.
- Delivered external training and educational presentations on certification, supplier diversity, and business-development opportunities.
- Guided applicants through certification requirements and documentation standards to improve application completeness and compliance.

EDUCATION

MADONNA UNIVERSITY – Livonia, MI

Bachelor of Science Business Administration

COMPUTER SKILLS

Experienced using Word, Excel, Power Point, Outlook, Access, Microsoft 365, Quicken, QuickBooks, Zoom, Teams, Dropbox, Adobe, Publisher, Appointlet, Internet, Google Work Space, GoDaddy

Coversheet

Superintendent's Recommendations

Section:	VI. Consent Agenda
Item:	C. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	New Position_Assistant Principal.pdf

New Position Recommendation

Position Title:	Assistant Principal
FTE:	1.0
# of Workdays/Year:	230
Salary:	Non Affiliated, Grade 11 (Step 1 - 7)
Worksite:	Teaching & Learning Center
Bargaining Unit:	Non-Affiliated
Department:	Special Education

WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Assistant Principal
Department: Special Education
Reports To: Executive Director/Director of Special Education
Calendar: 230-Days
FLSA Status: Exempt
Prepared By: Dr. Stacey Theophelis
Executive Director of Special Education
Prepared Date: September 8, 2026
Approved By: Cassandra D. Harmon-Higgins, Esq.
Executive Director, Human Resources and Legal Services
Approved Date: September 18, 2026

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

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

SUMMARY:

The Assistant Principal is accountable for designing, implementing, evaluating, and improving the ASD program; establishing and monitoring expectations; conducting classroom observations and providing coaching and feedback; identifying needs and leading ASD professional learning; and supporting instructional quality and classroom implementation.

ESSENTIAL DUTIES & 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 the design, implementation, evaluation, and continuous improvement of the ASD program.
- Establishes clear program and instructional expectations and monitors their implementation.
- Conducts classroom observations, establishes lesson-plan expectations, and provides coaching and feedback to staff.
- Identifies professional learning needs and designs and leads ASD professional learning.
- Ensures instructional quality and consistent classroom implementation.
- Leads the program response to seclusion and restraint matters, with attention to staff practice and prevention.
- Leads the program response to injuries and incidents and supports follow-up prevention efforts.
- Addresses the instructional impact of attendance and daily coverage concerns and coordinates an immediate program response.
- Provides consultation when facilities concerns affect instruction or safety.
- Supervises assigned ASD staff.
- Leads communication with families and local districts regarding instructional and program matters.
- Recommends instructional and program resources.

- **PERFORMS OTHER RELATED DUTIES AS ASSIGNED.**

QUALIFICATIONS:

The qualification requirements are representative of the knowledge, skill, and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Master's degree in special education, educational leadership, or a related field - **REQUIRED.**
- At least five years of successful experience in special education teaching, related services, or program leadership - **REQUIRED.**
- Demonstrated knowledge of evidence-based ASD instruction, behavior support, communication, and transition practices - **REQUIRED.**
- Consultation, coaching, training, group facilitation, and process skills - **REQUIRED.**
- Administrative, supervisory, or teacher-leader experience in special education - **PREFERRED.**
- Strong knowledge of curriculum development, instructional coaching, progress monitoring, and behavior interventions and supports.
- Knowledge of local, state, and federal laws and regulations affecting special education, including IDEA and MARSE.
- Experience working with and understanding diverse disabilities, student strengths, family perspectives, and support needs.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Michigan K-12 administrator certification - **REQUIRED.**
- Michigan approval as a Supervisor or Director of Special Education - **PREFERRED.**

LANGUAGE SKILLS:

- Demonstrates effective verbal and written communication and collaboration with staff, families, agencies, local districts, and the public.
- Demonstrates ability to read, analyze, and interpret educational research, professional journals, governmental regulations, and student/program data.
- Demonstrates ability to draft reports, correspondence, professional learning materials, and procedures.
- Demonstrates ability to present information and respond to questions from administrators, staff, families, and community groups.

TECHNICAL SKILLS:

- Demonstrates ability to use a personal computer or Mac in a networked environment and electronic communication tools.
- Demonstrates ability to use productivity, student-information, special-education, data-analysis, and presentation applications required by the District.

MATHEMATICAL SKILLS:

- Demonstrates ability to maintain and interpret program data, resource information, and budgets.
- Demonstrates ability to compute and interpret rates, ratios, percentages, trends, and graphs.

REASONING ABILITY:

- Demonstrates ability to comprehend organizational culture and solve related problems with discretion and sound judgment.
- Demonstrates ability to work cooperatively and collaboratively with local districts and WISD personnel.
- Demonstrates professionalism, integrity, organization, flexibility, and calm crisis leadership.
- Demonstrates ability to solve practical problems when limited standardization exists.
- Demonstrates ability to interpret written, oral, diagrammatic information.

INTERPERSONAL SKILLS:

- Demonstrates leadership, interpersonal, conflict-resolution, and facilitation skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those required to perform the essential functions of this job. Reasonable accommodation may be made for individuals with disabilities. Duties frequently require sitting, walking, standing, speaking, listening, and repeated hand or arm motion. The employee may occasionally bend or twist and lift or move up to fifty pounds. Close and distance vision and the ability to adjust focus are required. Travel to other buildings and occasional irregular or extended work hours are required.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodation may be made for individuals with disabilities. Noise levels range from quiet to loud depending on activity. The employee may occasionally be outdoors and subject to varying weather conditions.

FUNCTIONS OF POSITION DESCRIPTION:

This position description defines the general duties of the position and provides examples of work, required knowledge, skills, abilities, experience, and training. It is not intended to limit or modify the right of an administrator to assign, direct, and control the duties of employees under supervision. WISD reserves the right to change, modify, amend, add to, or delete any portion of this description in its sole judgment. This position description is not a contract for employment.

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

TERMS:

Salary and other employment conditions to be established by the Board of Education as reflected in the Non-Affiliated and Early Childhood Staff Manual. Starting salary ranging (dependent upon experience) from \$105,601 - \$129,783.

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, sex, age, color, national origin, religion, disability, or other status protected by law in its educational programs, activities, admissions, or employment policies, in accordance with applicable state and federal regulations.

Coversheet

Superintendent's Recommendations

Section:	VI. Consent Agenda
Item:	D. Superintendent's Recommendations
Purpose:	
Submitted by:	
Related Material:	Marcia Blakely Contract Amendment Memo.pdf M Blakely Contract Amendment 26-27 - Amendment for Board.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

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

DATE: October 2, 2026

SUBJECT: Amendment to Contract with Marcia Blakely

We recommend that the Washtenaw ISD Board of Education approve an amendment to the contract with Marcia Blakely for the 2026-2027 school year to provide additional leadership coaching.

This amendment adjusts the language under Section I (Scope of Services) and Section II (Compensation) of the contract. The revised language adds additional duties including ongoing support and monthly coaching sessions for 4 leaders, administrative/planning time, as well as documenting and reporting.

These additional duties will increase the maximum consideration for compensation by up to \$13,500 to be paid out of Adaptive Leadership Network, Employee Training & Development Services.

CC: Dr. Jennifer Banks, Director of Instruction



Washtenaw Intermediate School District

Amendment to Contracted Services Agreement – Company

The contracted services Agreement dated 07/24/2026 by and between Washtenaw Intermediate School District hereinafter referred to as WISD or District, and Marcia Blakely 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 08/01/2026 until 06/30/27 in the following manner:

SECTION I – SCOPE OF SERVICES

In connection with the above, Marcia Blakely will perform the following services:

Duty 1: Coaching Sessions

The contractor will provide individualized leadership coaching support to up to four assigned coachees over a 10-month period (September 1, 2026 – June 30, 2027), with the goal of fostering professional growth through consistent, one-on-one sessions.

An average of one (1) individual coaching session per month will be provided for each coachee, for a total of up to 40 sessions (10 per coachee) over the duration of the contract. Each session will last approximately one hour and will be compensated at a rate of \$150 per hour (totaling \$6,000 for all sessions).

At the start of the contract period, the contractor will collaborate with each coachee to schedule monthly sessions in advance, aiming to establish a consistent and predictable meeting schedule.

Duty 2: Administrative, Planning, and Additional Coaching Time

In addition to regularly scheduled coaching sessions, the contractor may bill for 1-2 additional hours per month (per coachee) for administrative tasks, session planning, or additional coaching time, at a rate of \$150 per hour. (Up to 50 hours, \$7,500 total over the course of the contract).

These hours may include preparing resources, reflecting on coaching progress, reviewing coachee goals, and/or conducting extended or supplemental coaching sessions when needed

Any additional coaching time beyond regularly scheduled sessions should be agreed upon in advance by both the coach and the coachee.

Duty 3: Documentation and Reporting

The contractor is responsible for maintaining accurate records of all coaching services provided throughout the duration of the contract. These records will serve two distinct purposes.

a. Invoicing and Payment: The contractor will submit a summary of total hours billed to support invoicing .

i. Invoices may be submitted in two installments—one at the mid-point of the contract (January 2027) and one at the conclusion of the contract (June 2027).

ii. Each invoice must include:

1. The total number of hours billed
2. The dates of service
3. A brief description of how time was used (e.g., individual coaching, administrative tasks, planning, or additional coaching)

b. Program Accountability: To support state reporting requirements, the contractor will

maintain an ongoing record of all coaching activities and share this documentation with the coachee and WISD.

i. This documentation will include:

1. A running list of coaching session dates for each coachee
2. A brief summary of the focus area or topic discussed during each session (excluding specific details from the coaching session as this would be a violation of the coach:coachee confidentiality agreement.)
3. This documentation will be shared with the coachee and WISD and will be updated monthly throughout the course of the contract

Duty 4: Availability Between Sessions

The contractor agrees to be available to coachees for limited support via phone, email, or text between scheduled coaching sessions as needed.

Duty 5: Rescheduling and Cancellations

The contractor and WISD recognize the dynamic nature of school-based work and the potential for last-minute scheduling conflicts. The following guidelines aim to balance flexibility with respect for the contractor's time:

- a. Advance Notice: Coachees are encouraged to provide at least 24 hours' notice when canceling or rescheduling a coaching session.
- b. Short-Notice Cancellations: Sessions canceled with less than 24 hours' notice may still be billed unless the session is rescheduled and completed within 30 days.
- c. Late Arrivals or Missed Sessions: If a coachee is late or misses a session due to a n unforeseen scheduling conflict (e.g., a meeting running over), the contractor may use their discretion to either:
 - i. Wait for the remaining time and proceed with a shortened session
 - ii. Reschedule the session if mutually agreeable
 - iii. Bill for the originally scheduled time if the session cannot be rescheduled within 30 days
- d. Ongoing Scheduling Issues: If a coachee is frequently unavailable or repeatedly cancels/reschedules sessions, the contractor will notify WISD to determine appropriate next steps and ensure accountability.

SECTION II – COMPENSATION

The maximum consideration for the Contractor's services as described in Section I shall be \$ 13,500.00 including all related expenses, including travel expenses outlined in Section III.

The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks herein above described in Section I and is based on a rate of \$ 150.00 per hour of time expended.

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 by:

SIGNATURE AREA

Marcia Blakley, Contractor

SIGNATURE AREA

Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives, Washtenaw ISD

SIGNATURE AREA

Executive Director of Instruction, Achievement Initiatives, Washtenaw ISD

SIGNATURE AREA

Superintendent, Washtenaw ISD

Coversheet

Restorative Practices Training - BFDI Training Institute – FIRST READ

Section:	VII. New Business
Item:	A. Restorative Practices Training - BFDI Training Institute – FIRST READ
Purpose:	
Submitted by:	
Related Material:	BFDI Training Institute-Restorative Practices Board Memo - Preview.pdf BFDI Training Institute-Company Contract - Preview.pdf



DATE: 10/2/2026

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Ellen Keane, Office Professional

SUBJECT: Restorative Practices Training - BFDI Training Institute

The administration recommends that the WISD Board of Education authorize the approval of the contract with BFDI Training Institute for four training sessions: two Introduction to Restorative Practices Trainings and two Facilitating Restorative Justice Conference trainings. The cost for these trainings will not exceed \$51,051.36. These trainings will be funded by the Special Education-Behavior Support Budget. The contract will begin October 15th, 2026 and end June 30th, 2026.

The WISD prioritizes inclusive and respectful relationships to build safe and supportive learning communities. Restorative practices are used to restore trust and accountability when harm occurs, through collaborative communication, skill-building, and healing.

Offering these training opportunities is part of the mission and strategic priorities which deliver the WISD restorative practices vision.

Please contact me with any additional questions.

CC: Sarah Hierman, Grants and Special Projects Coordinator



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 29th day of September, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and BFDI Training Institute, hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 10/15/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1:

Contractor will facilitate two Basic Restorative trainings on October 15-16, 2026, and January 12-13th, 2027

Duty 2:

Contractor will facilitate two Facilitating a Restorative Justice Conference trainings on December 3-4th, 2026, and February 16-17th, 2027.

3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$51051.36 including all related expenses, including travel expenses outlined in Section III.
2. The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks herein above described in Section I and is based on:
 1. Introduction to Restorative Practices (10/15/2026-10/16/2026)-\$12,790.87
 2. Facilitating a Restorative Justice Conference (12/3/2026-12/4/2026)-\$12,734.81
 3. Introduction to Restorative Practices (01/12/2027-01/13/2027)-\$12,790.87
 4. Facilitating a Restorative Justice Conference(02/16/2027-02/17/2027)-\$12,734.81
3. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
4. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
5. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
6. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
7. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
8. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
9. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
10. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

SECTION IV – INSURANCE COVERAGE

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

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

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

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be

responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Contractor (Company)

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS

Full Name

1. Allen, Keisha, Instructor
2. ,
3. ,
4. ,
5. ,
6. ,
7. ,
8. ,
9. ,
10. ,

Coversheet

Jackson County Intermediate School District Contract

Section:	VII. New Business
Item:	B. Jackson County Intermediate School District Contract
Purpose:	
Submitted by:	
Related Material:	Jackson ISD Contract - Board Memo - Preview.pdf Company Contract-Jackson ISD 2026 - Preview.pdf



DATE: 10/06/2026

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Ellen Keane, Office Professional - Community and School Partnerships

SUBJECT: Jackson County Intermediate School District Contract

The administration recommends that the WISD Board of Education authorize the approval of the contract with Jackson County Intermediate School District. The contract will:

Provide \$17,500 grant funds to the six (6) Intermediate School Districts (ISD's) in Region 9 (a total of \$105,000) for allowable expenditures to continue the work of the established Literacy Support Network Hub which are designed to support early literacy from birth through fifth grade as part of the Family Engagement Centers. These services will be paid from the MI Family Engagement Grant. The contract will begin no earlier than 10/1/2026 with an ending date of 6/30/2027.

CC: Sarah Hierman, Grants & Special Projects Coordinator



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of October, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Jackson County Intermediate School District, hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 10/01/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1:

Provide \$17,500 grant funds to the six (6) Intermediate School Districts (ISD's) in Region 9 (a total of \$105,000) for allowable expenditures to continue the work of the established Literacy Support Network Hub which are designed to support early literacy from birth through fifth grade as part of the Family Engagement Centers.

Duty 2:

Use the remaining \$15,000 to administer and disburse the grant funds to the Region 9 ISD's. Ensure that the six ISD's in Region 9 provide documentation for spending \$17,500 on books or literacy materials for children birth to fifth grade, or early literacy professional development for those teaching children birth through fifth grade, or other activities that support children's literacy development.

Duty 3:

Provide documentation of the expenditures of the \$120,000 no later than Oct. 31, 2026.

3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.

5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$120000.00 including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
3. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
4. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. 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.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

SECTION IV – INSURANCE COVERAGE

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

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

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

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written

exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Contractor (Company)

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS

Full Name

1. ,
2. ,
3. ,
4. ,
5. ,
6. ,
7. ,
8. ,
9. ,
10. ,

Coversheet

Approval of Head Start Awareness Month Resolution 2026

Section: VII. New Business
Item: C. Approval of Head Start Awareness Month Resolution 2026
Purpose:
Submitted by:
Related Material:
Memo to WISD Board for Proclamation to support Head Start 10-13-2026.pdf
10.13.2026 Resolution for HS Awareness Month for Policy Council.pdf



To: Naomi Norman, Superintendent; WISD Board of Education

From: Dr. Edward Manuszak, Executive Director for Early Childhood

Date: October 13, 2026

RE: Head Start Proclamation

Washtenaw ISD Head Start Program would like to request the WISD Board approve the 2026 Washtenaw Head Start Proclamation. October is Head Start Awareness Month, and it is very important for our agency to demonstrate support for the Head Start Program.

