



# Washtenaw Intermediate School District

## September 22, 2025 Board of Education Meeting

### Rescheduled Regular Meeting

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#### Date and Time

Monday September 22, 2025 at 5:00 PM EDT

#### Location

1819 S Wagner Rd. Ann Arbor, MI 48106

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#### Agenda

Presenter

#### I. Opening Items

A. Call the Meeting to Order

Vice President  
Steve Olsen

B. Roll Call

TJ Greggs

#### II. Approval of the Agenda

A. September 23, 2025 Board Agenda Memo

#### III. Communications

Presenter

**IV. Public Participation**

**V. Equity, Inclusion, and Social Justice Dialogue**

**VI. Consent Agenda**

- A.** Approval: Minutes
- B.** Superintendent's Recommendations  
033-25-26 Employment Recommendations
- C.** Superintendent's Recommendations  
034-25-26 Reclassification Request
- D.** Superintendent's Recommendations  
035-25-26 New Position Requests
- E.** Superintendent's Recommendations  
036-25-26 Staff Resignations
- F.** Superintendent's Recommendations  
037-25-26 New Directions Solutions LLC / ProCare Therapy 2025-26 Contract
- G.** Superintendent's Recommendations  
038-25-26 Lease Renewal – Eastern Michigan University Young Adult
- H.** Superintendent's Recommendations  
039-25-26 Communications by Design 2025-26 Contract
- I.** Superintendent's Recommendations  
040-25-26 35m Literacy Materials Grant

**VII. New Business**

- A.** Michigan Interpreting Services 2025-26 Contract
- B.** Reclamation Education, LLC 2025-26 Contract
- C.** Updated WISD Policies – First Read

Presenter

**VIII. Other Items of Business**

**IX. Board of Education Reports**

**X. Administrative Reports**

**A. Superintendent's Report**

**XI. Closing Items**

**A. Adjourn Meeting**

# Coversheet

## September 23, 2025 Board Agenda Memo

**Section:** II. Approval of the Agenda  
**Item:** A. September 23, 2025 Board Agenda Memo  
**Purpose:**  
**Submitted by:**  
**Related Material:** September 22, 2025 Board Memo.pdf





## MEMORANDUM

**TO:** Board of Education

**FROM:** Naomi Norman, Superintendent

**DATE:** September 15, 2025

**RE:** Rescheduled Regular Board Meeting September 22, 2025

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

**Agenda Item 6:** **Consent Agenda**

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

**B. Approval: Superintendent's Recommendations:**

The Superintendent recommends the Board accept the following employment recommendations:

**033-25-26 Employment Recommendations:** Please see the employment recommendations for: Amanda Johnson as a Teaching Assistant in room 42 at High Point. If approved by the board Amanda's salary will be \$39,288, step 2. All other fringe benefits are set forth in the Unit I contract.

Donald Walker as a MiSTEM Region 2 Administrator. If approved by the board Donald's salary will be \$103,026.00 (Grade 11 230 Step 1). All other fringe benefits are set forth in the Non-Affiliate contract.

The Superintendent recommends the Board accept the following reclassification requests:

**034-25-26 Reclassification Request:** Please see the employment recommendations for: Kendra Wilson, current position: Instructional Technologist, 1.0 FTE, 230 workdays, Salary: Grade 6 Step 6, Non-Affiliated. Recommended position: Instructional Technologist, 0.9 FTE, 230 workdays, Salary: Grade 6 Step 6, Non-Affiliated.

Krista Dixon, current position: Program Assistant, 1.0 FTE, 210 workdays, Salary: \$78,926.00 Grade 7 Step 7, Non-Affiliated. Recommended position: Achievement Initiatives Project Specialist II, 1.0 FTE, 230 workdays, Salary: \$78,620.00 Grade 6 Step 7, Non-Affiliated.

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

**035-25-26     New Position Requests:** Please see the new position requests for:  
Floater Teacher Assistant for ASD program, 1.0 FTE, 185 workdays, salary level: Per the Unit I CBA, Worksite: High Point, Unit I.

School Social Worker, 2.0 FTE, 185 workdays, salary level: Per the Unit II CBA, Worksite: TLC, Unit II.

Speech Language Pathologist, 1.0 FTE, 185 workdays, salary level: Per the Unit II CBA, Worksite: TLC, Unit II.

The Superintendent recommends the Board accept the following staff resignations:

**036-25-26     Staff Resignations:** Please see the staff resignations for:  
Ayowale Oladipo, effective August 18, 2025. Ayowale has been employed with the WISD since October 22, 2024, as a student worker.

**037-25-26     New Directions Solutions LLC / ProCare Therapy 2025-26 Contract:** Please see the memo from ASD Principal Melissa Paschall. This agreement allows WISD to meet staffing needs efficiently while maintaining compliance with state and federal requirements, including those tied to vendor eligibility and liability coverage. This agreement supports the ongoing needs of WISD classrooms by ensuring qualified paraprofessionals are available to assist students and staff throughout the 2025–2026 school year. The contract period begins July 1, 2025, and ends June 30, 2026 for the amount of \$70,762.50 that will be procured from the ASD Instructional Services account.

The Superintendent recommends the Board authorize the administration to approve the contract with New Directions Solutions LLC / ProCare Therapy for the amount of \$70,762.50, as presented.

**038-25-26     Lease Renewal – Eastern Michigan University Young Adult:** Please see the memo from Director of Operations Tanner Rowe. EMU has been a great host for our Young Adult program and the space has worked well. The EMU YA program currently occupies four (4) rooms, Room 129, 130, 130A, and 130B in the Porter Building. EMU has offered Washtenaw ISD a rental agreement for a three (3) year term at a rate of \$1,700 per month, for a total of \$61,200 over the three-year term. The rental rate would commence on September 1, 2025, and it includes utilities, operational and custodial services.

The Superintendent recommends that the Board of Education authorize the administration to execute the lease agreement with Eastern Michigan University (EMU) with rent totaling \$61,200 for the three-year term, as presented.

**039-25-26     Communications by Design 2025-26 Contract:** Please see the memo from MiSTEM Advisory Council Administrator Dr. Charlene Jones. Communications by Design provides professional learning and technology planning for school districts. They specialize in helping K-12 schools (teachers,

administrators, and districts) improve teaching and learning, particularly where technology and instructional strategy play a role. Their services include professional learning and development, virtual coaching, technology planning, design, and implementation, consulting and project management, and support for administrators and leaders. The contract runs from September 15, 2025, to May 31, 2026, for a cost not to exceed \$59,700.00.

The Superintendent recommends that the Board of Education authorize the administration to contract with Communications by Design for a cost not to exceed \$59,700.00, as presented.

**040-25-26     35m Literacy Materials Grant:** Please see the memo from Special Education Coordinator Holly McCue. Our WISD Special Education Program has been awarded the 35m Literacy Materials Grant to purchase Amplify CKLA, a core English Language Arts program for students PreK-5th Grade. The awarded grant of \$130,952.00 will be used to purchase materials, site teacher licenses, and targeted professional development for Progress Park and DHH Programs.

The Superintendent recommends that the Board of Education authorize the administration to accept the 35m Literacy Materials grant in the amount of \$130,952.00, 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 7:     New Business:**

**A.     Michigan Interpreting Services 2025-26 Contract:** Please see memo from Executive Director of Special Education Deborah Hester-Washington. The contract with Michigan Interpreting Services is not to exceed the amount \$405,100.00 and will run from July 1, 2025-June 30, 2026. This agreement will be used to meet the student's instructional needs and providing support for student with disability.

**Recommendation: Motion that the Board of Education authorize the administration to approve the contract with Michigan Interpreting Services for a cost not to exceed \$405,100.00, as presented.**

**B.     Reclamation Education, LLC 2025-26 Contract:** Please see the memo from MiSTEM Advisory Council Administrator Dr. Charlene Jones. Reclamation Education LLC designs and facilitates high quality professional learning experiences for K-12 educational organizations and educators. Their work is designed to build capacity among educators and enhance teaching practices. They specialize in mathematics and STEM-focused learning, offering innovative, customized professional development that is tailored to meet the stakeholders' needs. This contract is from September 15, 2025 – September 30, 2026 will be paid out of the MiSTEM Advisory Council Grant funds from FY24 (\$26,500.00) and the FY25 funds (\$300,000.00) and will have no impact on the General Fund.

**Recommendation: Motion that the Board of Education authorize the administration to approve the contract with Reclamation Education, LLC for a cost not to exceed \$326,500.00, as presented.**

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

- 1) PO 1430 – Leave of Absence

2) PO 3430 – Leave of Absence

3) PO 4430 – Leave of Absence

**Agenda Item 8:      Other Items of Business:**

**Agenda Item 9:      Board of Education Reports:**

**Agenda Item 10:    Administrative Reports:**

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

**Agenda Item 11:    Adjournment**

# Coversheet

## Approval: Minutes

<b>Section:</b>	VI. Consent Agenda
<b>Item:</b>	A. Approval: Minutes
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	9-9-25 Minutes.pdf



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

**Tuesday, September 9, 2025**

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

**CALL TO ORDER**

The meeting was called to order at 5:02 PM by President Mary Jane Tramontin

**ATTENDANCE**

**The following members were present:**

Mary Jane Tramontin, President  
Dorcas Musili, Secretary  
Diane Hockett, Trustee

**The following member was absent:**

Steve Olsen, Vice President  
Sarena Shivers, Treasurer

**Quorum was met.**

**Also present:**

Naomi Norman, Superintendent  
Brian Marcel, Associate Superintendent  
Ashley Kryscynski, Director of Communications and Public Relations  
Marshaun Brooks, Supervisor of Career Technical Education  
Eric Jackson, Coordinator of Work Based Learning  
TJ Greggs, Administrative Assistant to the Superintendent

**APPROVAL OF THE AGENDA**

**Diane Hockett moved, Dorcas Musili seconded, to approve the agenda, as presented.**

**Ayes: Mary Jane Tramontin, Dorcas Musili, Diane Hockett**

**Nays: None.**

**Motion carried.**

**COMMUNICATIONS:** Superintendent Naomi Norman shared a letter with the Board explaining the dissolving of the Scio Township Downtown Development Authority (DDA) and the investment that is to be returned to the WISD.