We appreciate and value the support of the WISD Board of Education as we continue to lift up and advocate for a healthy and strong Head Start program that benefits our children and families.

Thank you for considering approval of this Proclamation. I will be at the board meeting to answer any questions you may have.

Attachment: Washtenaw Head Start Proclamation

Resolution in Recognition of Head Start Awareness Month

Whereas, the Head Start Program began as an eight-week demonstration project designed to help break the cycle of poverty. It provided preschool children from low-income families with a comprehensive program to meet their emotional, social, health, nutritional, and educational needs; and

Whereas, Head Start has grown since then to serve every 1 in 11 Americans, helping them build the skills needed to be successful in school and in life, with participants less likely to live in poverty or receive public assistance; and

Whereas, Head Start's reach in Washtenaw County after years of existence provides access for 395 eligible families with children 1 ½ to 5, access for 46 children under age 3 in Early Head Start programs, and with priority given to children with disabilities, children with families experiencing homelessness, and children in foster care; and

Whereas, the Michigan Head Start Association is a statewide non-profit organization whose mission is to provide education, leadership, and advocacy that supports the Head Start program's efforts in delivering high quality comprehensive services to Michigan's children, families, and communities, and which the Washtenaw ISD calls a partner; and

Whereas, during Head Start Awareness Month, held annually during the month of October, the WISD recognizes the local community leaders and their dedicated staff across our state who are helping Washtenaw county's most vulnerable children and their families thrive through the delivery of vital early childhood education, health, and family support services, and recognizes the many contributions of the dedicated early childhood professionals, whose efforts are essential to Head Start's growth and success in Washtenaw County; now

Therefore, be it resolved that, the Washtenaw Intermediate School District recognizes Head Start Awareness Month, October 2026, in Washtenaw County.

Approved at the Washtenaw ISD Board of Education Meeting on October 13, 2026.

Vice President, Washtenaw ISD Board of Education

Secretary, Washtenaw ISD Board of Education

Coversheet

United Way Grant

Section:	VII. New Business
Item:	D. United Way Grant
Purpose:	
Submitted by:	
Related Material:	Board - Memo United Way - Deloitte.pdf Subgrant Agreement WISD and UWSEM FINAL.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Dr. Jennifer Banks, Executive Director of Instruction

DATE: October 8, 2026

RE: Acceptance of Grant: United Way Deloitte Foundation Grant

The administration recommends that the WISD Board of Education accept a \$255,000 grant from the United Way for Southeastern Michigan (UWSEM), with funding provided by the Deloitte Foundation. WISD was originally awarded this grant in February 2025; however, due to an administrative oversight, the grant was not brought forward for Board acceptance at that time. The administration is now seeking formal Board acceptance of the grant.

The grant funds support **comprehensive math, and engineering support for students** including after-school and summer programming, as well as professional learning for educators. Students will receive targeted opportunities to strengthen mathematics and engineering skills through short-term courses and experiences. The initiative will also strengthen educator capacity through targeted professional learning with mathematics education scholars.

CC: Dr. Jennifer Banks, Executive Director of Instruction

DRAFT: Subaward Agreement between United Way for Southeastern Michigan and the Washtenaw Intermediate School District

“Grantee” Name: Washtenaw Intermediate School District

Grantee Address: 1819 S Wagner Road P.O. Box 1406 Ann Arbor, MI 48106

Grant Contact: Danielle West

Grant Title: Washtenaw STEM Connection Academy

Contact Phone: 734-994-8400

Contact Email: dwest@washtenawisd.org

Funding Source: Deloitte 364-285

Award Amount: \$255,000

These Terms of Grant ("Terms") describe the purposes and administration of the Grant. The funds underlying the Grant are provided by the Deloitte Foundation ("Deloitte"), which serves as the prime funder and has awarded such funds to United Way for Southeastern Michigan ("United Way"). United Way, in turn, is awarding the Grant to Grantee, so that the Grant will further the charitable purposes of Grantee and United Way and will be used solely for the charitable grant purposes described below.

Grant Conditions

1. The Grant will be used only for charitable purposes as defined in United States Internal Revenue Code of 1986 (the “Code”) Section 170(c)(2)(B) (and only for charitable purposes that are also public purposes if Grantee is a governmental unit as defined in Section 170(b)(v) and 170(c)(1) of the Code), or the successor sections to those referred Code sections, and more specifically to fund:

The implementation of the STEM Connection Academy, which will provide the following programming: 1) targeted mathematics support offered in 6-8 week blocks during the school year, in addition to afterschool and summer program offerings, focused on developing math and engineering skills; 2) professional learning for teachers and counselors, including training to improve instructional approaches and expand content knowledge in mathematics and engineering; and 3) experiential learning activities to support students in learning how mathematical concepts are applied in real-world contexts, including field trips to business/engineering firms, mentorship from local business professionals, conferences, college tours, and job shadowing opportunities.

Programming will impact approximately 800 ninth and tenth grade students from historically underrepresented and under-resourced communities throughout the timeframe of the Grant.

2. Funds will be expended in accordance with these Terms and in a manner consistent with the budgets submitted by Grantee and will not be expended for any purpose other than the Grant Purpose without United Way’s prior written approval.

3. The Grantee represents to the best of its knowledge that no goods or services have been or will be provided to United Way or any of United Way's Board members or officers or their family members in connection with the Grant.

Grantee's Certification

Grantee certifies that:

1. as to its tax status, Grantee:

- a. is a nonprofit corporation under the laws of the State of Michigan (or is a governmental unit as defined by Section 170(c)(1) of the Code); and
- b. for any purposes other than charitable and educational activities consistent with Grantee's tax-exempt status and in accordance with Section 170(c)(1) or (2) of the Code (and only for charitable purposes that are also public purposes if Grantee is a governmental unit as defined in Section 170(b)(v) and 170(c)(1) of the Code).

2. Grant funds received from United Way shall not be used:

- a. to influence the outcome of any specific public election, or carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4945(d)(2) of the Code); or
 - b. for any purposes other than charitable and educational activities consistent with Grantee's tax-exempt status and in accordance with Section 170(c)(1) or (2) of the Code (and only for charitable purposes that are also public purposes if Grantee is a governmental unit as defined in Section 170(b)(v) and 170(c)(1) of the Code).
3. if the Grantee carries on propaganda, or otherwise attempts to influence legislation (within the meaning of Section 4945(d)(1) of the Code), then either:
- a. Beyond the purposes outlined above and are not to be used in any attempt to influence legislation; or
 - b. The Grant funds from United Way is a specific project grant (i) which grant has not been earmarked to be used in an attempt to influence legislation and (ii) which grant, together with other grants by United Way for the same project for the same year, does not exceed the amount budgeted, for the year of the grant, by the Grantee for activities of the project that are not attempts to influence legislation.

- 3. Any Grant funds that are not spent or committed for the Grant Purpose must be returned to United Way.
- 4. Any income earned on the Grant funds may be used to support the general charitable purposes of the Grantee. Notwithstanding the foregoing, the income earned on any portion of the grant that is used to establish or add to an endowment must be used in furtherance of the charitable purpose of that endowment.
- 5. Grantee will maintain records of receipts and expenditures and make its books and records available to United Way for inspection at reasonable times. United Way may monitor and conduct an evaluation of operations under this Grant, which may include a visit by United Way personnel to observe Grantee's program, discuss the program with Grantee's personnel, and

review financial and other records and materials connected with the activities financed by this Grant.

6. All United Way Grant funds received by Grantee will be maintained in a separate fund dedicated to the Grant Purpose. The separate fund may be either (1) a physically separate bank account restricted to the Grant Purpose, or (2) a separate bookkeeping account (limited to the Grant Purpose) maintained as part of Grantee's financial records. United Way encourages, whenever feasible, the deposit of Grant funds in an interest-bearing account.

Term and Payment

1. The term of the Grant is from December 5, 2025 until November 15, 2027. Any funds not expended during this period must be promptly returned to United Way unless an extension of the Grant period has been approved.
2. Following receipt by United Way of these Terms executed on behalf of Grantee and approval of all necessary documentation otherwise required, payments for outstanding invoices related to this work will be made as soon as practicable. Subsequent payments will be made according to the schedule below and are contingent on Grantee's timely submission of the applicable report. UWSEM may withhold subsequent payments until any overdue or incomplete report is received and accepted.

Required Report	Report Due Date	Payment Amount	Payment Due Date
Interim Report	10/15/26	\$48,750	11/15/26
Annual Report	03/15/27	\$48,750	04/15/26
Final Report	10/15/27	\$48,750 + remaining grant balance	11/15/26

Reporting

1. Reports shall be due to United Way annually in December and March and as required by Deloitte. Please notify United Way if the report deadline cannot be met in order to request an extension. Specific reporting due dates will be communicated to the Grantee by the United Way contact listed below within 48 hours of notification by Deloitte.
2. Reports will be submitted via email to the United Way contact provided below and will include, at a minimum, (i) a narrative that provides a detailed description of the activities related to the Grant and their progress relative to their completion as described in the Grant Proposal, for each year, (ii) a summary of the expenditures paid from the Grant to date and (iii) any changes to the elements of the original Grant Purpose as reflected in the Grant Application. Should Deloitte require additional reporting elements, these will be communicated within 5 business days to the Grantee.
3. All reports and other notices required to be provided under this Grant Agreement may be sent to the attention of:

Bridget Herrmann

Senior Director, Strategic Initiatives

Executive Liaison, Washtenaw County

bridget.herrman@unitedwaysem.org

3011 W. Grand Blvd., Suite 500

Detroit, MI 48202

4. Partner is responsible for the following outputs as determined by the organization and which continued funding in contingent:

- Anticipated total number of students impacted
- Anticipated total number of unduplicated teachers/educators supported
- Anticipated total number and type of initiatives/programs that have been implemented
- Qualitative stories of impact at the student, educator, school and district-level
- Documentation of implementation challenges encountered, lessons learned, and changes made to support achievement of the grant purpose

5. At the conclusion of the grant, partner will provide percentages of school districts and grades served.

Partner Responsibilities and Expectations

Grantee is expected to participate in the following activities:

1. Submission of grant performance reporting on the schedule identified above and as required by Deloitte.
2. Register as a member of [United Way's Partner Network](#) and attend quarterly network meetings as available.
3. Participate in ongoing virtual check-ins with United Way's program staff and bi-annual check-ins with Deloitte's program staff. Check-ins take various formats (1:1s, small group discussions, community events, etc.).
4. Agree to be listed as a funded partner on [United Way's website](#).
5. Engage in joint efforts to support storytelling and amplify the success and impact of grant programming and partnership with United Way through one or more of the following options: grant reporting; participation as a speaker at a virtual United Way town hall; being interviewed for a radio segment; being featured in social media, blog posts, and United Way newsletters.

Additional Terms and Conditions

1. The Grantee will request in writing and receive advance approval from United Way for:

- a. substantive changes to the Grant Purpose or activities;
- b. line-item changes to the budget which amount to more than 15% of the Grant award;
- c. extensions of the Grant period beyond the end of the Grant term.

- d. before publishing any press release, website content, annual report, or other external announcement referencing specific information regarding Deloitte and this funding.
2. The Grantee agrees to inform United Way on a timely basis of any circumstances that could substantially affect the charitable activities being supported by United Way's Grant. Such circumstances would include, but not be limited to, changes in the Grantee's leadership, or project staffing.
3. While this is a charitable and philanthropic grant to Grantee, if necessary the Grantee hereby indemnifies, saves and holds harmless United Way and its trustees, officers and committee members (the "Indemnities"), to the extent Grantee may indemnify, save and hold harmless the Indemnities, from and against all liabilities and expenses (including reasonable attorneys' fees) resulting from (i) any claims, suits or proceeding arising from or related to the Grant and the Grantee's use of the Grant, (ii) the engagement, by employment or as an independent contractor, of personnel, including, without limitation, employment taxes and workers compensation and discrimination claims; (iii) any injury to persons or property arising in connection with the pursuit of the Grant Purpose; and (iv) any use of the Grant by Grantee that whether such use is consistent or inconsistent with the Grant Purpose or these Terms.
4. Grantee shall retain all rights, title and interests in any intellectual property to include, but not limited to, literary and artistic works, products, materials, information and computer software created or developed directly or indirectly as a result of this Grant and the Grant Purpose. Grantee shall grant to United Way for non-commercial purposes an irrevocable, worldwide, royalty-free, non-exclusive right and license to use, publish, distribute, reproduce, copy and modify any intellectual property developed, directly or indirectly, as a result of this Grant. Any monies realized by the Grantee from sales or licenses of the intellectual property created or developed from this Grant must be utilized exclusively by the Grantee for educational or charitable purposes of the Grantee, or otherwise for the charitable purposes of Grantee's established policies related to same and shall not inure to the personal benefit of noncharitable entities or purposes. Further, Grantee agrees to make any intellectual property arising directly or indirectly from this Grant available to the public on a nondiscriminatory basis.
 - a. Notwithstanding any other provision of this Grant Agreement, Grantee agrees that the research results generated in the performance of this Grant or the Project will be made widely available by Grantee to the public through appropriate scientific channels (national publications, presentations, etc.) on a nondiscriminatory basis. A reasonable period of delay in publication may be permissible while Grantee establishes any patent rights but only if the applicable requirements of Revenue Ruling 76-296, or other applicable laws and regulations relating to charitable research and education grants, are met by Grantee.
5. **Termination.** United Way may terminate or modify these Terms or withhold Grant payments, or both, if the Grantee becomes unable to carry out the Grant Purpose, ceases to be an appropriate means of accomplishing the Grant Purpose, fails to meet the terms and conditions (including but not limited to the filing of timely reports with United Way) of these Terms, or if necessary to comply with any laws or regulations then applicable to United Way. If modification, termination or withholding of payment is being considered by United Way, the Grantee will be notified of the non-compliance issues that are the cause of the modification, termination or withholding of payment and will be notified by United Way of a specified

deadline to remediate the non-compliance issues cited by United Way. Successful remediation will be determined in the sole discretion of United Way.

- a. **Termination Related to Prime Award.** The Grant is funded by a prime award to United Way from Deloitte. Notwithstanding anything in these Terms to the contrary, United Way may terminate or modify these Terms, or suspend or withhold Grant payments, upon thirty (30) days' prior written notice to Grantee, without any obligation to provide an opportunity to remediate, if the Prime Funder terminates, modifies, suspends, or reduces its award to United Way, or if the Prime Funder's funding to United Way otherwise becomes unavailable, in whole or in part. United Way's obligation to make any Grant payments is contingent upon United Way's continued receipt of corresponding funds from the Prime Funder.
- b. **Effect of Termination.** Upon any termination under this Section 5, Grantee shall cease incurring new obligations against the Grant as of the effective date of termination and shall, within thirty (30) days, return to United Way any Grant funds that are unexpended or not irrevocably committed to allowable expenses properly incurred prior to the effective date of termination. Any provisions of these Terms that by their nature should survive termination — including reporting, recordkeeping, audit, and return-of-funds obligations — shall survive.
6. **Patriot Act Compliance:** Grantee certifies that United Way provided Grant funds will be used by Grantee in compliance with all applicable anti-terrorist financing and asset control laws, regulations, rules and executive orders, including but not limited to, the USA Patriot Act of 2001, as amended, and Executive Order No. 13224, as amended. Furthermore, Grantee agrees to ensure that any United Way provided Grant funds, either directly or through a subgrant, will not be disbursed to any organization or individual listed on the United States Government's Terrorist Exclusion List or the Office of Foreign Assets Control (OFAC) Specially Designated Nationals & Blocked Persons List. In addition, Grantee will take reasonable steps to ensure that its board, staff, subgrantees and volunteers have no dealings whatsoever with known terrorists or terrorist organizations.
7. These Terms constitute the full understanding between the parties and will be governed by, and construed in accordance with, the laws of the State of Michigan.

Communication and Publicity

1. United Way and Grantee agree that all public acknowledgement of the Grantee will be credited as follows: "United Way for Southeastern Michigan."
2. The Grantee shall obtain advanced written approval of the text of any written public statement regarding the Grant, press release, social media, other announcement or recognition that references the Grantee, United Way and Deloitte.
3. Notwithstanding the foregoing, it being understood that the Grantee may have to report the Grant and United Way in tax, audit and other regulatory filings and to the extent Grantee is required to do so it may without any necessity of any further approvals of United Way.
4. United Way will communicate with the Grantee by contacting the Grantee Contact listed on the first page above. Grantee will inform United Way promptly of any change in the name and contact information of the Grantee contact.

To show Grantee's acceptance of these Terms of Grant and the philanthropic and charitable support from United Way, please sign below and return these Terms to United Way. The Grant payment(s), as outlined above, will be forwarded promptly after receiving the executed Terms per the payment schedule outlined above.

WASHTENAW INTERMEDIATE SCHOOL
DISTRICT

UNITED WAY FOR SOUTHEASTERN
MICHIGAN

Naomi Norman
Superintendent

Brandon Lee
Chief Operating Officer
Executive Vice President

Date:

Date:

ATTACHMENT A: BUDGET

Budget Category	Narrative Description		FTE (%)	Funding Amount (\$)	Category Totals (\$)
Personnel	Staff Salary	Position A			
		Position B			
		Position C			
		Position D			
		Position E			
		Position F			
		Position G			
		Position H			
		Position I			
		Position J			
	Staff Fringe Benefit			\$ -	
Personnel Subtotal				\$ -	
Travel Expenses				\$ -	
Program Equipment				\$ -	
Program Supplies				\$ -	
Contractual Services	Contractor A				
	Contractor B				
	Contractor C				
	Contractor D				
	Contractor E				
Contractual Services Subtotal				\$ -	
Subaward Recipients	Subaward Recipient A				
	Subaward Recipient B				
	Subaward Recipient C				
	Subaward Recipient D				

	Subaward Recipient E		
	Subaward Recipients Subtotal		\$ -
Other Direct Program Expenses	Other Program Expense A		
	Other Program Expense B		
	Other Program Expense C		
	Other Program Expense D		
	Other Program Expense E		
	Other Direct Program Expenses Subtotal		\$ -

NOTES:

DIRECT PROGRAM EXPENSES	\$ -
INDIRECT EXPENSES (15%)	\$ -
GRAND TOTAL	\$ -

Coversheet

HILL Pedagogies Contracted Services Agreement – SECOND READ

Section: VIII. Unfinished Business
Item: A. HILL Pedagogies Contracted Services Agreement – SECOND READ
Purpose:
Submitted by:
Related Material:
Board Memo - HILL Pedagogies.pdf
HILL Pedagogies Company Contract 27h New Teacher Professional Learning - Preview.pdf



DATE: September 22, 2026

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

FROM: Dawn L. Stewart, Ph.D., Supervisor of Instructional Supports

SUBJECT: HILL Pedagogies Contracted Services Agreement

We are seeking Board approval to contract with HILL Pedagogies for an amount not to exceed \$68,000.00 to provide culturally and historically responsive education (CHRE) professional learning for teachers and leaders. Led by Dr. Ghody Muhammad, the sessions will blend research, theory, and practical application to support the implementation of CHRE practices.

HILL Pedagogies provides educational services and professional learning grounded in Dr. Muhammad's research and the Histories, Identities, Literacies, and Liberation (HILL) framework. The organization works with educators, leaders, students, and communities to strengthen culturally and historically responsive teaching and learning practices.

In July 2026, HILL Pedagogies also provided virtual learning sessions for high school students participating in the Tri-County Culturally Responsive Mathematics Summer Institute for \$10,000.00. The proposed \$68,000.00 contract brings the total contracted amount with HILL Pedagogies to \$78,000.00, exceeding the Board approval threshold and requiring Board authorization. The contract will be funded through the 27h Grant with no impact on the General Fund.

Dr. Jennifer Banks is available to answer any questions.



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 22nd day of September, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and HILL Pedagogies Services, Inc., hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 10/15/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Scope of Work:

The Contractor shall provide professional learning on Culturally and Historically Responsive Education (CHRE) for teachers and educational leaders, including seven virtual professional learning sessions, one virtual keynote presentation, one in-person keynote presentation, and related CHRE resources, as described in the duties below.

Duty 1:

Foundation Building: Sessions 1-2

The Contractor shall design and facilitate two one-hour virtual professional learning sessions on October 20, 2026, and November 17, 2026, from 4:45–5:45 p.m. via Zoom.

The Contractor shall:

- a. Provide instruction on the historical foundations, rationale, and core principles of Culturally and Historically Responsive Education (CHRE).
- b. Facilitate participant learning and structured leadership reflection related to culture, identity, professional practice, and decision-making.
- c. Introduce and apply the five pursuits framework (e.g., Identity, Skills, Intellect, Criticality, and Joy) including examples of application in educational settings.

Deliverables:

- a. Two one-hour virtual professional learning sessions.

- b. Presentation materials and participant learning/reflection activities for each session.
- c. CHRE framework resources and application examples for participant use.

Duty 2:

Practical Application: Sessions 3-4

The Contractor shall design and facilitate two one-hour virtual professional learning sessions on December 15, 2026, and January 19, 2027, from 4:45–5:45 p.m. via Zoom, for a total of two contact hours.

The Contractor shall:

- a. Facilitate application of Culturally and Historically Responsive Education (CHRE) principles to instructional leadership practices.
- b. Guide participants in reviewing and critiquing selected district and school documents through a CHRE lens to identify opportunities for strengthening culturally and historically responsive practices.
- c. Provide strategies and tools to support participants in leading equitable instructional and organizational change.

Deliverables:

- a. Two one-hour virtual professional learning sessions.
- b. Presentation materials for each session.
- c. A structured protocol or tool for reviewing district and school documents.
- d. CHRE-aligned leadership strategies and implementation resources.

Duty 3:

Implementation: Sessions 5-7

The Contractor shall design and facilitate three one-hour virtual professional learning sessions on February 16, 2027, March 16, 2027, and April 20, 2027, from 4:45–5:45 p.m. via Zoom, for a total of three contact hours.

The Contractor shall:

- a. Guide participants in adapting selected institutional documents, practices, or resources using Culturally and Historically Responsive Education (CHRE) principles.
- b. Support participants in planning and implementing CHRE-aligned changes within their educational settings.
- c. Facilitate structured review of implementation progress, successes, challenges, and lessons learned.
- d. Guide participants in identifying strategies for sustaining implementation and establishing next steps for continued CHRE-aligned practice.

Deliverables:

- a. Three one-hour virtual professional learning sessions.
- b. Presentation and implementation materials for each session.
- c. A protocol, template, or guidance for CHRE-aligned revision of institutional documents or practices.
- d. An implementation planning resource for participant use.
- e. A final next-steps and sustainability planning activity.

Duty 4A:
Virtual Keynote Presentation

The Contractor shall prepare and deliver a one-hour virtual keynote presentation, Cultivating Genius and Joy in Education through Culturally and Historically Responsive Pedagogies, on October 15, 2026, from 4:45–5:45 p.m. via Zoom.

The Contractor shall:

- a. Present the historical, policy, personal, and instructional foundations supporting Culturally and Historically Responsive Education (CHRE).
- b. Introduce and explain the HILL Model and its five pursuits: Identity, Skills, Intellect, Criticality, and Joy.
- c. Demonstrate application of the five pursuits to teaching, learning goals, lesson planning, instructional texts, and educational practice.
- d. Provide examples of culturally and historically responsive lesson or unit design across grade levels.

Duty 5:
In-Person Keynote Presentation

The Contractor shall prepare and deliver a one-hour, in-person keynote presentation, Cultivating Genius and Joy in Education through Culturally and Historically Responsive Pedagogies, in Spring 2027 on a date mutually agreed upon by WISD and the Contractor in writing.

The Contractor shall:

- a. Present the historical, policy, personal, and instructional foundations supporting Culturally and Historically Responsive Education (CHRE).
- b. Guide participants in the application of the HILL Model and its five pursuits: Identity, Skills, Intellect, Criticality, and Joy.
- c. Demonstrate application of the five pursuits to teaching, learning goals, lesson planning, instructional texts, and educational practice.
- d. Provide examples of culturally and historically responsive lesson or unit design across grade levels.

Deliverables:

- a. One one-hour, in-person keynote presentation.
- b. Keynote presentation materials.
- c. Instructional examples demonstrating application of the HILL Model.

Contract Total:

Virtual Professional Learning Sessions: 7 sessions / 7 contact hours — \$28,000.00

Virtual Keynote: 1 session / 1 contact hour — \$15,000.00

In-Person Keynote: 1 session / 1 contact hour — \$25,000.00

Total Contract Amount: \$68,000.00

Total Live Contact Time: 9 hours

3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$68000.00 including all related expenses, including travel expenses outlined in Section III.
2. The above consideration for the Contractor's services is based on satisfactory completion of the tasks and deliverables described in Section I.
3. The Contractor shall submit an invoice upon completion of each applicable duty and required deliverables described in Section I. The contractor shall submit an invoice requesting payment no more than thirty (30) days after completion of the applicable duties and deliverables. Invoices submitted after this date may not be paid.

Compensation shall be paid as follows:

- a. Duty 1 – Foundation Building, Sessions 1–2: **\$8,000.00**
 - b. Duty 2 – Practical Application, Sessions 3–4: **\$8,000.00**
 - c. Duty 3 – Implementation, Sessions 5–7: **\$12,000.00**
 - d. Duty 4 – Virtual Keynote Presentation: **\$15,000.00**
 - e. Duty 5 – In-Person Keynote Presentation: **\$25,000.00**
4. 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. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

5. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
6. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
7. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
8. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
9. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
10. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

SECTION IV – INSURANCE COVERAGE

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

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

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

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Cassandra Falcón, Executive Director, Hill Pedagogies

SIGNATURE AREA

Supervisor of Instructional Supports, Washtenaw Intermediate School District

SIGNATURE AREA

Executive Director of Instruction, Washtenaw Intermediate School District

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS

Full Name

1. Muhammad, Gholdy, Lead Facilitator
2. ,
3. ,
4. ,
5. ,
6. ,
7. ,
8. ,
9. ,
10. ,

Coversheet

Early Literacy Coaching Contract with Washtenaw County Schools – SECOND READ

Section:	VIII. Unfinished Business
Item:	B. Early Literacy Coaching Contract with Washtenaw County Schools –
Purpose:	
Submitted by:	
Related Material:	Early Literacy Coaching Contract Memo 26_27.pdf EL Contract Ann Arbor 26-27 - Preview.pdf EL Contract Chelsea 26-27 - Preview.pdf EL Contract Dexter 26-27 - Preview.pdf EL Contract Lincoln 26-27 - Preview.pdf EL Contract Manchester 26-27 - Preview.pdf EL Contract Milan 26-27 - Preview.pdf EL Contract Saline 26-27 - Preview.pdf EL Contract Whitmore Lake 26-27 - Preview.pdf EL Contract Ypsilanti 26-27 - Preview.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

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

DATE: September 10, 2026

SUBJECT: Early Literacy Coaching Contract with Washtenaw County Schools

We recommend that the WISD Board of Education approve contracts with Ann Arbor Public Schools, Chelsea School District, Dexter Community Schools, Lincoln Consolidated School District, Manchester Community Schools, Milan Area Schools, Saline Area Schools, Whitmore Lake Public Schools, and Ypsilanti Community Schools to provide an early literacy coach to each district for the 2026-2027 school year at a cost not to exceed \$50,000.00.

Ann Arbor Public Schools, Chelsea School District, Dexter Community Schools, Lincoln Consolidated School District, Manchester Community Schools, Milan Area Schools, Saline Area Schools, Whitmore Lake Public Schools, and Ypsilanti Community Schools will each provide an early literacy coach (PreK-5) who will join the Washtenaw County Coaching Collaborative (WC3) professional learning network. The coach will support their district's teachers in implementing the Essential Instructional Practices in Early Literacy. The funding source is a Michigan Department of Education Early Literacy Coaching Grant, which aligns with our commitment to high-quality literacy instruction for all.

The \$50,000.00 cost covers time for coaching services from the date of contract approval through June 30, 2027. Erica Rodriguez-Hatt, Coordinator for Early Literacy and Literacy Coaching Initiatives, and Angela Cheek-Welch, Coordinator for Early Literacy and Dyslexia, will supervise the coach's work. This contract will advance early literacy, a key priority in our EISJ policy. Additionally, improving early literacy outcomes for all students regardless of race, gender, or socioeconomic status supports our equity, inclusion, and social justice commitments. Early intervention can help close achievement gaps and ensure all students are reading proficiently by third grade.

CC: Dr. Jennifer Banks, Director of Instruction



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of July, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Ann Arbor Public Schools hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 07/01/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Equity-Centered Coaching Culture

- a. Demonstrate commitment to equity, social justice, and inclusion, consistent with WISD's mission and vision, and examine how the position impacts the educational inequities in student achievement.
- b. Co-construct a countywide coaching culture rooted in anti-oppression, collaborative learning, continuous improvement, data-driven student-centered practice, and strong trustful relationships.

Duty 2: Professional Learning Participation

- a. The contractor shall actively participate in Washtenaw County Coaching Collaborative (WC3) professional learning series during the 2026-2027 program year. Sessions will be held in person at Washtenaw Intermediate School District (WISD) from 9:30 am to 3:00 pm on the following dates:
 - September 17, 2026
 - October 15, 2026
 - November 12, 2026
 - January 14, 2027
 - February 11, 2027
 - March 11, 2027
 - April 8, 2027
 - May 13, 2027
 - June 3, 2027

If the Contractor is unable to attend a scheduled session, they shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.

- b. The Contractor shall apply learning from WC3 sessions to their contracted responsibilities. This may include using coaching strategies introduced in the sessions during observation and feedback cycles, bringing session resources into coaching conversations with teachers, or sharing takeaways with other WC3 participants during collaborative planning time.

Duty 3: Coaching Log and Documentation

- a. The Contractor shall maintain a current and accurate coaching log using the Michigan Association of Intermediate School Administrators (MAISA)-recommended template or an equivalent WISD-approved format. The coaching log shall document coaching activities and provide evidence of progress, impact, reflection, and feedback related to the Contractor's assigned responsibilities.
- b. The Contractor shall update the coaching log weekly and ensure that entries are detailed enough to show the nature, frequency, and outcomes of coaching services provided.
- c. The Contractor shall print and submit the coaching log to the designated WISD contact at the end of the year, or upon request. Documentation shall be submitted in a timely manner and used by WISD to monitor implementation, assess progress toward contracted outcomes, and inform ongoing coaching support.
- d. The Contractor shall maintain coaching documentation in a manner that protects the confidentiality of students, staff, and other individuals and complies with applicable laws, regulations, and WISD policies. The coaching log shall not include personally identifiable student information unless specifically authorized by WISD and permitted by applicable law.

Duty 4: Section 35a(4) Grant Assurance Compliance

- a. The Contractor shall support WISD's compliance with applicable Section 35a(4) grant requirements by participating in required Pre-K–3 Essential Instructional Practices Institute, Literacy Coaching Network professional learning opportunities, Coaching Intensives, and Quarterly Meetings. Required sessions include:
 - October 13, 2026 (9:30–11:00 a.m., virtual);
 - December 8, 2026 (9:30–11:00 a.m., virtual);
 - February 9, 2027 (9:30–11:00 a.m., virtual); and
 - May 4, 2027 (9:00 a.m.–3:00 p.m., in person, regional setting).
- b. The Contractor shall attend required sessions in their entirety, actively participate, and complete any associated learning activities or assignments. If unable to attend, the Contractor shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.
- c. The Contractor shall use the Coaching Modules and Pre-K–3 Essential Instructional Practices modules to support ongoing professional learning and application to coaching practice. The Contractor shall have completed, or demonstrate documented progress toward completion of, LETRS training, and shall participate in Assessment

Literacy professional learning as identified or approved by WISD. The Contractor shall maintain and provide documentation of attendance, completion of required professional learning, LETRS status, and application of learning to contracted coaching responsibilities upon request. Failure to meet these requirements may be considered non-performance under the Agreement.