**PUBLIC PARTICIPATION:** There was no public participation.

**PRESENTATION:** Associate Superintendent Brian Marcel reviewed the financial reports for July 2025.

## **Page 2 – Regular Meeting – 09/09/2025**

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

- Superintendent Naomi Norman shared that Kriseles would be meeting with staff during the week to begin the next steps in the WISD culture work and would be filming individual staff.

### **CONSENT AGENDA**

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

**Voting yes: Mary Jane Tramontin, Dorcas Musili, Diane Hockett**

**Voting no: None.**

**Motion carried.**

### **Approval of Minutes**

The Board approved the minutes of the August 26, 2025, regular meeting.

### **025-25-26**

The Board approved the following employment recommendations:

- Alison Hite as a Good Start Social Worker
- Brigitte Clements as a Teaching Assistant in Room 22 at High Point
- Darcy Berwick as a Teaching Assistant – Local Based Dexter - Special Education
- Felecia Klavinger as an ASD Teacher Assistant
- Khalilah Massey as a Medicaid Specialist
- Rebecca Craigmile as an Assistant Director of Human Resources and Legal Services
- Rebecca Hiser as a TA Dexter Life Skills Classroom
- Shan Cook as a Teacher Assistant for at Progress Park
- Shauntae as an ASD Teacher Assistant
- Tiffany Mitchell as a Teaching Assistant – Local Based Milan - Special Education

### **026-25-26**

The Board approved the following reclassification requests:

- Aiden Brady, current position: Technology Intern, 1.0 FTE, 4 days/week, Non-Affiliated. Recommended position: Level 1 Support, 1.0 FTE, 5 days/week, Non-Affiliated.
- Charlene Jones, current position: Coordinator of Mathematics and Science, 1.0 FTE, 210 workdays, Non-Affiliated. Recommended position: MiSTEM Advisory Council Administrator, 1.0 FTE, 230 workdays, Non-Affiliated.
- Krista Higgins, current position: Teacher High Point YA SXI, 1.0 FTE, 185 workdays, Unit II. Recommended position: Teacher Milan Local Based Classroom, 1.0 FTE, 185 workdays, Unit II.
- LaTasha Davis, current position: Special Education Teacher, 1.0 FTE, 185 workdays, Unit II. Recommended position: Flex Teacher, 1.0 FTE, 185 workdays, Unit II.

### **027-24-25**

The Board approved the following new position requests:

- Apprentice Teacher, 1.0 FTE, 185 workdays, Worksite: TLC, Unit II.

### **028-25-26**

The Board approved the following staff resignations:

- Colette Roberts, effective September 2, 2025

### **Page 3 – Regular Meeting – 09/09/2025**

#### **029-25-26**

The Board authorized the administration to approve the contract with Laurel Manor Banquet and Conference Center for an additional \$22,244.88, and a total cost not to exceed \$40,878.62, as presented.

#### **030-25-26**

The Board authorize the administration to execute the lease agreement with Washtenaw Community College with rent totaling \$66,936.48 for the two-year term, as presented.

#### **031-25-26**

The Board authorized administration to approve the service proposal with Pioneer Services for janitorial services at 4870 Clark Rd. for an annual service cost not to exceed \$28,416.00 for the one (1) year term, as presented.

#### **032-25-26**

The Board of Education authorized the administration to accept the MBK Continuous Improvement Capacity Grant in the amount of \$25,000.00, as presented.

#### **033-25-26**

The Board of Education authorize the administration to approve the Restorative Practices Training contract in the amount of \$47,333.84, as presented.

**NEW BUSINESS** – There were no new business items.

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

**BOARD OF EDUCATION REPORTS:** There were no Board reports.

#### **ADMINISTRATIVE REPORTS – Superintendent’s Report:**

Superintendent Naomi Norman spoke about the following:

- Superintendent Norman shared about her experience at the Talent Together retreat.
- Superintendent Norman discussed her meeting with EMU College of Education dean Dr. Ryan Gildersleeve.
- Superintendent Norman shared that she participated in the Achievement Initiative’s department retreat.
- Superintendent Norman shared that she attended the Eastern Washtenaw County town hall with Debbie Dingell.
- Superintendent Norman discussed her meeting with the new Education Advisor for the governor, Michelle Richard.
- Superintendent Norman shared about the passing of previous WISD board trustee Dr. Theresa Saunders.

#### **ADJOURNMENT**

The meeting was adjourned at 6:06 PM

Respectfully submitted,



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Dorcas Musili, Secretary  
Washtenaw ISD Board of Education

# Coversheet

## Superintendent's Recommendations

<b>Section:</b>	VI. Consent Agenda
<b>Item:</b>	B. Superintendent's Recommendations
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	New Hire_A. Johnson.pdf New Hire_D. Walker.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Jennifer Parrelly, High Point Principal

DATE: August 28, 2025

SUBJECT: New Hire Memo- YA SXI TA

I would like to recommend Amanda Johnson for employment as a teaching assistant in room 42 at High Point. Amanda received a high school diploma from Milan Area Schools. Amanda is currently employed as a home visitor at Visiting Angels. If approved by the Board, Amanda's salary will be \$39,288, step 2. All other fringe benefits are set forth in the unit 1 contract.

CC: Cassandra Harmon-Higgins, Executive Director of Human Resources and Legal Services  
Deborah Hester-Washington, Executive Director of Special Education

# Amanda Johnson

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## Professional summary:

Compassionate and adaptable caregiver with over four years of experience providing support and companionship to elderly and medically disabled individuals. Recognized for dedication and awarded “Caregiver of the Year” for outstanding service. Skilled in communication, problem-solving, and patient care. Eager to bring empathy and support to a student-focused environment.

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## Skills:

- Adaptability
- Empathy and compassion
- Problem solving
- Communication
- Strong work ethic
- Team collaboration
- Dependability

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## Work experience:

Home health aide – *Visiting Angels*

Ann Arbor, Michigan 09/2021-present

- Assist clients with daily personal care tasks, including bathing, dressing, and grooming.
- Provide meaningful companionship and emotional support.
- Support clients with mobility and exercise routines
- Ensure timely medication reminders and monitor schedules

Machine operator – Faurecia

Saline, Michigan 05/2013-09-2021

- Operated and maintained production machinery on assembly lines
- Conducted quality inspections to meet manufacturing standards
- Trained and mentored new team members
- Collaborated with colleagues and supervisors to meet production targets

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Education:

Washtenaw Community college  
Ann Arbor Michigan- 2023- present

Milan High School  
Milan Michigan 2010

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References: available upon request



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Jennifer Banks, Ph.D., Director of Instruction

DATE: August 29, 2025

RE: New Hire Recommendation – Donald Walker, MISTEM Region 2 Administrator

I would like to recommend Donald Walker for employment as a MISTEM Region 2 Administrator. Donald Walker received his Master's in Business Administration from University of Phoenix, Bachelors of Arts in Communications from University of Detroit-Mercy, and a digital media and broadcast certificate from Specs Howard School of Media Arts. He currently pursuing a doctorate from Wayne State University in Educational Studies, with a focus on Career and Technical Education. Donald Walker was previously employed as a National Career & Technical Education/Universal Design for Learning Trainer at CAST.

If approved by the Board, Donald Walker's salary will be \$103,026, Grade 11 Step 1. All other fringe benefits are set forth in the Non-Affiliated contract.

Please let me know if you require additional information.

## Donald Walker, Jr.

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### Education

- **Doctoral Student**, Education Studies, Curriculum, and Critical Social Inquiry, Wayne State University.
- **Certificate**, Digital Media and Broadcast Communications, Specs Howard School of Media Arts (Specs at LTU), Southfield, MI.
- **Master's in Business Administration**, University of Phoenix, Southfield, MI
- **Bachelor of Arts**, Communications, University of Detroit-Mercy, Detroit, MI.

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### Highlights of Qualifications

- Ability to successfully interact, engage, and communicate with various stakeholders including advisory boards and community partners
- Extensive experience in providing professional development, teaching and leading adult learners
- Strategic planning and ability to manage fiscal resources during both times of growth and uncertainty
- Ability to develop and maintain student-centered programs

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### Leadership Experience

#### CAST

**November 2022-June 2025**

CAST is a nonprofit education research and development organization that created the Universal Design for Learning framework and UDL Guidelines, which are now used worldwide to make learning more inclusive. CAST investigates solutions to the most critical questions across PreK–12, Higher Ed, and the workforce, including questions related to equity, access, and outcomes. CAST co-designs transformative solutions, improvement strategies, implementation systems and practices, and tools for learning.