Duty 5: Daily Coaching Responsibilities

- a. The Contractor shall provide ongoing, job-embedded coaching support to assigned teachers through classroom observations, modeling, co-planning, co-teaching, instructional feedback, and other supports aligned with teacher and school needs. The Contractor shall facilitate structured coaching cycles that include goal-setting, observation or evidence gathering, reflective debriefs, targeted feedback, and identification of next steps to support continuous instructional growth.
 - b. The Contractor shall maintain accurate and timely documentation of coaching activities, including coaching goals, services provided, feedback, teacher reflection, progress, and next steps, using the WISD-approved coaching log or equivalent format. The Contractor shall collaborate with teachers, school leaders, and designated WISD staff and use relevant instructional and student learning evidence to monitor coaching impact, adjust supports, and demonstrate progress toward contracted outcomes.
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
 4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
 5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$50,000 including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
3. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to

participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

4. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. 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.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

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

SECTION IV – INSURANCE COVERAGE

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

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

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

~~The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.~~

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Jazz Parks, Superintendent, Ann Arbor Public Schools

SIGNATURE AREA

Early Literacy/Coaching Coordinator, Washtenaw Intermediate School District

SIGNATURE AREA

Supervisor of Instruction, Washtenaw Intermediate School District

SIGNATURE AREA

Jennifer Banks PhD, Executive Director of Instruction

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

**LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS**

Full Name

1. Bella, Holly, Milan Early Literacy Coach
2. Last, First Middle, Job Title/Position/Responsibility
3. Last, First Middle, Job Title/Position/Responsibility
4. Last, First Middle, Job Title/Position/Responsibility
5. Last, First Middle, Job Title/Position/Responsibility
6. Last, First Middle, Job Title/Position/Responsibility
7. Last, First Middle, Job Title/Position/Responsibility
8. Last, First Middle, Job Title/Position/Responsibility
9. Last, First Middle, Job Title/Position/Responsibility
10. Last, First Middle, Job Title/Position/Responsibility



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of July, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Chelsea School District hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 07/01/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Equity-Centered Coaching Culture

- a. Demonstrate commitment to equity, social justice, and inclusion, consistent with WISD's mission and vision, and examine how the position impacts the educational inequities in student achievement.
- b. Co-construct a countywide coaching culture rooted in anti-oppression, collaborative learning, continuous improvement, data-driven student-centered practice, and strong trustful relationships.

Duty 2: Professional Learning Participation

- a. The contractor shall actively participate in Washtenaw County Coaching Collaborative (WC3) professional learning series during the 2026-2027 program year. Sessions will be held in person at Washtenaw Intermediate School District (WISD) from 9:30 am to 3:00 pm on the following dates:
 - September 17, 2026
 - October 15, 2026
 - November 12, 2026
 - January 14, 2027
 - February 11, 2027
 - March 11, 2027
 - April 8, 2027
 - May 13, 2027
 - June 3, 2027

If the Contractor is unable to attend a scheduled session, they shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.

- b. The Contractor shall apply learning from WC3 sessions to their contracted responsibilities. This may include using coaching strategies introduced in the sessions during observation and feedback cycles, bringing session resources into coaching conversations with teachers, or sharing takeaways with other WC3 participants during collaborative planning time.

Duty 3: Coaching Log and Documentation

- a. The Contractor shall maintain a current and accurate coaching log using the Michigan Association of Intermediate School Administrators (MAISA)-recommended template or an equivalent WISD-approved format. The coaching log shall document coaching activities and provide evidence of progress, impact, reflection, and feedback related to the Contractor's assigned responsibilities.
- b. The Contractor shall update the coaching log weekly and ensure that entries are detailed enough to show the nature, frequency, and outcomes of coaching services provided.
- c. The Contractor shall print and submit the coaching log to the designated WISD contact at the end of the year, or upon request. Documentation shall be submitted in a timely manner and used by WISD to monitor implementation, assess progress toward contracted outcomes, and inform ongoing coaching support.
- d. The Contractor shall maintain coaching documentation in a manner that protects the confidentiality of students, staff, and other individuals and complies with applicable laws, regulations, and WISD policies. The coaching log shall not include personally identifiable student information unless specifically authorized by WISD and permitted by applicable law.

Duty 4: Section 35a(4) Grant Assurance Compliance

- a. The Contractor shall support WISD's compliance with applicable Section 35a(4) grant requirements by participating in required Pre-K–3 Essential Instructional Practices Institute, Literacy Coaching Network professional learning opportunities, Coaching Intensives, and Quarterly Meetings. Required sessions include:
 - October 13, 2026 (9:30–11:00 a.m., virtual);
 - December 8, 2026 (9:30–11:00 a.m., virtual);
 - February 9, 2027 (9:30–11:00 a.m., virtual); and
 - May 4, 2027 (9:00 a.m.–3:00 p.m., in person, regional setting).
- b. The Contractor shall attend required sessions in their entirety, actively participate, and complete any associated learning activities or assignments. If unable to attend, the Contractor shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.
- c. The Contractor shall use the Coaching Modules and Pre-K–3 Essential Instructional Practices modules to support ongoing professional learning and application to coaching practice. The Contractor shall have completed, or demonstrate documented progress toward completion of, LETRS training, and shall participate in Assessment

Literacy professional learning as identified or approved by WISD. The Contractor shall maintain and provide documentation of attendance, completion of required professional learning, LETRS status, and application of learning to contracted coaching responsibilities upon request. Failure to meet these requirements may be considered non-performance under the Agreement.

Duty 5: Daily Coaching Responsibilities

- a. The Contractor shall provide ongoing, job-embedded coaching support to assigned teachers through classroom observations, modeling, co-planning, co-teaching, instructional feedback, and other supports aligned with teacher and school needs. The Contractor shall facilitate structured coaching cycles that include goal-setting, observation or evidence gathering, reflective debriefs, targeted feedback, and identification of next steps to support continuous instructional growth.
 - b. The Contractor shall maintain accurate and timely documentation of coaching activities, including coaching goals, services provided, feedback, teacher reflection, progress, and next steps, using the WISD-approved coaching log or equivalent format. The Contractor shall collaborate with teachers, school leaders, and designated WISD staff and use relevant instructional and student learning evidence to monitor coaching impact, adjust supports, and demonstrate progress toward contracted outcomes.
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
 4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
 5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$50,000 including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
3. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to

participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

4. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. 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.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

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

SECTION IV – INSURANCE COVERAGE

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

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

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

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Micheal Kapolka, Superintendent, Chelsea School District

SIGNATURE AREA

Early Literacy/Coaching Coordinator, Washtenaw Intermediate School District

SIGNATURE AREA

Supervisor of Instruction, Washtenaw Intermediate School District

SIGNATURE AREA

Jennifer Banks PhD, Executive Director of Instruction

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

**LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS**

Full Name

1. Bella, Holly, Milan Early Literacy Coach
2. Last, First Middle, Job Title/Position/Responsibility
3. Last, First Middle, Job Title/Position/Responsibility
4. Last, First Middle, Job Title/Position/Responsibility
5. Last, First Middle, Job Title/Position/Responsibility
6. Last, First Middle, Job Title/Position/Responsibility
7. Last, First Middle, Job Title/Position/Responsibility
8. Last, First Middle, Job Title/Position/Responsibility
9. Last, First Middle, Job Title/Position/Responsibility
10. Last, First Middle, Job Title/Position/Responsibility



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of July, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Dexter Community Schools hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 07/01/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Equity-Centered Coaching Culture

- a. Demonstrate commitment to equity, social justice, and inclusion, consistent with WISD's mission and vision, and examine how the position impacts the educational inequities in student achievement.
- b. Co-construct a countywide coaching culture rooted in anti-oppression, collaborative learning, continuous improvement, data-driven student-centered practice, and strong trustful relationships.

Duty 2: Professional Learning Participation

- a. The contractor shall actively participate in Washtenaw County Coaching Collaborative (WC3) professional learning series during the 2026-2027 program year. Sessions will be held in person at Washtenaw Intermediate School District (WISD) from 9:30 am to 3:00 pm on the following dates:
 - September 17, 2026
 - October 15, 2026
 - November 12, 2026
 - January 14, 2027
 - February 11, 2027
 - March 11, 2027
 - April 8, 2027
 - May 13, 2027
 - June 3, 2027

If the Contractor is unable to attend a scheduled session, they shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.

- b. The Contractor shall apply learning from WC3 sessions to their contracted responsibilities. This may include using coaching strategies introduced in the sessions during observation and feedback cycles, bringing session resources into coaching conversations with teachers, or sharing takeaways with other WC3 participants during collaborative planning time.

Duty 3: Coaching Log and Documentation

- a. The Contractor shall maintain a current and accurate coaching log using the Michigan Association of Intermediate School Administrators (MAISA)-recommended template or an equivalent WISD-approved format. The coaching log shall document coaching activities and provide evidence of progress, impact, reflection, and feedback related to the Contractor's assigned responsibilities.
- b. The Contractor shall update the coaching log weekly and ensure that entries are detailed enough to show the nature, frequency, and outcomes of coaching services provided.
- c. The Contractor shall print and submit the coaching log to the designated WISD contact at the end of the year, or upon request. Documentation shall be submitted in a timely manner and used by WISD to monitor implementation, assess progress toward contracted outcomes, and inform ongoing coaching support.
- d. The Contractor shall maintain coaching documentation in a manner that protects the confidentiality of students, staff, and other individuals and complies with applicable laws, regulations, and WISD policies. The coaching log shall not include personally identifiable student information unless specifically authorized by WISD and permitted by applicable law.

Duty 4: Section 35a(4) Grant Assurance Compliance

- a. The Contractor shall support WISD's compliance with applicable Section 35a(4) grant requirements by participating in required Pre-K–3 Essential Instructional Practices Institute, Literacy Coaching Network professional learning opportunities, Coaching Intensives, and Quarterly Meetings. Required sessions include:
 - October 13, 2026 (9:30–11:00 a.m., virtual);
 - December 8, 2026 (9:30–11:00 a.m., virtual);
 - February 9, 2027 (9:30–11:00 a.m., virtual); and
 - May 4, 2027 (9:00 a.m.–3:00 p.m., in person, regional setting).
- b. The Contractor shall attend required sessions in their entirety, actively participate, and complete any associated learning activities or assignments. If unable to attend, the Contractor shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.
- c. The Contractor shall use the Coaching Modules and Pre-K–3 Essential Instructional Practices modules to support ongoing professional learning and application to coaching practice. The Contractor shall have completed, or demonstrate documented progress toward completion of, LETRS training, and shall participate in Assessment

Literacy professional learning as identified or approved by WISD. The Contractor shall maintain and provide documentation of attendance, completion of required professional learning, LETRS status, and application of learning to contracted coaching responsibilities upon request. Failure to meet these requirements may be considered non-performance under the Agreement.

Duty 5: Daily Coaching Responsibilities

- a. The Contractor shall provide ongoing, job-embedded coaching support to assigned teachers through classroom observations, modeling, co-planning, co-teaching, instructional feedback, and other supports aligned with teacher and school needs. The Contractor shall facilitate structured coaching cycles that include goal-setting, observation or evidence gathering, reflective debriefs, targeted feedback, and identification of next steps to support continuous instructional growth.
 - b. The Contractor shall maintain accurate and timely documentation of coaching activities, including coaching goals, services provided, feedback, teacher reflection, progress, and next steps, using the WISD-approved coaching log or equivalent format. The Contractor shall collaborate with teachers, school leaders, and designated WISD staff and use relevant instructional and student learning evidence to monitor coaching impact, adjust supports, and demonstrate progress toward contracted outcomes.
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
 4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
 5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$50,000 including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
3. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to

participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

4. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. 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.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

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

SECTION IV – INSURANCE COVERAGE

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

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

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

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Ryan Bruder, Superintendent, Dexter Community Schools

SIGNATURE AREA

Early Literacy/Coaching Coordinator, Washtenaw Intermediate School District

SIGNATURE AREA

Supervisor of Instruction, Washtenaw Intermediate School District

SIGNATURE AREA

Jennifer Banks PhD, Executive Director of Instruction

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

**LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS**

Full Name

1. Bella, Holly, Milan Early Literacy Coach
2. Last, First Middle, Job Title/Position/Responsibility
3. Last, First Middle, Job Title/Position/Responsibility
4. Last, First Middle, Job Title/Position/Responsibility
5. Last, First Middle, Job Title/Position/Responsibility
6. Last, First Middle, Job Title/Position/Responsibility
7. Last, First Middle, Job Title/Position/Responsibility
8. Last, First Middle, Job Title/Position/Responsibility
9. Last, First Middle, Job Title/Position/Responsibility
10. Last, First Middle, Job Title/Position/Responsibility



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of July, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Lincoln Consolidated Schools hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 07/01/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Equity-Centered Coaching Culture

- a. Demonstrate commitment to equity, social justice, and inclusion, consistent with WISD's mission and vision, and examine how the position impacts the educational inequities in student achievement.
- b. Co-construct a countywide coaching culture rooted in anti-oppression, collaborative learning, continuous improvement, data-driven student-centered practice, and strong trustful relationships.

Duty 2: Professional Learning Participation

- a. The contractor shall actively participate in Washtenaw County Coaching Collaborative (WC3) professional learning series during the 2026-2027 program year. Sessions will be held in person at Washtenaw Intermediate School District (WISD) from 9:30 am to 3:00 pm on the following dates:
 - September 17, 2026
 - October 15, 2026
 - November 12, 2026
 - January 14, 2027
 - February 11, 2027
 - March 11, 2027
 - April 8, 2027
 - May 13, 2027
 - June 3, 2027

If the Contractor is unable to attend a scheduled session, they shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.

- b. The Contractor shall apply learning from WC3 sessions to their contracted responsibilities. This may include using coaching strategies introduced in the sessions during observation and feedback cycles, bringing session resources into coaching conversations with teachers, or sharing takeaways with other WC3 participants during collaborative planning time.

Duty 3: Coaching Log and Documentation

- a. The Contractor shall maintain a current and accurate coaching log using the Michigan Association of Intermediate School Administrators (MAISA)-recommended template or an equivalent WISD-approved format. The coaching log shall document coaching activities and provide evidence of progress, impact, reflection, and feedback related to the Contractor's assigned responsibilities.
- b. The Contractor shall update the coaching log weekly and ensure that entries are detailed enough to show the nature, frequency, and outcomes of coaching services provided.
- c. The Contractor shall print and submit the coaching log to the designated WISD contact at the end of the year, or upon request. Documentation shall be submitted in a timely manner and used by WISD to monitor implementation, assess progress toward contracted outcomes, and inform ongoing coaching support.
- d. The Contractor shall maintain coaching documentation in a manner that protects the confidentiality of students, staff, and other individuals and complies with applicable laws, regulations, and WISD policies. The coaching log shall not include personally identifiable student information unless specifically authorized by WISD and permitted by applicable law.

Duty 4: Section 35a(4) Grant Assurance Compliance

- a. The Contractor shall support WISD's compliance with applicable Section 35a(4) grant requirements by participating in required Pre-K–3 Essential Instructional Practices Institute, Literacy Coaching Network professional learning opportunities, Coaching Intensives, and Quarterly Meetings. Required sessions include:
 - October 13, 2026 (9:30–11:00 a.m., virtual);
 - December 8, 2026 (9:30–11:00 a.m., virtual);
 - February 9, 2027 (9:30–11:00 a.m., virtual); and
 - May 4, 2027 (9:00 a.m.–3:00 p.m., in person, regional setting).
- b. The Contractor shall attend required sessions in their entirety, actively participate, and complete any associated learning activities or assignments. If unable to attend, the Contractor shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.
- c. The Contractor shall use the Coaching Modules and Pre-K–3 Essential Instructional Practices modules to support ongoing professional learning and application to coaching practice. The Contractor shall have completed, or demonstrate documented progress toward completion of, LETRS training, and shall participate in Assessment

Literacy professional learning as identified or approved by WISD. The Contractor shall maintain and provide documentation of attendance, completion of required professional learning, LETRS status, and application of learning to contracted coaching responsibilities upon request. Failure to meet these requirements may be considered non-performance under the Agreement.

Duty 5: Daily Coaching Responsibilities

- a. The Contractor shall provide ongoing, job-embedded coaching support to assigned teachers through classroom observations, modeling, co-planning, co-teaching, instructional feedback, and other supports aligned with teacher and school needs. The Contractor shall facilitate structured coaching cycles that include goal-setting, observation or evidence gathering, reflective debriefs, targeted feedback, and identification of next steps to support continuous instructional growth.
 - b. The Contractor shall maintain accurate and timely documentation of coaching activities, including coaching goals, services provided, feedback, teacher reflection, progress, and next steps, using the WISD-approved coaching log or equivalent format. The Contractor shall collaborate with teachers, school leaders, and designated WISD staff and use relevant instructional and student learning evidence to monitor coaching impact, adjust supports, and demonstrate progress toward contracted outcomes.
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
 4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
 5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$50,000 including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
3. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to

participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

4. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. 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.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

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

SECTION IV – INSURANCE COVERAGE

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

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

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

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Greg Smith, Superintendent, Lincoln Consolidated Schools

SIGNATURE AREA

Early Literacy/Coaching Coordinator, Washtenaw Intermediate School District

SIGNATURE AREA

Supervisor of Instruction, Washtenaw Intermediate School District

SIGNATURE AREA

Jennifer Banks PhD, Executive Director of Instruction

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

**LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS**

Full Name

1. Bella, Holly, Milan Early Literacy Coach
2. Last, First Middle, Job Title/Position/Responsibility
3. Last, First Middle, Job Title/Position/Responsibility
4. Last, First Middle, Job Title/Position/Responsibility
5. Last, First Middle, Job Title/Position/Responsibility
6. Last, First Middle, Job Title/Position/Responsibility
7. Last, First Middle, Job Title/Position/Responsibility
8. Last, First Middle, Job Title/Position/Responsibility
9. Last, First Middle, Job Title/Position/Responsibility
10. Last, First Middle, Job Title/Position/Responsibility



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of July, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Manchester Community Schools hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 07/01/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Equity-Centered Coaching Culture

- a. Demonstrate commitment to equity, social justice, and inclusion, consistent with WISD's mission and vision, and examine how the position impacts the educational inequities in student achievement.
- b. Co-construct a countywide coaching culture rooted in anti-oppression, collaborative learning, continuous improvement, data-driven student-centered practice, and strong trustful relationships.

Duty 2: Professional Learning Participation

- a. The contractor shall actively participate in Washtenaw County Coaching Collaborative (WC3) professional learning series during the 2026-2027 program year. Sessions will be held in person at Washtenaw Intermediate School District (WISD) from 9:30 am to 3:00 pm on the following dates:
 - September 17, 2026
 - October 15, 2026
 - November 12, 2026
 - January 14, 2027
 - February 11, 2027
 - March 11, 2027
 - April 8, 2027
 - May 13, 2027
 - June 3, 2027

If the Contractor is unable to attend a scheduled session, they shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.

- b. The Contractor shall apply learning from WC3 sessions to their contracted responsibilities. This may include using coaching strategies introduced in the sessions during observation and feedback cycles, bringing session resources into coaching conversations with teachers, or sharing takeaways with other WC3 participants during collaborative planning time.

Duty 3: Coaching Log and Documentation

- a. The Contractor shall maintain a current and accurate coaching log using the Michigan Association of Intermediate School Administrators (MAISA)-recommended template or an equivalent WISD-approved format. The coaching log shall document coaching activities and provide evidence of progress, impact, reflection, and feedback related to the Contractor's assigned responsibilities.
- b. The Contractor shall update the coaching log weekly and ensure that entries are detailed enough to show the nature, frequency, and outcomes of coaching services provided.
- c. The Contractor shall print and submit the coaching log to the designated WISD contact at the end of the year, or upon request. Documentation shall be submitted in a timely manner and used by WISD to monitor implementation, assess progress toward contracted outcomes, and inform ongoing coaching support.
- d. The Contractor shall maintain coaching documentation in a manner that protects the confidentiality of students, staff, and other individuals and complies with applicable laws, regulations, and WISD policies. The coaching log shall not include personally identifiable student information unless specifically authorized by WISD and permitted by applicable law.

Duty 4: Section 35a(4) Grant Assurance Compliance

- a. The Contractor shall support WISD's compliance with applicable Section 35a(4) grant requirements by participating in required Pre-K–3 Essential Instructional Practices Institute, Literacy Coaching Network professional learning opportunities, Coaching Intensives, and Quarterly Meetings. Required sessions include:
 - October 13, 2026 (9:30–11:00 a.m., virtual);
 - December 8, 2026 (9:30–11:00 a.m., virtual);
 - February 9, 2027 (9:30–11:00 a.m., virtual); and
 - May 4, 2027 (9:00 a.m.–3:00 p.m., in person, regional setting).
- b. The Contractor shall attend required sessions in their entirety, actively participate, and complete any associated learning activities or assignments. If unable to attend, the Contractor shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.
- c. The Contractor shall use the Coaching Modules and Pre-K–3 Essential Instructional Practices modules to support ongoing professional learning and application to coaching practice. The Contractor shall have completed, or demonstrate documented progress toward completion of, LETRS training, and shall participate in Assessment

Literacy professional learning as identified or approved by WISD. The Contractor shall maintain and provide documentation of attendance, completion of required professional learning, LETRS status, and application of learning to contracted coaching responsibilities upon request. Failure to meet these requirements may be considered non-performance under the Agreement.

Duty 5: Daily Coaching Responsibilities

- a. The Contractor shall provide ongoing, job-embedded coaching support to assigned teachers through classroom observations, modeling, co-planning, co-teaching, instructional feedback, and other supports aligned with teacher and school needs. The Contractor shall facilitate structured coaching cycles that include goal-setting, observation or evidence gathering, reflective debriefs, targeted feedback, and identification of next steps to support continuous instructional growth.
 - b. The Contractor shall maintain accurate and timely documentation of coaching activities, including coaching goals, services provided, feedback, teacher reflection, progress, and next steps, using the WISD-approved coaching log or equivalent format. The Contractor shall collaborate with teachers, school leaders, and designated WISD staff and use relevant instructional and student learning evidence to monitor coaching impact, adjust supports, and demonstrate progress toward contracted outcomes.
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$50,000 including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
3. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to

participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

4. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. 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.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

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

SECTION IV – INSURANCE COVERAGE

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

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

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

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Tom Johns, Superintendent, Manchester Community Schools

SIGNATURE AREA

Early Literacy/Coaching Coordinator, Washtenaw Intermediate School District

SIGNATURE AREA

Supervisor of Instruction, Washtenaw Intermediate School District

SIGNATURE AREA

Jennifer Banks PhD, Executive Director of Instruction

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

**LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS**

Full Name

1. Bella, Holly, Milan Early Literacy Coach
2. Last, First Middle, Job Title/Position/Responsibility
3. Last, First Middle, Job Title/Position/Responsibility
4. Last, First Middle, Job Title/Position/Responsibility
5. Last, First Middle, Job Title/Position/Responsibility
6. Last, First Middle, Job Title/Position/Responsibility
7. Last, First Middle, Job Title/Position/Responsibility
8. Last, First Middle, Job Title/Position/Responsibility
9. Last, First Middle, Job Title/Position/Responsibility
10. Last, First Middle, Job Title/Position/Responsibility



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of July, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Milan Area Schools hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 07/01/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Equity-Centered Coaching Culture

- a. Demonstrate commitment to equity, social justice, and inclusion, consistent with WISD's mission and vision, and examine how the position impacts the educational inequities in student achievement.
- b. Co-construct a countywide coaching culture rooted in anti-oppression, collaborative learning, continuous improvement, data-driven student-centered practice, and strong trustful relationships.

Duty 2: Professional Learning Participation

- a. The contractor shall actively participate in Washtenaw County Coaching Collaborative (WC3) professional learning series during the 2026-2027 program year. Sessions will be held in person at Washtenaw Intermediate School District (WISD) from 9:30 am to 3:00 pm on the following dates:
 - September 17, 2026
 - October 15, 2026
 - November 12, 2026
 - January 14, 2027
 - February 11, 2027
 - March 11, 2027
 - April 8, 2027
 - May 13, 2027
 - June 3, 2027

If the Contractor is unable to attend a scheduled session, they shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.

- b. The Contractor shall apply learning from WC3 sessions to their contracted responsibilities. This may include using coaching strategies introduced in the sessions during observation and feedback cycles, bringing session resources into coaching conversations with teachers, or sharing takeaways with other WC3 participants during collaborative planning time.

Duty 3: Coaching Log and Documentation

- a. The Contractor shall maintain a current and accurate coaching log using the Michigan Association of Intermediate School Administrators (MAISA)-recommended template or an equivalent WISD-approved format. The coaching log shall document coaching activities and provide evidence of progress, impact, reflection, and feedback related to the Contractor's assigned responsibilities.
- b. The Contractor shall update the coaching log weekly and ensure that entries are detailed enough to show the nature, frequency, and outcomes of coaching services provided.
- c. The Contractor shall print and submit the coaching log to the designated WISD contact at the end of the year, or upon request. Documentation shall be submitted in a timely manner and used by WISD to monitor implementation, assess progress toward contracted outcomes, and inform ongoing coaching support.
- d. The Contractor shall maintain coaching documentation in a manner that protects the confidentiality of students, staff, and other individuals and complies with applicable laws, regulations, and WISD policies. The coaching log shall not include personally identifiable student information unless specifically authorized by WISD and permitted by applicable law.

Duty 4: Section 35a(4) Grant Assurance Compliance

- a. The Contractor shall support WISD's compliance with applicable Section 35a(4) grant requirements by participating in required Pre-K–3 Essential Instructional Practices Institute, Literacy Coaching Network professional learning opportunities, Coaching Intensives, and Quarterly Meetings. Required sessions include:
 - October 13, 2026 (9:30–11:00 a.m., virtual);
 - December 8, 2026 (9:30–11:00 a.m., virtual);
 - February 9, 2027 (9:30–11:00 a.m., virtual); and
 - May 4, 2027 (9:00 a.m.–3:00 p.m., in person, regional setting).
- b. The Contractor shall attend required sessions in their entirety, actively participate, and complete any associated learning activities or assignments. If unable to attend, the Contractor shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.
- c. The Contractor shall use the Coaching Modules and Pre-K–3 Essential Instructional Practices modules to support ongoing professional learning and application to coaching practice. The Contractor shall have completed, or demonstrate documented progress toward completion of, LETRS training, and shall participate in Assessment

Literacy professional learning as identified or approved by WISD. The Contractor shall maintain and provide documentation of attendance, completion of required professional learning, LETRS status, and application of learning to contracted coaching responsibilities upon request. Failure to meet these requirements may be considered non-performance under the Agreement.

Duty 5: Daily Coaching Responsibilities

- a. The Contractor shall provide ongoing, job-embedded coaching support to assigned teachers through classroom observations, modeling, co-planning, co-teaching, instructional feedback, and other supports aligned with teacher and school needs. The Contractor shall facilitate structured coaching cycles that include goal-setting, observation or evidence gathering, reflective debriefs, targeted feedback, and identification of next steps to support continuous instructional growth.
 - b. The Contractor shall maintain accurate and timely documentation of coaching activities, including coaching goals, services provided, feedback, teacher reflection, progress, and next steps, using the WISD-approved coaching log or equivalent format. The Contractor shall collaborate with teachers, school leaders, and designated WISD staff and use relevant instructional and student learning evidence to monitor coaching impact, adjust supports, and demonstrate progress toward contracted outcomes.
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
 4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
 5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$50,000 including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
3. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to

participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

4. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. 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.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

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

SECTION IV – INSURANCE COVERAGE

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

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

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

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Ryan McMahon, Superintendent, Milan Area Schools

SIGNATURE AREA

Early Literacy/Coaching Coordinator, Washtenaw Intermediate School District

SIGNATURE AREA

Supervisor of Instruction, Washtenaw Intermediate School District

SIGNATURE AREA

Jennifer Banks PhD, Executive Director of Instruction

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

**LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS**

Full Name

1. Bella, Holly, Milan Early Literacy Coach
2. Last, First Middle, Job Title/Position/Responsibility
3. Last, First Middle, Job Title/Position/Responsibility
4. Last, First Middle, Job Title/Position/Responsibility
5. Last, First Middle, Job Title/Position/Responsibility
6. Last, First Middle, Job Title/Position/Responsibility
7. Last, First Middle, Job Title/Position/Responsibility
8. Last, First Middle, Job Title/Position/Responsibility
9. Last, First Middle, Job Title/Position/Responsibility
10. Last, First Middle, Job Title/Position/Responsibility



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of July, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Saline Area Schools hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 07/01/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Equity-Centered Coaching Culture

- a. Demonstrate commitment to equity, social justice, and inclusion, consistent with WISD's mission and vision, and examine how the position impacts the educational inequities in student achievement.
- b. Co-construct a countywide coaching culture rooted in anti-oppression, collaborative learning, continuous improvement, data-driven student-centered practice, and strong trustful relationships.

Duty 2: Professional Learning Participation

- a. The contractor shall actively participate in Washtenaw County Coaching Collaborative (WC3) professional learning series during the 2026-2027 program year. Sessions will be held in person at Washtenaw Intermediate School District (WISD) from 9:30 am to 3:00 pm on the following dates:
 - September 17, 2026
 - October 15, 2026
 - November 12, 2026
 - January 14, 2027
 - February 11, 2027
 - March 11, 2027
 - April 8, 2027
 - May 13, 2027
 - June 3, 2027

If the Contractor is unable to attend a scheduled session, they shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.

- b. The Contractor shall apply learning from WC3 sessions to their contracted responsibilities. This may include using coaching strategies introduced in the sessions during observation and feedback cycles, bringing session resources into coaching conversations with teachers, or sharing takeaways with other WC3 participants during collaborative planning time.

Duty 3: Coaching Log and Documentation

- a. The Contractor shall maintain a current and accurate coaching log using the Michigan Association of Intermediate School Administrators (MAISA)-recommended template or an equivalent WISD-approved format. The coaching log shall document coaching activities and provide evidence of progress, impact, reflection, and feedback related to the Contractor's assigned responsibilities.
- b. The Contractor shall update the coaching log weekly and ensure that entries are detailed enough to show the nature, frequency, and outcomes of coaching services provided.
- c. The Contractor shall print and submit the coaching log to the designated WISD contact at the end of the year, or upon request. Documentation shall be submitted in a timely manner and used by WISD to monitor implementation, assess progress toward contracted outcomes, and inform ongoing coaching support.
- d. The Contractor shall maintain coaching documentation in a manner that protects the confidentiality of students, staff, and other individuals and complies with applicable laws, regulations, and WISD policies. The coaching log shall not include personally identifiable student information unless specifically authorized by WISD and permitted by applicable law.

Duty 4: Section 35a(4) Grant Assurance Compliance

- a. The Contractor shall support WISD's compliance with applicable Section 35a(4) grant requirements by participating in required Pre-K–3 Essential Instructional Practices Institute, Literacy Coaching Network professional learning opportunities, Coaching Intensives, and Quarterly Meetings. Required sessions include:
 - October 13, 2026 (9:30–11:00 a.m., virtual);
 - December 8, 2026 (9:30–11:00 a.m., virtual);
 - February 9, 2027 (9:30–11:00 a.m., virtual); and
 - May 4, 2027 (9:00 a.m.–3:00 p.m., in person, regional setting).
- b. The Contractor shall attend required sessions in their entirety, actively participate, and complete any associated learning activities or assignments. If unable to attend, the Contractor shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.
- c. The Contractor shall use the Coaching Modules and Pre-K–3 Essential Instructional Practices modules to support ongoing professional learning and application to coaching practice. The Contractor shall have completed, or demonstrate documented progress toward completion of, LETRS training, and shall participate in Assessment

Literacy professional learning as identified or approved by WISD. The Contractor shall maintain and provide documentation of attendance, completion of required professional learning, LETRS status, and application of learning to contracted coaching responsibilities upon request. Failure to meet these requirements may be considered non-performance under the Agreement.