#### ***National Career & Technical Education/Universal Design for Learning Trainer***

- *Michigan Dept. of Labor and Economic Opportunity-Workforce Development (Project Lead/Contractor)* - The enhancement of state-wide postsecondary professional development for CTE programs in Michigan
  - Creation of a state-wide advisory board for guidance and insight, gap analysis, literature review, learning modules development, online platform creation
- Delivers in-person and remote professional learning, at the secondary, post-secondary and adult education levels across the country
- Mentors, supports and develops CTE educators, counselors, paraprofessionals, and administrators.
- Equips others to meet the needs of special populations, non-traditional, and other protected populations in CTE
- Supports grant writing and dissemination of work, which includes presenting at conferences, submitting articles, speaking on podcasts, and participating in the creation of video content

#### **Advance CTE**

**September 2023-present**

#### ***Alumni Network Coordinator***

- Charged with organizing and facilitating activities for the Postsecondary State CTE Leaders Fellowship at Advance CTE sponsored by the ECMCF Alumni Network. Responsible for leading the alumni network by designing and facilitating quarterly activities that advance members' professional development, expand members' professional network, and connect members with opportunities to share their experience as experts within the Advance CTE ecosystem and beyond.

**DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT****December 2001-November 2022**

Detroit Public Schools Community District (DPSCD) is Michigan's largest public education system. It is governed by a locally elected, seven-member board with Dr. Nikolai Vitti serving as superintendent.

***Detroit School of Arts – Director, Multimedia***

- Project manager/fundraiser for the six-million-dollar restoration of the Detroit School of Arts digital media production facilities, which included:
  - Equipment and infrastructure of the control rooms, studios, editing labs, and digital music studio
  - Online radio station/podcasting studio
  - Licensing
  - Promotions
- Recruited and led the school advisory board, whose duties include:
  - Program review
  - Recruitment and job placement
  - Student leadership
  - Assistance with staff development
  - Community/Public Relations
  - Providing additional resources where needed
  - Legislation advocacy
- Successfully developed and managed the middle school digital media feeder program
  - Create media programs within **nine middle schools**
  - Provide and coordinate field trips
  - Produce promotional videos for school use
  - Provide instruction/training for students and teachers through partnerships
  - Purchase school digital media equipment for program sustainability
- Develops, organizes, and manages work-based learning & internship opportunities for students
- Develops strategic partnerships for program growth
- Administers career and technical education program compliance with state regulations
- Coordinates special video projects with DPSCD departments (i.e., Community Outreach, Marketing, Communications, Transportation) and the DPS Foundation
- Additional projects include:
  - “Connecting the Dots” seminar
  - Student Networking Affair – Led 40 business leaders working connecting with high school students

***Communications Departments, Program Supervisor, Digital Media***

- Videographer, editor, and audio production: Produced over 200 videos for the district. Videos included profiles, instructional, press conferences, and promotional shorts for distribution on the website and the City of Detroit Cable

***Program Director – WDTR***

- Supervised a staff of over 20 people, including volunteer on-air hosts, technicians, and educator
- Music programming and new show development
- Coordinated DPS school content for PSAs and promos
- Production director producing PSAs, sponsorship announcements, and drops



## **SPECS HOWARD SCHOOL OF MEDIA ARTS**

**February 1991-October 2001**

### ***Director of Education • Assistant Director of Education • Instructor***

- Directed and coordinated educational, administrative, and counseling curriculum
  - Hired, trained, mentored, and motivated the faculty/instructors; scheduled classes; observed and evaluated teacher performance
  - Wrote, designed, and produced broadcast curriculum
  - Taught classes in radio and audio production
  - Performed classroom observations of all faculty
  - Coordinated and participated in Program Advisory Council Meetings
- 

## **Fellowship**

### **Postsecondary State CTE Leaders Fellowship at Advance CTE (Fellow)**

**October 2021-January 2023**

- Gained strategic, equity-minded leadership skills to address systemic inequities and advance high-quality, equitable state postsecondary CTE systems
- Participated in interactive, in-depth virtual workshops with a curriculum rooted in quality, equity and collaboration
- Established relationships with national CTE leaders and members of the ECMCF CTE Leadership Collaborative
- Presented at Advance CTE organizational convenings

## **Publications**

- Walker, D. "Hear Diamond Don on 88.3 WSHJ", Techniques ACTE, April 8, 2024.  
<https://www.acteonline.org/tech-stories-that-matter/>

## **Blogs**

- Walker, D. "Breaking Dual Enrollment Barriers" Pearson, May 15, 2024 <https://www.pearson.com/en-us/higher-education/insights-and-events/teaching-and-learning-blog/2024/05/breaking-dual-enrollment-barriers.html>
- Walker, D. "Dual Enrollment Can Be Life Changing", Pearson, May 15, 2024.  
<https://www.pearson.com/en-us/higher-education/insights-and-events/teaching-and-learning-blog/2024/05/dual-enrollment-can-be-life-changing.html>

## **Presentations**

- Walker, D., other authors. "CTE: The Repair, The Remedy and the Revitalization of a District" (oral presentation), American Education Research Association, April 26, 2025, Denver, CO.
- Walker, D. "The UDL Series & LINCS: Continuing the Journey", The Arizona Adult Education Institute, September 2024, Phoenix, AZ.
- Walker, D. "Increasing Postsecondary Teacher Effectiveness Through UDL - A State of Michigan Project", ACTE Postsecondary CTE Summit, September 2024, Phoenix, AZ.
- Walker, D. (Accepted) "Increasing Postsecondary Teacher Effectiveness Through UDL - A State of Michigan Project", ACTE Vision, December 2024, San Antonio, TX.
- Walker, D. (Accepted) "UDL and Dual Enrollment", ACTE Vision, December 2024, San Antonio, TX.
- Walker, D, others. (Accepted) "Addressing Challenges in Recruitment and Retention in Postsecondary Career and Technical Education", ACTE Vision, December 2024, San Antonio, TX.
- Walker, D., other authors. "The Last Brick Shall Be the Cornerstone: Re-Mattering Black Educational Lives After the Neoliberal Wrecking Ball" (oral presentation), American Education Research Association, April

12, 2024, Philadelphia, PA.

- Walker, D. “UDL, Dual Enrollment and CTE” (oral presentation), National Alliance of Concurrent Enrollment Partnerships, October 24, 2023, St. Louis, MO.

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## **Professional Organizations/Community Engagement/Affiliations**

- Advance CTE, Fellow, September 2021
- ACTE Member, 2021
- ACTE, Inclusion, Access, Equity, and Diversity (IAED) Mentor, 2024
- ACTE, Inclusion, Access, Equity, and Diversity (IAED) Board Member, 2022
- School Board Trustee, Farmington Public Schools, 1/2021-present
  - Policy Committee Chair, 2023-2024, 2024-2025
  - Vice President, 2024-2025
- Hall of Fame Inductee, Specs Howard School of Media Arts, 2020
- Beloved Community Initiative, Farmington, 2020-2023
- Advisory Board Member, TV-10 Farmington Public Schools, 2019-present
- Advisory Board Member, Specs Howard School of Media Arts, 2017-2020
- Digital Arts, Film and Television Board Member, 2019-2023
- Owner/Content Creator, Donald Walker Media Group, producing digital media content for small businesses and non-profits 2019-present
  - Scholarship Committee, Southfield Alumnae Chapter Delta Sigma Theta Sorority, Inc.
    - Mental Health and Career Pathway videos, 2022
  - Social Action Committee, Southfield Alumnae Chapter Delta Sigma Theta Sorority, Inc.
    - Black Maternal Health videos, 2022
    - “Your Vote Matters” videos, 2021
    - “Say Her Name” promotional video, 2020
  - Pearls of Promise Committee, Alpha Kappa Alpha Sorority, Inc.
    - Scholarship Program Ceremony videos 2021, 2022
  - Black Health Matters, Men’s Health Event, Ford Field, 2021
  - MLK Day Committee, Gamma Lambda Chapter, Alpha Phi Alpha Fraternity, Inc.
    - MLK “A Day on Not a Day Off” videos, 2018-2022
  - Alpha Phi Alpha Fraternity, Inc. & Meijer Stores Holiday Shopping Spree Giveaway, 2022
- Gamma Lambda Chapter, Alpha Phi Alpha Fraternity, Inc.
  - Recording Secretary, 2020-2023
  - Corresponding Secretary, 2008-2010, 2014-2016
  - Co-chair & Media Coordinator Census 2020
  - Centennial Gala Video Committee Chair/Co-producer, editor, narrator 2019
  - Brother of the Year 2010, 2013

## **Technical Skills**

- Adobe Premiere Pro, Certified
  - Adobe Photoshop, Certified
  - Mental Health First-Aid (MHFA) Certified
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# Coversheet

## Superintendent's Recommendations

<b>Section:</b>	VI. Consent Agenda
<b>Item:</b>	C. Superintendent's Recommendations
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Position Change_K. Dixon.pdf

Washtenaw ISD Position Change / Upgrade Form

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

Change Requested

Please select all that apply

☒ Position/Classification change

☐ Wage/Salary Level

☐ Location/Assignment

☐ FTE

☐ Employment Group

☐ Work days

☐ Account Split

☐ Other

Employee Name:

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

Krista Dixon

Department

Achievement Initiatives

Supervisor

Amy Olmstead-Brayton

Current Position Title

Program Assistant

Recommended Position Title

Achievement Initiatives Project Specialist II

Current Position Number

23.00.226.02

Recommended Position Number

51.00.221.09

Current Bargaining Unit

Non-Affiliated

Recommended Bargaining Unit

Non-Affiliated

Current Account 1

11.1.1225.1620.000.00000.0000

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Pay Rate/ Salary Level

Grade 7/Step 7 \$78,926

Recommended Pay Rate/ Salary Level

Grade 6/Step 7 (\$78,620)

Current FTE

1

Recommended FTE

1

Current Number of Work Days

210

Recommended Number of Work Days

230

Should the Current Position Remain?