Duty 5: Daily Coaching Responsibilities

- a. The Contractor shall provide ongoing, job-embedded coaching support to assigned teachers through classroom observations, modeling, co-planning, co-teaching, instructional feedback, and other supports aligned with teacher and school needs. The Contractor shall facilitate structured coaching cycles that include goal-setting, observation or evidence gathering, reflective debriefs, targeted feedback, and identification of next steps to support continuous instructional growth.
 - b. The Contractor shall maintain accurate and timely documentation of coaching activities, including coaching goals, services provided, feedback, teacher reflection, progress, and next steps, using the WISD-approved coaching log or equivalent format. The Contractor shall collaborate with teachers, school leaders, and designated WISD staff and use relevant instructional and student learning evidence to monitor coaching impact, adjust supports, and demonstrate progress toward contracted outcomes.
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
 4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
 5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$50,000 including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
3. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to

participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

4. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. 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.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

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

SECTION IV – INSURANCE COVERAGE

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

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

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

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Rachel Kowalski, Superintendent, Saline Area Schools

SIGNATURE AREA

Early Literacy/Coaching Coordinator, Washtenaw Intermediate School District

SIGNATURE AREA

Supervisor of Instruction, Washtenaw Intermediate School District

SIGNATURE AREA

Jennifer Banks PhD, Executive Director of Instruction

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

**LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS**

Full Name

1. Bella, Holly, Milan Early Literacy Coach
2. Last, First Middle, Job Title/Position/Responsibility
3. Last, First Middle, Job Title/Position/Responsibility
4. Last, First Middle, Job Title/Position/Responsibility
5. Last, First Middle, Job Title/Position/Responsibility
6. Last, First Middle, Job Title/Position/Responsibility
7. Last, First Middle, Job Title/Position/Responsibility
8. Last, First Middle, Job Title/Position/Responsibility
9. Last, First Middle, Job Title/Position/Responsibility
10. Last, First Middle, Job Title/Position/Responsibility



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of July, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Whitmore Lake Public Schools hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 07/01/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Equity-Centered Coaching Culture

- a. Demonstrate commitment to equity, social justice, and inclusion, consistent with WISD's mission and vision, and examine how the position impacts the educational inequities in student achievement.
- b. Co-construct a countywide coaching culture rooted in anti-oppression, collaborative learning, continuous improvement, data-driven student-centered practice, and strong trustful relationships.

Duty 2: Professional Learning Participation

- a. The contractor shall actively participate in Washtenaw County Coaching Collaborative (WC3) professional learning series during the 2026-2027 program year. Sessions will be held in person at Washtenaw Intermediate School District (WISD) from 9:30 am to 3:00 pm on the following dates:
 - September 17, 2026
 - October 15, 2026
 - November 12, 2026
 - January 14, 2027
 - February 11, 2027
 - March 11, 2027
 - April 8, 2027
 - May 13, 2027
 - June 3, 2027

If the Contractor is unable to attend a scheduled session, they shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.

- b. The Contractor shall apply learning from WC3 sessions to their contracted responsibilities. This may include using coaching strategies introduced in the sessions during observation and feedback cycles, bringing session resources into coaching conversations with teachers, or sharing takeaways with other WC3 participants during collaborative planning time.

Duty 3: Coaching Log and Documentation

- a. The Contractor shall maintain a current and accurate coaching log using the Michigan Association of Intermediate School Administrators (MAISA)-recommended template or an equivalent WISD-approved format. The coaching log shall document coaching activities and provide evidence of progress, impact, reflection, and feedback related to the Contractor's assigned responsibilities.
- b. The Contractor shall update the coaching log weekly and ensure that entries are detailed enough to show the nature, frequency, and outcomes of coaching services provided.
- c. The Contractor shall print and submit the coaching log to the designated WISD contact at the end of the year, or upon request. Documentation shall be submitted in a timely manner and used by WISD to monitor implementation, assess progress toward contracted outcomes, and inform ongoing coaching support.
- d. The Contractor shall maintain coaching documentation in a manner that protects the confidentiality of students, staff, and other individuals and complies with applicable laws, regulations, and WISD policies. The coaching log shall not include personally identifiable student information unless specifically authorized by WISD and permitted by applicable law.

Duty 4: Section 35a(4) Grant Assurance Compliance

- a. The Contractor shall support WISD's compliance with applicable Section 35a(4) grant requirements by participating in required Pre-K–3 Essential Instructional Practices Institute, Literacy Coaching Network professional learning opportunities, Coaching Intensives, and Quarterly Meetings. Required sessions include:
 - October 13, 2026 (9:30–11:00 a.m., virtual);
 - December 8, 2026 (9:30–11:00 a.m., virtual);
 - February 9, 2027 (9:30–11:00 a.m., virtual); and
 - May 4, 2027 (9:00 a.m.–3:00 p.m., in person, regional setting).
- b. The Contractor shall attend required sessions in their entirety, actively participate, and complete any associated learning activities or assignments. If unable to attend, the Contractor shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.
- c. The Contractor shall use the Coaching Modules and Pre-K–3 Essential Instructional Practices modules to support ongoing professional learning and application to coaching practice. The Contractor shall have completed, or demonstrate documented progress toward completion of, LETRS training, and shall participate in Assessment

Literacy professional learning as identified or approved by WISD. The Contractor shall maintain and provide documentation of attendance, completion of required professional learning, LETRS status, and application of learning to contracted coaching responsibilities upon request. Failure to meet these requirements may be considered non-performance under the Agreement.

Duty 5: Daily Coaching Responsibilities

- a. The Contractor shall provide ongoing, job-embedded coaching support to assigned teachers through classroom observations, modeling, co-planning, co-teaching, instructional feedback, and other supports aligned with teacher and school needs. The Contractor shall facilitate structured coaching cycles that include goal-setting, observation or evidence gathering, reflective debriefs, targeted feedback, and identification of next steps to support continuous instructional growth.
 - b. The Contractor shall maintain accurate and timely documentation of coaching activities, including coaching goals, services provided, feedback, teacher reflection, progress, and next steps, using the WISD-approved coaching log or equivalent format. The Contractor shall collaborate with teachers, school leaders, and designated WISD staff and use relevant instructional and student learning evidence to monitor coaching impact, adjust supports, and demonstrate progress toward contracted outcomes.
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
 4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
 5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$50,000 including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
3. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to

participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

4. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. 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.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

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

SECTION IV – INSURANCE COVERAGE

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

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

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

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Tom DeKeyser, Superintendent, Whitmore Lake Public Schools

SIGNATURE AREA

Early Literacy/Coaching Coordinator, Washtenaw Intermediate School District

SIGNATURE AREA

Supervisor of Instruction, Washtenaw Intermediate School District

SIGNATURE AREA

Jennifer Banks PhD, Executive Director of Instruction

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

**LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS**

Full Name

1. Bella, Holly, Milan Early Literacy Coach
2. Last, First Middle, Job Title/Position/Responsibility
3. Last, First Middle, Job Title/Position/Responsibility
4. Last, First Middle, Job Title/Position/Responsibility
5. Last, First Middle, Job Title/Position/Responsibility
6. Last, First Middle, Job Title/Position/Responsibility
7. Last, First Middle, Job Title/Position/Responsibility
8. Last, First Middle, Job Title/Position/Responsibility
9. Last, First Middle, Job Title/Position/Responsibility
10. Last, First Middle, Job Title/Position/Responsibility



WASHTENAW INTERMEDIATE SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT - COMPANY

This agreement is made this 1st day of July, 2026 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Ypsilanti Community Schools hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 07/01/2026. Once this contract is implemented, the ending date for providing services shall be 06/30/2027.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Equity-Centered Coaching Culture

- a. Demonstrate commitment to equity, social justice, and inclusion, consistent with WISD's mission and vision, and examine how the position impacts the educational inequities in student achievement.
- b. Co-construct a countywide coaching culture rooted in anti-oppression, collaborative learning, continuous improvement, data-driven student-centered practice, and strong trustful relationships.

Duty 2: Professional Learning Participation

- a. The contractor shall actively participate in Washtenaw County Coaching Collaborative (WC3) professional learning series during the 2026-2027 program year. Sessions will be held in person at Washtenaw Intermediate School District (WISD) from 9:30 am to 3:00 pm on the following dates:
 - September 17, 2026
 - October 15, 2026
 - November 12, 2026
 - January 14, 2027
 - February 11, 2027
 - March 11, 2027
 - April 8, 2027
 - May 13, 2027
 - June 3, 2027

If the Contractor is unable to attend a scheduled session, they shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.

- b. The Contractor shall apply learning from WC3 sessions to their contracted responsibilities. This may include using coaching strategies introduced in the sessions during observation and feedback cycles, bringing session resources into coaching conversations with teachers, or sharing takeaways with other WC3 participants during collaborative planning time.

Duty 3: Coaching Log and Documentation

- a. The Contractor shall maintain a current and accurate coaching log using the Michigan Association of Intermediate School Administrators (MAISA)-recommended template or an equivalent WISD-approved format. The coaching log shall document coaching activities and provide evidence of progress, impact, reflection, and feedback related to the Contractor's assigned responsibilities.
- b. The Contractor shall update the coaching log weekly and ensure that entries are detailed enough to show the nature, frequency, and outcomes of coaching services provided.
- c. The Contractor shall print and submit the coaching log to the designated WISD contact at the end of the year, or upon request. Documentation shall be submitted in a timely manner and used by WISD to monitor implementation, assess progress toward contracted outcomes, and inform ongoing coaching support.
- d. The Contractor shall maintain coaching documentation in a manner that protects the confidentiality of students, staff, and other individuals and complies with applicable laws, regulations, and WISD policies. The coaching log shall not include personally identifiable student information unless specifically authorized by WISD and permitted by applicable law.

Duty 4: Section 35a(4) Grant Assurance Compliance

- a. The Contractor shall support WISD's compliance with applicable Section 35a(4) grant requirements by participating in required Pre-K–3 Essential Instructional Practices Institute, Literacy Coaching Network professional learning opportunities, Coaching Intensives, and Quarterly Meetings. Required sessions include:
 - October 13, 2026 (9:30–11:00 a.m., virtual);
 - December 8, 2026 (9:30–11:00 a.m., virtual);
 - February 9, 2027 (9:30–11:00 a.m., virtual); and
 - May 4, 2027 (9:00 a.m.–3:00 p.m., in person, regional setting).
- b. The Contractor shall attend required sessions in their entirety, actively participate, and complete any associated learning activities or assignments. If unable to attend, the Contractor shall notify WISD and work to obtain any missing information, such as the agenda or session materials, from a coordinator or colleague.
- c. The Contractor shall use the Coaching Modules and Pre-K–3 Essential Instructional Practices modules to support ongoing professional learning and application to coaching practice. The Contractor shall have completed, or demonstrate documented progress toward completion of, LETRS training, and shall participate in Assessment

Literacy professional learning as identified or approved by WISD. The Contractor shall maintain and provide documentation of attendance, completion of required professional learning, LETRS status, and application of learning to contracted coaching responsibilities upon request. Failure to meet these requirements may be considered non-performance under the Agreement.

Duty 5: Daily Coaching Responsibilities

- a. The Contractor shall provide ongoing, job-embedded coaching support to assigned teachers through classroom observations, modeling, co-planning, co-teaching, instructional feedback, and other supports aligned with teacher and school needs. The Contractor shall facilitate structured coaching cycles that include goal-setting, observation or evidence gathering, reflective debriefs, targeted feedback, and identification of next steps to support continuous instructional growth.
 - b. The Contractor shall maintain accurate and timely documentation of coaching activities, including coaching goals, services provided, feedback, teacher reflection, progress, and next steps, using the WISD-approved coaching log or equivalent format. The Contractor shall collaborate with teachers, school leaders, and designated WISD staff and use relevant instructional and student learning evidence to monitor coaching impact, adjust supports, and demonstrate progress toward contracted outcomes.
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
 4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
 5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$50,000 including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
3. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to

participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

4. The contractor has not been debarred, excluded or disqualified[1] under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. 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.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

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

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

SECTION IV – INSURANCE COVERAGE

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

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

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

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

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

Agreed to on by:

SIGNATURE AREA

Alena Zachary-Ross, Superintendent, Ypsilanti Community Schools

SIGNATURE AREA

Early Literacy/Coaching Coordinator, Washtenaw Intermediate School District

SIGNATURE AREA

Supervisor of Instruction, Washtenaw Intermediate School District

SIGNATURE AREA

Jennifer Banks PhD, Executive Director of Instruction

SIGNATURE AREA

Superintendent, Washtenaw Intermediate School District

**LISTING OF ALL EMPLOYEES OF THE CONTRACTOR
WORKING ON WISD GROUNDS**

Full Name

1. Bella, Holly, Milan Early Literacy Coach
2. Last, First Middle, Job Title/Position/Responsibility
3. Last, First Middle, Job Title/Position/Responsibility
4. Last, First Middle, Job Title/Position/Responsibility
5. Last, First Middle, Job Title/Position/Responsibility
6. Last, First Middle, Job Title/Position/Responsibility
7. Last, First Middle, Job Title/Position/Responsibility
8. Last, First Middle, Job Title/Position/Responsibility
9. Last, First Middle, Job Title/Position/Responsibility
10. Last, First Middle, Job Title/Position/Responsibility

Coversheet

Retainer's Newsletter

Section:	X. Administrative Reports
Item:	B. Retainer's Newsletter
Purpose:	
Submitted by:	
Related Material:	September 2026 School Law Notes.pdf



SCHOOL LAW NOTES

SEPTEMBER 24, 2026

Finance

<i>Summer Tax Resolution Reminder</i>	1
<i>Back-to-Basics: The Foundation Allowance</i>	2

Student Issues

<i>New USDOE Guidance Addresses Student Discipline and Title VI</i>	3
<i>The Daily Dose: Administering Medication at School</i>	3
<i>USDOE Issues Guidance on Responsible Use of Classroom Technology</i>	4

Labor & Employment

<i>Back to Basics: Teacher Classroom Observations</i>	5
---	---

Miscellaneous

<i>Freedom of Information Act Reminder: Handling Fees and Appeals</i>	6
<i>Sixth Circuit's First Amendment Mic Drop</i>	8
<i>Animals in Schools</i>	9

<i>Upcoming Speaking Engagements</i>	
<i>Annual Summer Tax Resolution Form</i>	

Summer Tax Resolution Reminder

Revised School Code Section 1613 allows a school district or intermediate school district to direct local taxing jurisdictions to levy half or all of its school taxes on July 1 by filing a summer tax resolution with the local taxing jurisdictions. If your school has previously authorized a summer tax levy and would like it to continue in 2027, your board of education must adopt a resolution and file a copy with each city and township within your school's boundaries on or before **December 31, 2026**.

The December 31 deadline is statutory and provides no grace for a missed deadline. When we receive calls from clients asking what they can do when the deadline has been missed, the unfortunate answer is "nothing." Failing to adopt and file a summer tax resolution by December 31 means that all school taxes for the subsequent year must be levied in December.

A suggested resolution form is attached to this newsletter. *Do not use the attached resolution if your school is considering (1) the implementation of a summer tax levy for the first time or (2) changing the percentage of the summer tax collection.*

Section 1613 states that a "[summer tax] resolution by its terms may be applicable until revoked by the board." Although this language seems to suggest that a school board does not need to adopt and file a summer tax resolution each year, the Michigan Court of Appeals held that Section 1613 requires annual school board action to effectuate a summer tax levy. School officials should not rely on language in a summer tax resolution stating that it is effective "until specifically revoked by the Board" to bypass the required annual summer tax resolution process. Doing so would jeopardize the school's ability to levy summer taxes for the given year.

A school that did not levy a summer tax in 2026 may institute a summer tax levy for 2027. Likewise, a school that previously authorized a 50% summer tax collection and wants to increase to a 100% summer tax collection (or vice versa) may make that modification for 2027. To authorize a summer tax levy for the first time, or to modify the collection percentage, the board must adopt a different resolution at a properly noticed public meeting and file the resolution with each city and township within your school's boundaries by December 31, 2026. To implement or modify a summer tax collection for 2027, please contact a [Thrun Law Firm finance and election attorney](#) who will provide you with the required resolution(s) and forms.

The State of Michigan pays the collection costs for the State's education tax (6 mills) if no other summer property tax is collected by the tax collecting unit (other than the State education tax and county taxes). If your school has a partial or full summer tax levy and the only other summer tax collection in your jurisdiction is the

MICHAEL D. GRESENS	RYAN J. NICHOLSON
CHRISTOPHER J. IAMARINO	CRISTINA T. PATZELT
RAYMOND M. DAVIS	PHILIP G. CLARK
MICHELE R. EADDY	PIOTR M. MATUSIAK
KIRK C. HERALD	JESSICA E. MCNAMARA
ROBERT A. DIETZEL	ERIN H. WALZ
KATHERINE WOLF BROADDUS	RYAN J. MURRAY
DANIEL R. MARTIN	MACKENZIE D. FLYNN
JENNIFER K. STARLIN	MARYJO D. BANASIK
TIMOTHY T. GARDNER, JR.	CATHLEEN M. DOOLEY
IAN F. KOFFLER	KELLY S. BOWMAN
FREDRIC G. HEIDEMANN	AUSTIN W. MUNROE

GORDON W. VAN WIEREN, JR. (OF COUNSEL)
ROY H. HENLEY (OF COUNSEL)
BRADFORD W. SPRINGER (OF COUNSEL)

THRUNLAW.COM

EAST LANSING

NOVI

WEST MICHIGAN

State's education tax and county taxes, your school will be solely responsible for the applicable summer tax collection costs.

• • •

Back-to-Basics: The Foundation Allowance

While most school officials are familiar with monthly state aid payments, they may not spend much time thinking about how those payments are calculated. Understanding the per-pupil foundation allowance is important both from the school funding perspective, as well as for communicating with the public regarding upcoming operating millage elections.

The Foundation Allowance

In 1994, Proposal A fundamentally changed how Michigan school districts are funded. To reduce funding disparities among districts, Michigan adopted a per-pupil foundation allowance calculated as a combination of both (1) local operating millage dollars and (2) state aid from the School Aid Fund.

Each year, the Legislature sets a target foundation allowance. For 2026-27, that amount is \$10,300 per pupil.

In determining state aid allocations, the State generally assumes that each district is levying an operating millage of 18 mills, which is the general millage limit under Revised School Code Section 1211 on "non-homestead property" (e.g., business, rental, and second-home property). The revenue generated by that operating millage is divided by the district's pupil count to determine the "local portion" of the foundation allowance. The local portion is then subtracted from the year's foundation allowance, and the State makes up the difference between the assumed local revenue and the target foundation allowance.

There are exceptions to the general formula. "Hold-harmless districts" are authorized to levy additional millage on "homestead" properties to maintain a historically higher foundation allowance. "Out-of-formula districts" generate sufficient local operating millage revenue to meet or exceed the district's foundation allowance, precluding any State foundation allowance contribution.

Applying the Concepts

Assume a district has 1,000 pupils and a per-pupil foundation allowance of \$10,300, for a total foundation allowance of \$10.3 million. Assume also that the district's local operating revenue through the 18-mill levy would generate \$5,000 per pupil, for a total of \$5 million. The State's portion of the district's foundation allowance would be approximately \$5,300 per pupil, for a total of \$5.3 million.

But what happens if a Headlee rollback reduces the district's operating millage levy from 18 mills to 17.7 mills, and the district ultimately collects only \$4,917 per pupil in local operating revenue, for a total of \$4.917 million? In that case, the district would collect \$83 less per pupil, or \$83,000 less in total, than the State assumes under an 18-mill levy. The State will not increase its payment toward the foundation allowance to make up the difference. The district would instead receive only \$10,217 per pupil (\$10.217 million total) in combined local and state aid revenue, rather than the full \$10,300 per pupil (\$10.3 million total).

Millage Informational Campaigns

Understanding how the foundation allowance works is important when communicating with voters about operating millage proposals. For instance, using the example above, it is technically inaccurate to say, "The State will take away \$83,000 in funding if voters do not approve the millage," or "The district will lose state funding if the millage is not approved." Such statements suggest that the State reduces an otherwise available payment to penalize the district, which is not the case.

The more factual explanation is that the State's formula assumes the required local revenue will be generated, and the State does not make up local revenue that is not collected. As school officials communicate with voters about operating millage proposals, they should explain that:

- the foundation allowance is funded through a combination of State and local revenue;
- the State's formula generally assumes the district will levy operating millage at the full 18 mills;
- the State does not replace local revenue that the district does not collect because of Headlee erosion; and
- if a district levies less than 18 mills through its operating millage, it will not receive its full per-pupil foundation allowance because of the gap in the local revenue portion of the funding equation.

Factually accurate informational campaign communications are critical during election season, especially when explaining school funding. School officials should carefully review all voter communications before publication and provide materials to their election attorneys with sufficient time for review. Remember, as a complimentary service, [Thrun Law Firm election attorneys](#) will review your election materials for accuracy and compliance with the Michigan Campaign Finance Act.

New USDOE Guidance Addresses Student Discipline and Title VI

On August 18, 2026, the U.S. Department of Education's Office for Civil Rights (OCR) issued new [guidance](#) addressing student discipline and compliance with Title VI of the Civil Rights Act of 1964. The 20-page "Dear Colleague Letter" (DCL) represents a significant change in the federal government's approach to racial disparities in school discipline and provides schools with a framework for evaluating their discipline policies and practices.

At the heart of the guidance is a distinction between "intentional discrimination" (disparate treatment) and "disparate impact." OCR's position is that Title VI prohibits intentional discrimination based on race, color, or national origin, but does not generally prohibit a race-neutral policy simply because it produces different outcomes among racial groups.

For example, according to OCR, if a school has a neutral policy requiring discipline for a particular offense and that policy results in a higher rate of discipline for a particular racial group, the disparity itself does not establish a Title VI violation. Instead, OCR says schools should focus on whether similarly situated students are treated consistently and whether disciplinary decisions are made without regard to race.

OCR also advises that schools generally should not change disciplinary policies or disciplinary consequences for the purpose of reducing racial disparities. According to OCR, doing so may itself constitute race-based decision-making and could raise legal concerns under both Title VI and the Equal Protection Clause.

OCR's guidance also recognizes that discipline policies may appropriately provide administrators and teachers with discretion, including in areas such as classroom disruption, disrespect, insubordination, and inappropriate behavior. According to OCR, such discretion is not inherently unlawful if the policies are facially neutral, applied evenhandedly, and adopted and implemented without wrongful racial intent.

The guidance represents a significant departure from previous federal guidance. Earlier guidance placed greater emphasis on racial disparities in discipline and the possibility that a facially neutral policy could violate Title VI because of its disproportionate impact. The new guidance expressly rejects that interpretation.

Importantly, the DCL is not a law, regulation, or binding legal requirement. OCR expressly states that the guidance "lacks the force and effect of law," does not create new legal standards, and does not directly determine the rights or obligations of schools. Instead,

it is an interpretive rule explaining how the USDOE currently understands, and intends to apply, Title VI.

The DCL represents the current position of the federal agency responsible for enforcing Title VI in education and therefore provides persuasive insight into how OCR is likely to approach complaints and investigations involving student discipline.

However, the DCL does not mean that schools should stop reviewing discipline data or examining whether students are being treated fairly. Schools can – and should – continue to monitor discipline, evaluate consistency, review individual cases, and ensure that policies are applied fairly.

For school officials, the takeaways are relatively straightforward: discipline policies should be race-neutral, applied consistently, and based on student behavior and individual circumstances. A racial disparity in discipline does not, by itself, establish a Title VI violation. At the same time, school officials should remain attentive to evidence that similarly situated students are being treated differently because of race.

Ultimately, the DCL signals a shift toward an individualized, behavior-based approach to school discipline. For school officials, the most prudent response is not necessarily to overhaul existing discipline systems, but to carefully review whether policies are neutral, whether similarly situated students are treated consistently, whether staff understand the importance of nondiscrimination, and whether disciplinary decisions can be supported by legitimate, behavior-based reasons.

• • •

The Daily Dose: Administering Medication at School

School staff are permitted, and at times required, to administer medication to students at school under specific circumstances. State law and school board policy contain requirements that school staff must follow when administering medication to students.

MDE's [Medication Guidelines for Administering Medications to Pupils at Schools](#) and the [Michigan School Nurse FAQ](#) (updated in January 2026) identify relevant statutes and provide best practices for school medication administration. School officials should ensure staff understand how and when to give students medication.

Prescription Medication

School staff may only administer prescription medication to a student if the school has a signed order from a licensed health care provider with prescribing

authority. The order must include instructions for storing, administering, and disposing of the medication.

The medication itself must be in its original child-proof container, which must state:

- the student's name;
- the prescriber's name and contact information;
- the date the medication was filled and the date it expires; and
- information about medication storage, administration, and disposal.

Finally, the school must obtain a parent/guardian's signed written permission to administer the medication.

Authorized Staff for Medication Administration

Only a school administrator, teacher, school employee designated by a school administrator, or licensed professional school nurse may administer medication. It is common, and permissible, for an administrator to designate office staff as employees who may administer medication. It is particularly important that those staff members are trained on the appropriate school policy.

School staff must administer medication in the presence of another adult *except* in an emergency that threatens a student's life.

If the school receives the required documentation and a permitted employee administers the medication in accordance with the health care provider's orders with another adult present, the employee generally is immune from criminal action or for civil damages resulting from the administration of the medication. An exception to that immunity applies to an employee if the administration constituted gross negligence (e.g., conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results) or willful and wanton misconduct (e.g., conduct that is intentionally wrong or reckless).

Medication Storage Requirements

Medication must be kept in a locked location unless it is an emergency medication that needs to be readily accessible to a person designated to administer it.

Controlled substances must be counted and recorded when school staff receive them from the parent/guardian, recounted on a regular basis (monthly or bi-weekly), and reconciled with the medication administration log/record. Controlled substances must also be double locked in a secure area.

Administration of Epinephrine

All schools must keep epinephrine in stock. Schools with ten or more administrative and instructional staff

members must have at least two employees trained in the appropriate use and administration of an epinephrine auto-injector. Schools with fewer than 10 administrative and instructional staff members are only required to have one trained employee. The employee(s) must have anaphylaxis training upon assignment and every two years thereafter.

Over-the-Counter Medication (OTC) and Self-Administration

School officials may decide to administer OTC medications (e.g., Tylenol or Benadryl), and if they do, the school should have protocols identifying which medications will be available. A parent/guardian must annually consent in writing to allow OTC medication administration to their student.

School policy may, but is not required to, allow students to self-administer medications, including asthma inhalers and epinephrine auto-injectors, with written parental permission and authorization in writing from a health care professional.

For Thrun Policy Service subscribers, student use of medications is addressed in Policies 5703 (Medications) and 5705 (Emergency Anaphylaxis).

• • •

USDOE Issues Guidance on Responsible Use of Classroom Technology

On August 20, 2026, the U.S. Department of Education (USDOE) issued a "[Dear Colleague Letter](#)" (DCL) offering general guidance on the responsible use of education technology in the classroom. The stated purpose of the DCL is to help states, schools, educators, families, and education technology providers make informed decisions about the responsible use of technology in classrooms as artificial intelligence (AI) continues to evolve at a rapid pace.

The DCL generally maintains that educational technology use should have a clear instructional purpose, be backed by independent evidence, be transparent in design and data use, and be supported by strong implementation. When considering the use of technology in the classroom, the DCL asserts that the "core question" remains whether a given technology strengthens instruction, expands opportunity, and improves student learning. In addition, the DCL suggests that as they continue leading decisions about education technology, schools should:

- distinguish between policies that address recreational technology use and those that govern instructional technology;
- evaluate educational technology based on demonstrated learning outcomes and

instructional value rather than screen time alone;

- incorporate evidence of effectiveness into procurement and renewal decisions, looking for products that have conducted randomized control trials and demonstrated positive outcomes;
- establish processes for reviewing implementation and outcomes to ensure technology investments continue to meet instructional goals; and
- support professional learning that helps educators integrate technology effectively into instruction.

The new DCL references an earlier “Dear Colleague Letter” issued on July 22, 2025 that offered guidance on the use of federal grant funds to improve education outcomes using AI. That earlier guidance generally outlined five principles for the responsible use of AI, saying that it should be: (1) educator-led, (2) ethical (e.g., helping students evaluate the validity of AI outputs and learn *with*, rather than exclusively *from*, AI), (3) accessible, (4) transparent and explainable, and (5) protective of student data. The new DCL asserts that these same principles provide a foundation for the use of educational technology more broadly.

Schools should ensure that any educational technologies they seek to deploy will be consistent with relevant privacy laws (e.g., Family Educational Rights and Privacy Act, Children’s Online Privacy Protection Act, Children’s Internet Protection Act, and Michigan’s Student Online Privacy Protection Act) and with relevant school policies regarding acceptable use of technology. Any time student information is given to or collected by a third party, the agreement should clearly indicate what information is and is not being shared, where and how long it will be stored, for what purpose, to whom, and what will happen if there is a data breach.

For Thrun Policy Service subscribers, relevant policies include Policies 3116 and 4215 (District Technology and Acceptable Use), and optional Policy 4229 for employees (Acceptable Use of Generative AI).

• • •

Back to Basics: Teacher Classroom Observations

Classroom observations are the cornerstone of the teacher evaluation process. Failing to follow statutory procedures for teacher observations could result in a teacher challenging their year-end performance evaluation.

Because the teacher evaluation process is a mandatory bargaining subject, school officials must also comply with applicable collective bargaining agreement (CBA) evaluation provisions. For positions not covered by a CBA, school officials should refer to applicable employee handbooks and board policy for evaluation requirements. Individual employment contracts may also address evaluations.

Teacher Observation Tools

Revised School Code Section 1249 generally requires a school to use a state-approved evaluation tool for classroom teachers. MDE recently updated its list of [state-approved observation tools for teachers](#) to the following five:

1. The 5 Dimensions of Teaching and Learning;
2. Charlotte Danielson’s Framework for Teaching;
3. The Marzano Teacher Evaluation Model;
4. The Redmer Continuous Growth Model for Digital Teaching; and
5. The Thoughtful Classroom.

A school may use an evaluation tool that is not on the state-approved list *if* the school publicly reports on certain criteria, including the tool’s research base and evidence of reliability, validity, and efficacy (or a plan for developing that evidence). Regardless of which tool is used, a school must report information about its selected evaluation tool on its website, including the process for collecting evidence to be used in the year-end evaluation.

Teacher Observations

School officials should create a document that outlines observation procedures based on the school’s selected evaluation tool. This document should address how evaluators will provide feedback to teachers after an observation and the difference between a formal observation and an informal walk-through. *All* evaluators and observers must be trained in these procedures and follow them when performing observations.

Evaluators must perform observations *at least* twice during the school year to support a teacher’s annual performance evaluation. One observation may be unscheduled. Although the law does not address when observations must occur during the school year, all observations must be completed before finalizing the year-end evaluation.

At least one observation must be conducted by the teacher’s year-end evaluator. Other qualified observers may also conduct observations. MDE identifies “teacher leaders, master teachers, instructional specialists, and/or district administrators” who are trained on the

evaluation tool as examples of qualified observers. However, school officials should review the applicable CBA to determine if a teacher may participate in the evaluation of another teacher.

In some cases, the school may designate an additional qualified observer (e.g., an administrator) to observe a teacher for a “second opinion.” If more than one administrator conducts an observation, school officials should inform the teacher that the year-end evaluator will use his or her own observations, the other observer’s input, and any other relevant information to complete the evaluation.

An observation must include a review of the lesson plan and the state curriculum standard used in the lesson. The evaluator must review student “engagement” during the observation.

While the evaluation tool typically provides criteria to evaluate student engagement, the evaluator also should provide a narrative summary to support all conclusions. If the evaluation is challenged, the narrative will help explain how the evaluator scored the teacher. Also, the lesson plan, state curriculum standard used in the lesson, and student engagement must be discussed during a post-observation meeting between the evaluator and the teacher.