☐ Remain

☒ Delete

Current Account 4 Split

11.1.1221.1290.000.00000.00000.1100

Recommended Account 1

22.1221.1290.000.00000.1200

Recommended Account 1 Split

8

Recommended Account 2

11.1225.1620.000.3325.00000.0000

Recommended Account 2 Split

10

Recommended Account 3

11.1225.1620.000.3295.00000.0000

Recommended Account Split 3

40

Current Account 4

11.1.1221.1290.000.00000.00000.1100

Recommended Account 4 Split

42

Current Location

Workspace/Desk Location

TLC / Achievement Initiatives

Rational for Position Change

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

Applied for and is being offered new position

Effective Date

Date new duties were assigned or changes made

09/08/2025

Powered by BoardOnTrack

24 of 100

List Positions/Employees Performing Similar Work

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

NA

Department Head Comments

Department Head

Jennifer Banks

08/13/2025

Finance Approval

☒ Approve  
☐ Adjust, See Comments

Finance Comments

Finance

SAP

08/18/2025

Human Resources Approval

☒ Approve  
☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon Higgins

08/15/2025

Superintendent Comments

Superintendent

Naomi Norman

09/17/2025

## **Washtenaw Intermediate School District Position Description**

**Job Title:** Achievement Initiatives Project Specialist II  
**Department:** Achievement Initiatives  
**Reports to:** Director of Instruction  
**FLSA Status:** Full-time – Exempt, 230 days  
**Prepared By:** Dr. Jennifer Banks  
Director of Instruction  
**Preparation Date:** May 27, 2025  
**Approved By:** Cassandra D. Harmon-Higgins, Esq.  
Executive Director, HR and Legal  
**Approval Date:** May 27, 2025

### **The WISD's Mission**

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

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

### **SUMMARY:**

The Achievement Initiatives Project Specialist II provides management and support for Achievement Initiatives projects and grants.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Provides leadership, direction, vision, and support for social justice and inclusive instructional practices in the network initiatives for which this position is responsible.
- Examines the impact of educational inequities on student achievement outcomes as it aligns with race and ethnicity.
- Provides administrative support for the Michigan Science, Technology, Engineering and Mathematics Education Advisory Council (MI-STEM) grant:
  - Works with MISTEM Director to manage grant budgets, contracts, and invoices
  - Attends state-level meetings and provides notes for meeting participants
  - Manage communications for MI-STEM
  - Provides support for the Tri-County Culturally Responsive Institute grant activities and budget
  - Works with the Michigan Department of Education (MDE) to track expenses, submit invoices, and follow up for reimbursement
  - Manages grant budgets and all necessary reports to MDE
  - Works with staff at the Wayne RESA and Oakland Schools to set up meetings and manage communication

- Attends institute meetings and professional learning; provides notes as necessary
- Manages and organizes documents and Moodle site
- Manages professional learning registrations, sending out reminders, materials, and zoom links
- Sets up/maintains web presence and communication to project participants
- Manages Achievement Initiatives team professional development initiative:
  - Assists in the organization and management of professional learning offerings
  - Provides project and administrative support to the Director for Instruction
  - Schedules meetings and activities to organize office systems and processes
  - Assists with contract and grant development and maintains budgets
  - Supports coordinators with managing professional learning attendance and credits (KALPA & SCEHE) for attendees
  - Develops and manages contracts with local districts
  - Manages evaluation process
- Maintains monthly reporting system and a clear web presence for the initiative: Manages communication, web and social network presence for the regional instructional networks:
- Assists in the maintenance of twelve (12) networks of instructional leaders.
- Maintains secure web site for instructional materials and assessments.
- Provides project and administrative support to the Director of Instruction.
- Schedules meetings and activities, organizes office systems and processes.
- Develops contracts, assists with grant development and maintains budgets.
- Performs such other related tasks as may from time to time be assigned.
- Maintains regular predictable attendance; may be required to work during the evening and/or the weekend.
- **Other Duties as Assigned.**

#### **SUPERVISORY RESPONSIBILITIES:**

- N/A.

#### **QUALIFICATIONS:**

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

#### **EDUCATION and/or EXPERIENCE:**

- Bachelor's degree in the field of education, business management or related subject.
- Three (3) to five (5) years of experience preferred.
- Highly skilled using Excel, Microsoft Word and other software.
- Highly skilled using social networking , Google ~~tools~~ and website development tools.
- Website development experience.
- Grant management experience.
- Budget experience.
- Event Management experience.
- Excellent oral and written communication skills.
- Exceptional organizational, leadership and interpersonal skills.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Current valid driver's license required.

**LANGUAGE SKILLS:**

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

**TECHNICAL SKILLS:**

- Demonstrated proficiency in the use of a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communications mechanisms such as email, conferencing, bulletin boards, etc.
- Excellent knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) and other technology to support efficient and effective office operation is required.
- Ability to create web-based forms and documents.
- Ability to read and interpret general business periodicals, professional journals, technical procedures, governmental regulations and forms.
- Ability to integrate technology into the everyday workflow is necessary.
- Ability to implement new technologies.

**MATHEMATICAL SKILLS:**

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

**REASONING ABILITY:**

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

**INTERPERSONAL SKILLS:**

- Ability to work independently with management guidance.
- Possess excellent customer service and communication skills with a client-centered focus.
- Ability to build rapport with others and to serve diverse publics.
- Ability to take initiative; work well with others as a collaborative team member and exhibit good communication skills.
- Ability to work effectively and collaboratively with other departments, agencies and individuals.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, see and hear. The employee is occasionally required to stoop, kneel, crouch, crawl and reach with hands and arms. The employee is continuously repeating the same hand, arm or finger motion many times. The employee must



occasionally lift and/or move up to 35 pounds such as books and training material. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. This position requires the individual to travel and/or drive to various off-site locations. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

**ENVIRONMENTAL ADAPTABILITY:**

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

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

**FUNCTIONS OF POSITION DESCRIPTION:**

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

This position description is not a contract for employment.

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

**TERMS:**

Contract, salary and other employment conditions to be established by the Board of Education as reflected in the Non-Affiliated Staff Manual. Starting salary ranging (dependent upon experience) \$62,107 - \$76,330.

**Washtenaw Intermediate School District is a drug-free workplace.**

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

# Coversheet

## Superintendent's Recommendations

<b>Section:</b>	VI. Consent Agenda
<b>Item:</b>	D. Superintendent's Recommendations
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	New Position_SLP_Ypsilanti.pdf New Position_School Social Worker_Ypsilanti (2 Positions).pdf

New Position Recommendation

Position Title:	Speech Language Pathologist
FTE:	1.0
# of Workdays/Year:	185
Salary:	Per Unit II CBA
Worksite:	
Bargaining Unit:	Unit II
Department:	Special Education

## **WASHTENAW INTERMEDIATE SCHOOL DISTRICT**

### **Position Description**

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

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

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

#### **SUMMARY:**

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

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

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

#### **QUALIFICATIONS:**

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

#### **EDUCATION and/or EXPERIENCE:**

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

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

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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

**LANGUAGE SKILLS:**

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

**TECHNICAL SKILLS:**

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

**MATHEMATICAL SKILLS:**

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

**REASONING ABILITY:**

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

**INTERPERSONAL SKILLS:**

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

**PHYSICAL DEMANDS:**

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

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

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

**ENVIRONMENTAL ADAPTABILITY:**

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

**FUNCTIONS OF POSITION DESCRIPTION:**

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

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

**TERMS:**

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

**Washtenaw Intermediate School District is a drug-free workplace.**

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

New Position Recommendation

Position Title:	(2) School Social Worker
FTE:	2.0
# of Workdays/Year:	185
Salary:	Per the Unit II CBA
Worksite:	
Bargaining Unit:	Unit II
Department:	Special Education



## **WASHTENAW INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION**

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

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

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

### **SUMMARY:**

The School Social Worker evaluates, plans and implements services for students who attend the Ypsilanti Community Schools special education programs. This position works with and instructs classroom staff, related services staff, administrators, community resources and parents in the implementation of programming.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

- Assists in evaluating supports for students.
- Collaborates with building administration, instructional staff, medical staff and other agencies to integrate students into the community, with emphasis on involving families, facilitating natural supports, and focusing instruction and behavioral strategies on long-term outcomes.
- Participates in special education program activities, student/staff meetings, district level and program meetings, staff development/special programs, school improvement teams/planning committees as appropriate to the assignment, in-service activities and other meetings as determined necessary.
- Works cooperatively and communicates with district staff, students and parents/guardians.
- Maintains accurate attendance records and appropriate reports and student logs for services.
- Adheres to District health and safety rules, policies and procedures.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Maintains regular predictable attendance.
- **Other duties as assigned.**

**SUPERVISORY RESPONSIBILITIES:**

- N/A.