A classroom observation must last at least 15 minutes, but it is not required to last an entire class period. School officials must comply with the adopted observation tool’s recommended observation length and any additional contractual requirements.

Under the statute, within 30 calendar days after an observation, the evaluator must give the teacher written feedback. A CBA may establish a shorter period for feedback. This feedback should provide the teacher with recommendations about areas for improvement and notify the teacher of any performance deficiencies to give the teacher “ample opportunity” to improve.

The evaluator should also note any improvement, or lack thereof, in a previously documented area of deficiency recognized during any later walk-throughs or observations. If applicable, improvement or lack thereof should also be documented in an individualized development plan (IDP) or a mid-year progress report. We recommend that the evaluator give the teacher an opportunity to discuss the feedback.

Although an informal walk-through can provide valuable information to the evaluator, it does not count as one of the two required observations unless it satisfies all observation requirements. Evaluators may still conduct walk-throughs for monitoring purposes, especially when a teacher is subject to an IDP requiring periodic feedback. Regardless, when conducting an observation or a walk-through, the evaluator should always document the times when the evaluator entered

and exited the classroom as well as any noteworthy observations.

School officials and evaluators should ensure that teacher observations are calendared and that a detailed plan is in place to avoid noncompliance. They should also review applicable contracts (including CBAs) for additional negotiated processes, timelines, or other requirements.

Failure to follow Section 1249, contractual, and policy requirements may undermine the evaluation process, affect the school’s ability to rely on the evaluation for personnel decisions, and generate unnecessary legal exposure. For Thrun Policy Service subscribers, Policy 4403 (Performance Evaluation) governs teacher evaluations, including classroom observations.



Freedom of Information Act Reminder: Handling Fees and Appeals

Schools that fail to comply with Michigan’s Freedom of Information Act (FOIA) requirements and timelines could face costly civil fines, especially if a court finds that noncompliance was willful and intentional or school officials acted in bad faith. If school officials charge a fee for a FOIA request that a circuit court determines exceeds that authorized by FOIA, the school could be required to pay reasonable attorneys’ fees, costs, and disbursements to the requester.

Schools may charge a fee for fulfilling a FOIA request if:

1. failing to charge a fee for the cost to search, examine, review, and delete and separate exempt from nonexempt information would result in *unreasonably high costs* to the school because of the nature of the request, and the *school identifies the nature of the unreasonably high costs*;
2. the school establishes, makes publicly available, and follows procedures and guidelines and a written public summary that align with the FOIA’s statutory requirements, including a fee itemization form; and
3. the school posts and maintains its procedures and guidelines, written public summary, and fee itemization form on its website if the school maintains an internet presence.

Labor Costs

Schools may generally charge for the portion of labor costs directly associated with:

- searching for, locating, and examining public records;
- separating and deleting exempt information from nonexempt information; and
- copying, making digital copies, or transferring digital records.

Labor may only be charged at the hourly rate of the lowest paid employee capable of performing the work, regardless of who actually performs the work. Schools may also charge for fringe benefits at the actual rate, up to 50% of the labor charge. The percentage multiplier used to calculate fringe benefits must be included on the fee itemization form.

If no school employee is capable of separating and deleting exempt information from nonexempt information as determined by the school's FOIA coordinator on a case-by-case basis, the school may charge for third party contracted labor costs. That hourly rate must not exceed six times the then-current state minimum hourly wage (\$13.73 per hour in 2026, with a six times rate of \$82.38 per hour). Effective January 1, 2027, the state minimum wage will increase to \$15.00 per hour, meaning schools may charge up to \$90 per hour for third party contracted labor.

Labor costs must generally be calculated in 15-minute increments, with partial time increments rounded down. Schools may not charge for labor directly associated with redacting records if school officials know or should know that the public record was previously redacted, and the redacted version is still in the school's possession.

Cost of Providing Documents and Postage

A requestor may ask that records be provided in a non-paper format, including via non-paper physical media (e.g., a flash drive), or emailed. Schools may charge for the actual and most reasonably economical cost of non-paper physical media. Schools need not provide records in a specific type of electronic file format, though.

A fee for paper copies may not exceed ten cents per sheet, and schools must use the most economical means available for making copies, including providing double-sided copies if available. Schools may also charge for the actual cost of mailing records in a reasonably economical and justifiable manner. Schools may only charge for expedited shipping or insurance when authorized by the requestor.

Good Faith Deposit

A school may require a good faith deposit from the requestor before providing the records if the entire fee estimate exceeds \$50. The deposit must be no more than 50% of the total estimated fee, which is calculated on a fee itemization form. When a deposit has been

requested, a school is not required to compile records to fulfill the request until the deposit has been received.

Notice of a deposit requirement is considered received three days after it is sent, regardless of the means of transmission. If a requestor does not pay the good-faith deposit within 45 days after receipt, and does not appeal the deposit amount, the FOIA request is considered abandoned, and the school is no longer required to fulfill the request. The school's deposit notice must include the date that the deposit must be received, which is 48 days after the date the notice is sent.

When providing the response and fee estimate, a school must provide a best-efforts estimate of when the school will provide the records, which is not binding as an *estimate*. That estimate must be provided in good faith, and the school must strive to ensure that the estimate is reasonably accurate.

Fee Appeals

If a requestor believes that a school assessed a fee that exceeds the amount permitted under its publicly available procedures and guidelines and FOIA, and if the school's procedures and guidelines provide for an appeal to the school board, the requestor may submit such an appeal. Otherwise, the requestor may commence a civil action for a fee reduction in circuit court within 45 days after receiving notice of the required fee.

Conclusion

When responding to FOIA requests, schools should ensure they adopt FOIA procedures and guidelines (along with a summary), make those documents publicly available, specifically on a school's website, and follow the procedures.

Schools also need to ensure outdated procedures and guidelines do not remain posted after updates have been made. If obsolete or inaccurate procedures and guidelines currently available on the school's website permit a fee appeal to the school's board of education, but new procedures and guidelines (adopted by the board but not yet updated on the school's website) only permit a circuit court action, the school should consider permitting the requestor to pursue either appeal method.

For Thrun Policy Service subscribers, relevant policies include 3501 (Freedom of Information Act) and 3501-AG (Michigan Freedom of Information Act Procedures and Guidelines).

• • •

Sixth Circuit's First Amendment Mic Drop

The federal Sixth Circuit Court of Appeals, whose decisions are binding in Michigan, recently ruled that a school board likely violated the First Amendment when it cut off a speaker during public comment because her remarks criticized the board and superintendent. *Boddy v Grech*, No. 25-3490 (CA 6, 2026). This decision underscores the importance of establishing and applying reasonable, viewpoint neutral public comment rules.

Background

Darby Boddy, a member of the public, attended an Ohio school district's board of education meeting to express her views regarding the school's alleged teaching of critical race theory. During public comment, Boddy "calmly and deliberately" read from prepared remarks, in which she characterized the superintendent's actions as "cowardice" and described the board as "failing."

Seconds into Boddy's comments, Board President Mary Grech interrupted Boddy and threatened to cut off her microphone. Boddy continued reading her prepared remarks while members of the audience began loudly booing and heckling her.

One minute and twenty seconds into Boddy's comments, Board President Grech moved to recess the meeting, and another board member seconded the motion. Board President Grech then approached the podium and removed the microphone. While board members exited the room, Boddy nonetheless continued to read her prepared comments.

After the board returned from recess, Boddy was not allowed to finish her allotted five minutes of public comment.

To justify interrupting Boddy's comments, the board relied on its policy authorizing the presiding officer to interrupt or terminate public comments that are repetitive, obscene, threatening, disruptive, or inconsistent with reasonable decorum.

Boddy sued the board, alleging First Amendment violations, and seeking a preliminary injunction to prevent the board from enforcing its policy against her speech at future meetings.

The Sixth Circuit decided that Boddy demonstrated a likelihood of success on her First Amendment claim and would be subject to irreparable harm in the absence of an injunction. The court granted a preliminary injunction.

The court emphasized that criticism of public officials and employees is at the core of First Amendment protection. Boddy's comments that the board was "failing" and that the superintendent's actions reflected "cowardice" were not fighting words,

obscenity, threats, or any other category of unprotected speech.

The Sixth Circuit rejected Board President Grech's argument that her actions were necessary to maintain decorum, as a video recording showed Boddy spoke calmly and professionally. Further, by silencing Boddy in response to audience booing and heckling, the board impermissibly authorized a "heckler's veto" (i.e., silencing a peaceful speaker because listeners object to the speaker's viewpoint).

This case highlights the importance of a school establishing and enforcing reasonable, viewpoint neutral public comment rules in compliance with the First Amendment and the Michigan Open Meetings Act (OMA).

Public Comment Rules

Public comment at board meetings is a right under the OMA and First Amendment. The OMA requires that members of the public be permitted to "address a meeting of a public body under rules established and recorded by the public body."

The "rules established and recorded" by the public body must be designed to balance the board's interests in conducting meetings in an orderly manner against attendees' OMA rights and First Amendment free speech rights. The Michigan Attorney General has opined that the rules must be reasonable, flexible, and encourage public participation.

A public body may adopt a rule imposing a reasonable time limit on each individual speaker (e.g., commonly 3 minutes each). Accordingly, a board may limit the time any one person addresses the board. The board must, however, extend the public comment period as necessary to ensure that everyone wishing to speak has an opportunity to do so.

A board may adopt rules that prohibit personal attacks during public comment if the comments are unrelated to an employee's or board member's performance of public duties. For example, a board may prohibit a personal attack on an employee concerning the employee's religion. Attempting to otherwise prohibit personal attacks during public comment may violate the First Amendment. Boards should proceed very cautiously before restricting any speech during public comment.

We have recently seen an uptick in OMA-related legal challenges, some of which stem from public comment rules. Becoming familiar with your board's public comment rules may help avoid such challenges. Thrun Policy Service subscribers can find public comment rules in Policy 2504 (Public Participation at Board Meetings).

• • •

Animals in Schools

Animals are generally not permitted in the school environment. But there are some situations in which a school may be legally required to allow an animal on school grounds or may permit the animal on school grounds on a case-by-case basis.

Service Animals

Under state and federal law, only dogs and, in limited circumstances, miniature horses qualify as service animals.

A service animal is a dog or mini horse that is individually trained to perform tasks for the benefit of and directly related to a person's qualifying disability. If a person brings a dog or miniature horse onto campus and the animal's trained work or task is not readily apparent (e.g., a blind person using a guide dog), legally, under Title II of the Americans with Disabilities Act (ADA), school officials can only ask the following questions to determine the type and training status of the animal:

1. Is the animal a service animal required because of a disability?
2. What work or task has the animal been individually trained to perform?

The second question is key. There is a difference between a dog that simply provides comfort to a person and a dog that has been individually trained to perform a specific job or task (e.g., guide dog, mobility support, alerting to low blood sugar, a seizure, or an oncoming panic attack). Once school officials have received answers to those two questions, they must generally allow a visitor or student with a disability who has a service animal access to school property, programs, and events.

For employees, Title I of the ADA does not require an employer to permit employees to bring service animals to work unless failing to do so would deny an employee with a disability the only effective reasonable accommodation.

When an employee requests to bring a service animal or an emotional support animal to work, the employee and administration must engage in the interactive process to discuss whether the employee needs a reasonable accommodation because of a disability and, if so, what effective accommodations exist. An employer has the right to choose among effective reasonable accommodations. But employers should use caution in denying a request for an animal that meets the definition of service animal under the ADA.

A service animal must always be in its handler's control, but the handler does not need to be the person whom the service animal assists. For example, if a

student with a disability cannot control their service animal, another person, such as a school employee, may serve as the handler. Unless otherwise indicated in the student's IEP or Section 504 Plan, a school is not required to provide a handler for the service animal, nor is the school responsible for the animal's care or supervision. A school is required, however, to provide an area for the service animal's care.

School officials may exclude a service animal from school property or functions if the animal is out of control, not housebroken, or poses a direct threat to the health or safety of others. Allergies to pet dander and the fear of dogs are not valid reasons to exclude a service animal from school facilities. Instead, Title II would generally require the school to accommodate both the person with the service animal and the person with allergies.

Emotional Support Animals

Title II of the ADA does not regulate emotional support animals because they are not service animals. In contrast to service animals, a school generally has discretion whether to allow an emotional support animal on its property and can establish additional requirements for the animal while on the property.

For employees, a request for an emotional support animal to accompany them at work is a request for an accommodation under the ADA. As described above, school officials must go through the interactive process to determine if the person has a disability, whether accommodations are necessary, and what reasonable accommodations would be effective and would not pose an undue hardship to the school.

If a student with a disability seeks to bring an emotional support animal to school, the student's IEP or Section 504 Team must determine whether the animal is a reasonably calculated support or program modification needed to allow a student to make appropriate progress toward annual goals and receive FAPE.

Service Animals in Training

Michigan law provides additional protections for service animal "trainers" or "raisers." Michigan Penal Code Section 502c(3) states that a public accommodation – including a public school – must modify its policies, practices, and procedures to generally permit the use of a service animal in training by an animal raiser or trainer if the animal raiser is being accompanied by the service animal for the purpose of training or socializing the animal. An "animal raiser or trainer" is an individual who raises and socializes a service animal in training with the intent that the animal will become a service animal. A school is prohibited from asking an animal raiser or

trainer to remove a service animal in training from the premises because of allergies or fear of the animal.

A public school may, however, ask an animal raiser or trainer to remove a service animal in training, if: (1) the service animal in training is out of control and the animal raiser or trainer does not take effective action to control the animal or (2) the service animal in training is not housebroken.

Therapy Dogs

The use of school-sponsored therapy dogs in the educational setting is increasingly popular. These therapy dogs (sometimes called facility dogs) are individually trained and certified by a recognized therapy dog training organization and are usually owned by the school and assigned an employee handler. We recommend schools ensure there are agreements in place between the school and any therapy dog handlers addressing training, costs, ownership, liability, and other issues before the dog arrives.

Thrun Policy Service subscribers will find additional guidance about service animals, therapy dogs, and emotional support animals in Policies 3108 (Service Animals) and 3109 (Curricular Animals).

• • •



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
September 25, 2026	AMA ESD	Michele R. Eaddy	Special Education Legal Update
September 29, 2026	Thrun Law Firm, P.C.	Michele R. Eaddy Jennifer K. Starlin	Section 504 Webinar
September 30, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Bootcamp Webinar Series – Comprehensive Webinar
October 7, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Bootcamp Webinar Series – On Notice! The IDEA’s Notice Provision and How to Use It
October 8, 2026	MNA Fall Conference	Raymond M. Davis	Back to the Future: Could 2008 Repeat Itself in 2026?
October 8, 2026	MNA Fall Conference	Katherine Wolf Broaddus	Managing the Union Organization Efforts
October 8, 2026	MNA Fall Conference	Robert A. Dietzel	Legal Update
October 8, 2026	Genesee ISD	Michele R. Eaddy	Special Education Legal Update
October 9, 2026	MNA Fall Conference	MaryJo D. Banasik	Leave Bermuda Triangle: FMLA, ADA, and ESTA
October 16, 2026	MASB Annual Leadership Conference	Jessica E. McNamara	Effective Board Policies: Development, Adoption, and Implementation
October 21, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Bootcamp Webinar Series – IDEA and the AI Parent
November 4, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Special Education Law Bootcamp Webinar Series – Maneuvering Through the Maze of Special Education Discipline
November 18, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Thrun Labor Webinar Series – CBA Summary: Grievances & Collective Bargaining
December 10 & 11, 2026	Thrun Law Firm, P.C.	Thrun Attorneys	Policy Implementation Webinars

Annual Summer Tax Resolution

_____ (the "District")

A _____ meeting of the board of education of the District (the "Board") was held in the _____, within the boundaries of the District, on the ____ day of _____, 2026, at ____ o'clock in the ____ m. (the "Meeting").

The Meeting was called to order by _____, President.

Present: Members

Absent: Members

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

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect *Choose 50% or 100%* of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2027 its previously-adopted ongoing resolution imposing a summer tax levy of *Choose 50% or 100%* of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2027 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2026.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

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

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

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

Secretary, Board of Education