**QUALIFICATIONS:**

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

**EDUCATION and/or EXPERIENCE:**

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

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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

**LANGUAGE SKILLS:**

- Ability to work with elementary and secondary students.
- Ability to read, analyze and interpret information including periodicals and professional journals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information and respond to questions from groups of educators, parents, students and the general public.

**TECHNICAL SKILLS:**

- Ability to integrate technology into the everyday workflow is necessary.
- Ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Ability to use computer technology for research, data management, communications and other instruction.

- Ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communication mechanisms.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.
- Ability to use computer technology for research, data management, communications and other instruction.
- Ability to select and administer appropriate assessment tools and interpret results of assessment.

**MATHEMATICAL SKILLS:**

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

**REASONING ABILITY:**

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

**INTERPERSONAL SKILLS:**

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

**PHYSICAL DEMANDS:**

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

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

**ENVIRONMENTAL ADAPTABILITY:**

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

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety and well-being of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short

period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

**FUNCTIONS OF POSITION DESCRIPTION:**

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

This position description is not a contract for employment.

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

**TERMS:**

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

**Washtenaw Intermediate School District is a drug-free workplace.**

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

# Coversheet

## Superintendent's Recommendations

<b>Section:</b>	VI. Consent Agenda
<b>Item:</b>	E. Superintendent's Recommendations
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Resignation_A.Oladipo.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

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

DATE: September 23, 2025

RE: Resignation Notification

Attached please find Ayowale Oladipo's letter of resignation, effective August 18, 2025. Ayowale has been employed with the WISD since October 22, 2024, as a student worker.

The Administration recommends that the Board accepts Ayowale's letter of resignation. We wish them well in their future endeavors.

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

**From:** [Ayo Oladipo](#)  
**To:** [Nicole Hubler](#)  
**Subject:** High Point Job  
**Date:** Thursday, September 4, 2025 10:50:31 AM

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You don't often get email from ayooladipo0@gmail.com. [Learn why this is important](#)

**EXTERNAL SEE BELOW**

Good morning-

I am writing this email to inform you that I will not returning to work at High Point for the 2025-2026 school year.

Ayowale Oladipo

**This e-mail is NOT from washtenawisd.org;** it is from an external sender. Before clicking on attachments or links, please confirm you trust the sender's name and e-mail address. If you believe this e-mail is suspicious, please forward it to [ITSecurity@washtenawisd.org](mailto:ITSecurity@washtenawisd.org)

# Coversheet

## Superintendent's Recommendations

<b>Section:</b>	VI. Consent Agenda
<b>Item:</b>	F. Superintendent's Recommendations
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ProCare Board Memo.pdf ProCare 2025-26 Contract.pdf





TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Melissa Paschall - ASD Principal; Josie Jones ProCare Therapy Staffing Rep.

DATE: September 3, 2025

RE: Contract Agreement with New Directions Solutions LLC / ProCare Therapy

The administration recommends that the WISD Board of Education approve the contract agreement between Washtenaw Intermediate School District (WISD) and New Directions Solutions LLC / ProCare Therapy for the provision of paraprofessional services for \$70,762.50 to be procured from the ASD Instructional Services account.

This agreement supports the ongoing needs of WISD classrooms by ensuring qualified paraprofessionals are available to assist students and staff throughout the 2025–2026 school year. The contract period begins July 1, 2025, and ends June 30, 2026.

Services will be provided Monday through Friday, 7.5 hours per day (times to be determined), and invoiced weekly by the contractor. Compensation aligns with the hourly rates specified in the contract's addenda. Overtime will be billed at 1.5 times the hourly rate for work exceeding 40 hours per week.

In alignment with state and district policy, all contractor personnel will complete fingerprint-based background checks and comply with applicable laws, including Public Act 131 of 2005. WISD retains oversight of contractor duties and reserves the right to adjust assignments as needed. The contract also includes standard provisions regarding insurance, independent contractor status, ownership of work, and termination with 30 days' notice by either party.

This agreement allows WISD to meet staffing needs efficiently while maintaining compliance with state and federal requirements, including those tied to vendor eligibility and liability coverage.

CC: Dr. Jennifer Banks, Director of Instruction  
CC: Dr. Naomi Norman, Superintendent



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT  
CONTRACTED SERVICES AGREEMENT - COMPANY**

This agreement is made this **1st day of July, 2025** by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and **New Directions Solutions LLC/ProCare**, 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 **July 1st 2025**. Once this contract is implemented, the ending date for providing services shall be **June 30th 2026**.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:
  - **Paraprofessionals WISD Classrooms – (July 1, 2025 – June 30 2026) Monday – Friday, 7.5hrs. per day (Times TBD)**
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
4. Prior to any work being completed on WISD grounds, individuals working for the Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. A list of all such employees must be provided to WISD by the Contractor as **Attachment A**. The Contractor will be responsible for payment of the fingerprinting service. (The proper forms must be obtained by the HR Department. Specific written exemption of the fingerprint requirement must be provided by the WISD Executive Director of Human Resources and Legal Services, in compliance with School Safety Legislation and WISD Board Policy).
5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.



**SECTION II -COMPENSATION**

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services shall align with the hourly rate set forth in subsequent Addendums(s) as referenced in Section I (2).
2. **If Contractor is required (by the District) to work more than forty ( 40) hours in a work week, the overtime rate is one and one-half (1.5) times the regular billing rate for such hours.**
3. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this agreement.
4. Contractor shall submit an invoice describing the services, including dates and hours of work completed on a weekly basis to:
  - Washtenaw Intermediate School District  
Attn: Business Office  
1819 South Wagner Road  
Ann Arbor, Michigan 48106
5. The Contractor shall submit an invoice for services rendered no more than thirty (30) days after the work has been performed. (invoices submitted after this date may not be paid.) All Invoice discrepancies must be disputed within sixty (60) calendar days of receipt of the invoice by WISD. If Pro Care invoiced Incorrectly, it will be taken care of by ProCare within thirty (30) days of notice of the discrepancy.
6. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within thirty (30) calendar days from receipt in the WISD's Business Office.
7. The contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this agreement, be that of an independent Contractor. The personnel of the Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus, or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties, or costs in the collection of same.
8. The WISD may change the duties of the Contractor as above described, but such change shall not be a substantial alternation of the Contractor's duties, nor can such change be made without the input of the Contractor.
9. Contractor has not been debarred, excluded, or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving federal funds, contract, certain subcontracts, and certain Federal assistance/benefits.
10. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above-described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
11. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered, not as a prepayment.
12. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.



### **SECTION III – OTHER CONSIDERATIONS**

1. The headings of sections of this contract are for reference only and will not affect in any way the meaning or interpretation of this contract.
2. All expenses for travel and mileage as a result of rendering requested services are the responsibility of the Contractor. However, the WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including itemized receipts and expense submission dates.
3. The WISD will provide Contractor with access to the WISD's Policies and Administrative Guidelines (located on the WISD website). Unless otherwise agreed to in writing, Contractor (personnel) will abide by the WISD's Policies, Administrative Guidelines, and protocol related to health and safety while working and/or on the premises. District shall orient Contractor to the Exposure Control Plan(s)/Protocol(s) as it pertains to Occupational Safety and Health Administration (OSHA) requirements, including with respect to bloodborne pathogens and other emergent matters.
4. The WISD shall retain ownership interest in any of the following circumstances:
  - The WISD expressly directs the Contractor to create a specified work (electronic or otherwise), or the work is a specific requirement of the contract
  - Any documents (electronic or otherwise) created and/or developed by the contractor while under contract with the WISO; or
  - The Contractor voluntarily transfers the copyright, in whole or in part to the WISO in the form of a written document signed by said Contractor.
5. The work done by the Contractor shall be to the entire satisfaction of WISD. Should the Contractor unsatisfactorily perform the duties, WISD may cancel the agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
6. Either party may terminate this Agreement (and/or an Addendum, referenced in Section I) by giving the other thirty (30) days advance written notice.
7. Neither Party will be liable for any failure/delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, riots, war, terrorist act, epidemic, pandemic, quarantine, natural catastrophes, governmental acts/omissions, changes in laws or regulations, and national strikes.
8. If one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.
9. This Agreement will be governed by and construed in accordance with the laws of the State of Michigan. Any dispute/claim from this contract shall be resolved exclusively in the federal and state courts of the State of Michigan and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.



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

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

ProCare  
Attn: Josie Jones, Department Manager  
Southside Blvd., Building 700, Ste 7201  
Jacksonville, Florida 32256

Copy via Email:

- [nnorman@washtenawisd.org](mailto:nnorman@washtenawisd.org)
- [charmonhiggins@washtenawisd.org](mailto:charmonhiggins@washtenawisd.org)
- [josie.jones@procaretherapy.com](mailto:josie.jones@procaretherapy.com)

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

#### **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.

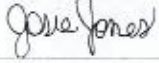
**Limitation of Liability:** In no event shall either party be liable in any manner for incidental or consequential damages, expressly excluding claims based on its breach of confidentiality obligations, gross negligence, willful misconduct, or indemnification obligations for third party claims.

## 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 \_\_\_\_\_ 20

New Direction Solutions, LLC dba ProCare Therapy



Josie Jones

Division Director

August 14, 2025 14:52 UTC

IP: 4.14.54.242

  
Department Head

\_\_\_\_\_  
Washtenaw Intermediate School District

\_\_\_\_\_  
Washtenaw Intermediate School District

\_\_\_\_\_  
Washtenaw Intermediate School District

# Coversheet

## Superintendent's Recommendations

<b>Section:</b>	VI. Consent Agenda
<b>Item:</b>	G. Superintendent's Recommendations
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Lease Renewal for EMU Memo.pdf WISD Master Lease 2025.pdf



To: Naomi Norman and Members of the Board of Education

From: Tanner Rowe, Director of Operations

Date: September 15, 2025

Re: Lease Renewal – Eastern Michigan University Young Adult

The administration recommends that the WISD Board of Education authorize the administration to execute the lease agreement with Eastern Michigan University (EMU) with rent totaling \$61,200 for the three-year term.

EMU has been a great host for our Young Adult program and the space has worked well. The EMU YA program currently occupies four (4) rooms, Room 129, 130, 130A, and 130B in the Porter Building.

EMU has offered Washtenaw ISD a rental agreement for a three (3) year term at a rate of \$1,700 per month, for a total of \$61,200 over the three-year term. The rental rate would commence on September 1, 2025, and it includes utilities, operational and custodial services.



EASTERN MICHIGAN UNIVERSITY  
RENTAL AGREEMENT

This RENTAL AGREEMENT is made this 1st day of September, 2025, by and between Eastern Michigan University whose location is 202 Welch Hall, Ypsilanti, Michigan, 48197 (hereinafter referred to as "Landlord"), and Washtenaw Intermediate School District, whose address is 1819 S. Wagner, Ann Arbor, Michigan, 48106 (hereinafter referred to as "Tenant") at a monthly rate of \$1,700.00

Landlord and Tenant agree as follows:

1. SPACE. The Landlord in consideration of the rent to be paid and the covenants and agreements to be performed by Tenant, does hereby lease to Tenant the following premises: Porter Rooms 129 and 130, Ypsilanti, Michigan (leased premises), together with the following furnishings and equipment:

Room 129 Porter:

13 Gray Tables (30" x 60")  
26 Virco Chairs

Putty office set:

1 L-shaped desk with 2 drawers (4 ½' x 7')  
1 small under-counter file cabinet  
1 2-drawer file cabinet (18" x 42")  
1 burgundy desk chair

Room 130 Porter:

L-shaped reception desk (6' x 8') and its counter (33" x 8')  
Steelcase freestanding small desk (36" x 24")

Room 130A Porter:

3 attached shelves (8 ½")  
1 attached desk (10')  
1 small under-counter 2-drawer file cabinet  
1 burgundy desk chair

Room 130B Porter:

3 attached shelves (8 ½')  
1 attached desk (10')  
1 small under-counter 2-drawer file cabinet  
1 burgundy desk chair

2. **TERM & TERMINATION.** The Lease term will be for three years, from September 1, 2025, until August 31, 2028. Either party may terminate this Agreement without cause on thirty (30) days written notice to the other party. If a party breaches a provision(s) of the Agreement, the other party may terminate this Agreement on ten (10) days written notice to the breaching party. Upon termination of the Agreement, Landlord may take possession of the leased premises together with the furnishings and equipment listed in Section 1 of this Agreement.

Notice of termination or any other notices required by this agreement shall be sufficient if in writing and deposited in the U.S. Mail, postage prepaid, and addressed to Tenant(s) at the address of leased premises, or personally delivered to the Tenant(s) and as to the Landlord, if mailed as above provided or delivered personally to the College of Education Dean's Office, 310 Porter, Eastern Michigan University, Ypsilanti, Michigan.

At the termination of this agreement, as provided herein, Tenant(s) agree to surrender immediately said property, furnishings and equipment to Landlord in the same condition or cleanliness and repair as at the effective date; loss by reasonable wear and tear excepted.

3. **RENTAL PAYMENT.** During the term of Agreement Tenant agrees to pay Landlord rent in the amount of \$1,700.00 per month in advance on the first day of each month. The first month's rent will be pro-rated as needed, based on a thirty (30) day division. The rent shall be delinquent if not paid by the fifth day of each month and a \$30 late fee will be assessed. Alternatively, rental payments can be made in advance and in aggregate; for example, Tenant may elect to pay a six-month period in a lump sum in advance. Payment of rent shall be made to the following address: Eastern Michigan University, 101 Welch Hall, Ypsilanti MI 48197.
4. **MODIFICATION AGREEMENT** - The Landlord will give thirty (30) days written notice to Tenant of any changes in the terms or conditions of this lease, including any increases in rental rates. Rental rates will not be increased more than once per year.
5. **USE OF PROPERTY** - It is distinctly understood and agreed that the property is to be used as office and classroom space only, unless otherwise stated in this document. The Tenant agrees to use the premises in a quiet, peaceable and lawful manner.
6. **SUBLETTING** - Subletting any part or all of the premises is not permitted.
7. **RESPONSIBILITY OF THE TENANT(S)** - Tenant(s) shall be responsible for the proper care and use of the Landlord's property in their possession. Any use of the Leased Premises, including any fixtures or equipment, must comply with building codes including, but not limited to, Michigan Building Code, NFPA, NEC, ASHRAE, and OSHA.

Tenants are responsible for requesting normal daily maintenance repairs and decorating, as well as changing bulbs and tubes.

The Landlord may provide custodial service.

Furnishings and equipment belonging to the Landlord are not to be removed from the property without written permission of the College of Education Dean's Office. Only the Landlord can authorize repair or replacement for furnishings, facility and equipment, and those made necessary by carelessness or negligence of the Tenant(s). EMU Physical Plant, as well as Environmental Health and Safety, must approve, in advance of its use, any equipment furnished by a non-Landlord source that requires any modifications or connections to Landlord mechanical, electrical, or plumbing systems, with the exception of those connecting with a UL-certified 120V connection.

Extraordinary repairs shall be made at expense of the Tenant(s).

The Landlord shall be responsible for all utility payments (fuel, electric, water, sewer). Phone rental, equipment and line charges are to be stated.

All toll, local and long-distance charges are to be paid by the Tenant(s). All phone equipment, charges and services are the Tenant(s)' responsibility.

Tenant(s) and their personnel shall follow instructions from the Landlord's College of Education Dean's Office and/or the designee of the College of Education Dean's Office related to building safety, facility rules, etc.

At least one time each calendar year, Tenant(s) shall provide to the College of Education Dean's Office written contact information (name, email address, and telephone number) of Tenant's primary onsite contact.

At least one time each calendar year, Tenant(s) shall provide to the College of Education Dean's Office written contact information (name, email address, and telephone number) of Tenant's primary contact at WISD headquarters.

8. **LIABILITY/INSURANCE** - The Landlord will not be responsible for damaged, lost or stolen personal property, or personal injury sustained on the property. Fire/hazard insurance covers University-Owned property only. Tenant(s) agrees to defend, indemnify and hold harmless the Landlord, its regents, officers, employees, and agents from any and all liability for damages to any person or property in, on, or about the leased premises from any cause whatsoever. Tenant agrees to keep in force at its own expense during the entire period of this Rental Agreement, such liability insurance as is required by law and as will protect it from claims, for bodily injury and death, and for property damage, that may arise out of work under this Rental Agreement, whether caused directly or indirectly by Tenant. The minimum commercial general liability limits of such insurance shall not be less than \$1,000,000 per occurrence and in the aggregate. Tenant shall maintain business automobile liability insurance with a combined single bodily injury and property damage limit of \$1,000,000 each accident for all owned, non-owned, hired, or leased autos. Tenant shall maintain worker's compensation coverage as statutorily required and employer's liability insurance with limits of \$1,000,000 each accident, for bodily injury by accident; \$1,000,000 each employee, for bodily injury by disease; and \$1,000,000 policy limit, for bodily injury by disease. Tenant shall maintain a policy or policies of umbrella/excess liability insurance with

limits of \$5,000,000 per occurrence and in the aggregate in excess, including sexual assault and molestation insurance of the required underlying commercial general liability, employer's liability, and automobile liability insurance coverages which shall follow the form of, or otherwise provide equivalent coverage to, the required underlying insurance coverages, subject to policy terms and conditions. Tenant shall maintain Cyber insurance at no less than \$1,000,000 per occurrence and \$3,000,000 aggregate. Landlord and LAZ Parking Midwest, LLC shall be named as an additional insured on all such insurance policies. All required policies shall include a waiver of subrogation in favor of Landlord. Upon request, Tenant shall provide true and correct copies of any such policies to Landlord.

9. KEYS - At the termination of this agreement, the Tenant(s) are responsible for rent payment until keys have been returned to the College of Education Dean's Office and the property has been vacated. Payment beyond date of termination shall not constitute an extension of the rental agreement. Lost keys must be reported to the College of Education Dean's Office and will be replaced by the Landlord at a service charge.
10. INSPECTION AND REPAIRS - Personnel authorized by U1e Landlord are permitted to enter the leased premises for pw-poses of inspecting and repairing property and equipment. The Tenant(s) shall report to the College of Education Dean's Office all major structural, mechanical, or equipment repair needed
11. FIRE HAZARDS - Tenant(s) shall not bring or permit the bringing on to the property any combustible or flammable materials which may in any way increases fire risk or in any way conflict with the rules and ordinances of the local fire department or of the applicable fire marshal.
12. COMPLIANCE WITH LAWS AND POLICIES. Tenant agrees that it will comply with all applicable Landlord policies as well as applicable laws, orders and regulations relating to its performance under this Rental Agreement and warrants that it will not at any time take any action which would cause Landlord to be in violation of any such laws, orders and regulations. Tenant shall comply with the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA"). Tenant's compliance with EMU policies shall include, but is not limited to, compliance with the following two EMU policies:
  - Animals. Tenant and all Tenant guests shall comply with Landlord's Service Animals, Emotional Support Animals and Pets on Campus administrative policy, which can be found here: <https://www.emich.edu/human-resources/documents/service-animals-pets-administrative-policy.pdf>
  - Minors on Campus. Tenant shall comply with Tenant's Minors on Campus policy and its corresponding procedures, which can be found here: <https://www.emich.edu/engage/academic/minors-on-campus/index.php>
13. POLICY CHANGES - All policies including rental rates are subject to revision and shall be effective thirty (30) days after written notice to Tenant(s).
14. PERSONAL PROPERTY - The University shall have the right, after thirty (30) days, with due notice to last known address, to dispose of any personal property left on the leased premises after the Tenant vacates them due to expiration or termination of the lease or

abandonment of the premises.

15. ACCESS TO LEASED PREMISES. The Landlord will issue keys so the Tenant(s) has access when the building is locked and when closed; however, no minor, or guest or invitee of Tenant, is permitted at the Leased Premises outside of the Porter Building's normal hours of operation. The Tenant(s) agrees to keep the building locked and secure.
16. SMOKING - Under Landlord's policy there is no smoking permitted in the building or on campus.
17. ALTERATIONS. Tenant(s) agree that they will not make any alterations, additions or improvements to the leased premises without Landlord's prior written consent. Upon vacating the premises, Tenant(s) shall be responsible for the full cost of removing the sink that was installed in the leased space for Tenant(s)' use. The work of removing the sink and returning the leased space to its original state in this regard will be performed by Landlord, but the cost of the work will be paid by Tenant(s).
18. OTHER TENANTS. The Landlord may lease to other tenants. The Tenant(s) are informed that the building includes common area that will be used by the Landlord and its students, employees, invitees and other guests, as well as the Tenant(s).
19. UNTENABILITY. If the leased premises are made substantially untenable by fire or other casualty, Landlord may elect to terminate this Agreement as of the date of the fire or other casualty on written notice to Tenant. If Landlord elects not to terminate the Agreement, Tenant's rent shall abate during the period that the leased premises are untenable.
20. NON-DISCRIMINATION. Tenant shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant shall be regarded as a material breach of this Rental Agreement.
21. SEVERABILITY. All agreements and obligations under this Agreement are joint and severable in nature. Any waiver or waivers by either party of any of the provisions of the Agreement will not constitute a waiver of any later breach of that provision, and any consent or approval given by either party with respect to any act, neglect or default by either party will not waive or make unnecessary consent or approval with respect to any later similar act, neglect or default.
22. MODIFICATION. This Agreement can be modified or amended only by a written agreement signed by Landlord and Tenant.
23. NON-ASSIGNMENT; BINDING EFFECT. Tenant shall not assign this Rental Agreement, or any part thereof, to any other party or parties without the prior written consent of Landlord. All provisions of this Agreement shall be binding upon the heirs, executors,

administrators, personal representatives, successors and assigns of the Landlord and Tenant.

- 24. GOVERNING LAW. The laws of the state of Michigan will control in the construction and enforcement of this Agreement.
  
- 25. ENTIRE AGREEMENT. This Agreement is the entire agreement between the parties, and it incorporates and supersedes all prior negotiations, communications, understandings and agreements between the parties hereto regarding the subject matter hereof, whether written or oral. No such prior negotiations, communications, understandings or agreements shall be of further force or effect.

IN WITNESS WHEREOF, Landlord and Tenant, by and through their duly authorized officers and representatives, have executed this Agreement as of the date first above written.

EASTERN MICHIGAN UNIVERSITY:

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WASHTENAW INTERMEDIATE SCHOOL DISTRICT:

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Coversheet

## Superintendent's Recommendations

<b>Section:</b>	VI. Consent Agenda
<b>Item:</b>	H. Superintendent's Recommendations
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Memo - Communications by Design.pdf Comm by Design Contract 2025.pdf



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Dr. Charlene Jones, MiSTEM Advisory Council Grant Lead

DATE: September 15, 2025

RE: Consent for Contract with Communications by Design

I recommend that the WISD Board of Education authorize the approval of the contract with Communications by Design to plan and facilitate virtual Project, Place, and Problem-Based (3P) learning support and 3P virtual learning sessions for teachers for a cost not to exceed \$59,700.00.

Communications by Design will plan and facilitate two virtual 3P training courses: a four-part series following the November Place-Based Education Conference held at Eastern Michigan University, and a five-day virtual course for CTE teachers. Up to 100 educators will participate, with access to materials, including printed workbooks. The contract runs from September 15, 2025, to May 31, 2026.

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

Communications by Design provides professional learning and technology planning for school districts. They specialize in helping K-12 schools (teachers, administrators, and districts) improve teaching and learning, particularly where technology and instructional strategy play a role. Their services include professional learning and development, virtual coaching, technology planning, design, and implementation, consulting and project management, and support for administrators and leaders.

CC: Dr. Jennifer Banks, Director of Instruction





## **WASHTENAW INTERMEDIATE SCHOOL DISTRICT CONTRACTED SERVICES AGREEMENT - COMPANY**

This agreement is made this 15th day of September, 2025 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Communication by Design, hereinafter referred to as Contractor.

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

### **SECTION I – SCOPE OF SERVICES**

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than September 15, 2025. Once this contract is implemented, the ending date for providing services shall be May 31, 2026.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

#### **Duty 1: Virtual 3P Learning Support**

This support will occur after the November Place-based Education Conference.

4-part Virtual 3P Training and Support:

(Each part includes one 90-minute collaborative workshop & webinar, individual follow-up tasks, and a one-on-one virtual meeting.)

Part 1: 3P Frameworks & Authenticity

Part 2: Driving Questions & Student Ownership

Part 3: Knowledge Building & Assessment

Part 4: 3P Components & Project Showcase

All materials, including hard-copy participant workbooks, will be provided.

Minimum participants: 10

Maximum participants: 100

#### **Duty 2: 3P Learning for CTE Teachers**

5-day Virtual training

Session includes facilitated interactive webinars and virtual workshops, one-on-one virtual meetings and support, hard-copy participant workbooks (mailed ahead of time), and follow-up virtual meetups and check-ins.

Part 1: Deep dive into 3P Learning (Days 1-3)

Includes the Components, Unit Planning, and Implementation frameworks, as well as classroom strategies and collaboration with other participants.

Part 2: Supporting collegial development (Days 4-5)

Includes the Collegial Development framework, strategies for supporting colleagues, and collaboration with other participants.

Minimum participants: 10

Maximum participants: 100

3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
4. Prior to any work being completed on WISD grounds, individuals working for the Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. A list of all such employees must be provided to WISD by the Contractor as **Attachment A**. The Contractor will be responsible for payment of the fingerprinting service. (The proper forms must be obtained by the HR Department. Specific written exemption of the fingerprint requirement must be provided by the WISD Executive Director of Human Resources and Legal Services, in compliance with School Safety Legislation and WISD Board Policy).
5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

## SECTION II -COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be **\$59,700.00** including all related expenses, including travel expenses outlined in Section III.
2. The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks herein above described in Section I and is based on a rate of **\$100.00 per hour** of time expended.
3. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
4. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
5. The contractor has not been debarred, excluded or disqualified<sup>1</sup> 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.

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

### **SECTION III – OTHER CONSIDERATIONS**

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of the Contractor. However, WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this Contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including expense submission dates and inclusion of detailed receipts.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The WISD shall retain ownership interest in any of the following three (3) circumstances:
  - i. The WISD expressly directs the Contractor to create a specified work (electronic or otherwise) or the work is a specific requirement of the contract;
  - ii. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or
  - iii. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
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 alteration 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 September 15, 2025

Eric Cliff (Communications by Design) \_\_\_\_\_ DATE \_\_\_\_\_

DATE \_\_\_\_\_

Zach Ripley (Communications by Design)

\_\_\_\_\_  
Charlene Jones, MiSTEM Advisory Council Administrator

DATE \_\_\_\_\_

\_\_\_\_\_  
Jennifer Banks, Director of Instruction

DATE \_\_\_\_\_

\_\_\_\_\_  
Naomi Norman, Superintendent

DATE \_\_\_\_\_

# Coversheet

## Superintendent's Recommendations

<b>Section:</b>	VI. Consent Agenda
<b>Item:</b>	I. Superintendent's Recommendations
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Board - Memo 35 m Grant.pdf



DATE: September 12, 2025

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Holly McCue

SUBJECT: 35m Literacy Materials Grant Awarded

Our WISD Special Education Program has been awarded the 35m Literacy Materials Grant to purchase Amplify CKLA, a core English Language Arts program for students PreK-5th Grade. The awarded grant of \$130,952 will be used to purchase materials, site teacher licenses, and targeted professional development for Progress Park and DHH Programs.

We respectfully request the Board of Education to formally accept the grant funds to support the implementation of this important literacy initiative.

# Coversheet

## Michigan Interpreting Services 2025-26 Contract

<b>Section:</b>	VII. New Business
<b>Item:</b>	A. Michigan Interpreting Services 2025-26 Contract
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	MIS Board Memo.pdf PENDING_Michigan Interpreting Services Contract_7.1.25 - 6.30.26.pdf





# Washtenaw I S D

A REGIONAL EDUCATIONAL SERVICE AGENCY

**DATE:** September 17, 2025

**TO:** Naomi Norman, Superintendent; WISD Board of Education

**FROM:** Mary Emory, Michigan Interpreting Services

**RE:** Michigan Interpreting Services - Interpreter Contract

The administration recommends that the Washtenaw Intermediate School District (WISD) Board of Education approve the Contracted Services Agreement with Michigan Interpreting Services, Inc. for a total amount not to exceed \$405,100 for the 2025-2026 school year.

This agreement will provide a total of four (4) qualified Interpreters to support Deaf and Hard of Hearing (DHH) students across preschool, elementary, and middle school settings. The contract term runs from July 1, 2025 – June 30, 2026.

These services are essential to ensure students who are deaf or hard of hearing receive equitable access to the general education curriculum and school activities. Interpreters play a critical role in supporting student participation, communication, and engagement in the classroom. They help facilitate real-time communication using American Sign Language (ASL), support peer interactions, and ensure that instructional content is accessible in compliance with the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

In addition to daily in-class services, the agreement includes support for IEP meetings, substitute interpreters when needed, and verification of interpreter credentials in compliance with Michigan Department of Civil Rights guidelines. This contract supports our legal obligations and commitment to inclusive educational access for all students.

The administration recommends approval of this contract to continue providing high-quality, consistent communication access for DHH students throughout the 2025-2026 academic year.



## WASHTENAW INTERMEDIATE SCHOOL DISTRICT CONTRACTED SERVICES AGREEMENT

This Agreement is made the **1st day of July, 2025** by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Michigan Interpreting Services, 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 **July 1<sup>st</sup>, 2025**. Once this contract is implemented, the ending date for providing services shall be **June 30<sup>th</sup>, 2026**.
2. For the 2025/2026 School Year (SY), the Contractor agrees to provide the following:
  - Three (3) Communication Facilitators for (young adult) students in a Secondary Educational environment/classroom. (Monday – Friday, 7:45am – 2:45p.m., 7 hrs/each day);
  - Four (4) Interpreters in compliance (as determined by the District) with the Michigan Dept of Civil Rights Qualified Interpreter General Rules for the following:
    - One (1) Interpreter for a preschool student. (Monday – Thursday, 8am-3pm, 7.5 hrs/each day);
    - Two (2) Interpreters for elementary students in a K-8 Elementary environment/classroom. (Monday – Friday, 8am-3pm, 7.5 hrs/each day); and
    - One (1) Interpreter for a secondary/middle school student in a Secondary Educational environment/classroom. (Monday – Friday, 7:45am -2:45p.m., 7 hrs/each day).
3. The Interpreters shall communicate with appropriate school personel, parents, and other professionals associated with the students' programming.
4. On an as-need basis, as requested in writing by the District, during the 2025/2026 regular school year, the Contractor agrees to provide qualified substitute Interpreters when assigned interpreters are absent. If approved by the District, 'under-qualified Interpreters' may be utilized due to the inability to secure qualified Interpreters; the substitute Interpreter will be required to sign requisite paperwork for District records.
5. Contractor will follow standard employment policies/procedures to verify that all personnel meet applicable licensing requirements (pursuant to the Michigan Licensing and Regulatory Affairs–LARA). Contractor agrees to provide credentials of Interpreter(s) and Communicatidon Facilitator(s) prior to assignment (upon request). The determination of whether an Interpreter/Communication Facilitator is qualified will be the sole decision of the District.
6. A list of individuals working for the Contractor must be provided to the WISD on **Attachment A**. Prior to any work being completed on WISD grounds, individuals working for the Contractor ***shall be required*** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The individuals/Contractor will be responsible for payment of the fingerprinting service. (The proper forms must be obtained by the HR Department.





## WASHTENAW INTERMEDIATE SCHOOL DISTRICT CONTRACTED SERVICES AGREEMENT

This Agreement is made the 1st day of July, 2025 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Michigan Interpreting Services, 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 July 1<sup>st</sup> 2025. Once this contract is implemented, the ending date for providing services shall be June 30<sup>th</sup> 2026.
2. For the 2025/2026 School Year (SY), the Contractor agrees to provide the following:
  - Three (3) Communication Facilitators for (young adult) students in a Secondary Educational environment/classroom. (Monday – Friday, 7:45am – 2:45p.m., 7 hrs/each day);
  - Four (4) Interpreters in compliance (as determined by the District) with the Michigan Dept of Civil Rights Qualified Interpreter General Rules for the following:
    - o One (1) Interpreter for a preschool student. (Monday – **Thursday**, 8am-3pm, 7.5 hrs/each day);
    - o Two (2) Interpreters for elementary students in a K-8 Elementary environment/classroom. (Monday – Friday, 8am-3pm, 7.5 hrs/each day); and
    - o One (1) Interpreter for a secondary/middle school student in a Secondary Educational environment/classroom. (Monday – Friday, 7:45am -2:45p.m., 7 hrs/each day).
3. The Interpreters shall communicate with appropriate school personnel, parents, and other professionals associated with the students' programming.
4. On an as-need basis, as requested in writing by the District, during the 2025/2026 regular school year, the Contractor agrees to provide qualified substitute Interpreters when assigned interpreters are absent. If approved by the District, 'under-qualified Interpreters' may be utilized due to the inability to secure qualified Interpreters; the substitute Interpreter will be required to sign requisite paperwork for District records.
5. Contractor will follow standard employment policies/procedures to verify that all personnel meet applicable licensing requirements (pursuant to the Michigan Licensing and Regulatory Affairs–LARA). Contractor agrees to provide credentials of Interpreter(s) and Communication Facilitator(s) prior to assignment (upon request). The determination of whether an Interpreter/Communication Facilitator is qualified will be the sole decision of the District.
6. A list of individuals working for the Contractor must be provided to the WISD on **Attachment A**. Prior to any work being completed on WISD grounds, individuals working for the Contractor **shall be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The individuals/Contractor will be responsible for payment of the fingerprinting service. (The proper forms must be obtained by the HR Department.

7. 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 include related expenses outlined in Section II and III.
2. The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks described in Section I. The number of days depends on scheduling and allowing for IEP and Team Meetings as necessary based on a rate as follows:
  - Interpreter Billable rate = \$70.00 per/hour
  - Communication Facilitators (ASL Skills) Billable rate = \$55.00 per/hour
  - IEP - External Interpreter, Billable Rate = \$100 per/hour (with a 2-hour minimum and actual mileage)
3. If Contractor is required (by the District) to work more than forty (40) hours in a work week, the overtime rate is one and one-half (1.5) times the regular billable rate for such hours.
4. 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 week to:

**Washtenaw Intermediate School District**  
**Attn: Business Office**  
**1819 South Wagner Road**  
**Ann Arbor, Michigan 48106**

Contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. (Invoices submitted after this date may not be paid.) All invoice discrepancies must be disputed within sixty (60) calendar days of receipt of the invoice by WISD. If the Contractor invoiced incorrectly, it will be taken care of by MIS within thirty (30) days of notice of the discrepancy.

5. 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.
6. The contractor has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
7. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her/their contractual functions.



8. 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.
9. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
10. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within thirty (30) calendar days from receipt in the WISD's Business Office.
11. WISD agrees to report to the Internal Revenue Service (IRS) 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 **shall not exceed \$20 per day**. 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 will provide Contractor with access to the WISD's Policies and Administrative Guidelines (located on the District website). District shall review instructions regarding confidentiality and orient Contractor to the specific Exposure Control Plan(s)/Protocol(s) as it pertains to Occupational Safety and Health Administration (OSHA) requirements, including with respect to bloodborne pathogens, other emergent matters. Unless otherwise agreed to in writing, Contractor (personnel) will abide by the WISD's Policies, Administrative Guidelines, and protocol related to health and safety while working and/or on the premises.
4. The WISD shall retain ownership interest in any of the following three (3) circumstances:
  - i. The WISD expressly directs the Contractor to create a specified work (electronic or otherwise) or the work is a specific requirement of the contract;
  - ii. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or
  - iii. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
5. The work done by the Contractor shall be to the entire satisfaction of WISD. Should the Contractor unsatisfactorily perform the duties, WISD may cancel the Agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
6. Either party may terminate this Agreement by giving the other thirty (30) days advance written notice.
7. The WISD may change the duties of the Contractor as above described, but such change shall not be a substantial alternation of the Contractor's duties, nor can such change be made without the input of the Contractor.
8. Neither the WISD nor the Contractor will discriminate based on race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation, or any other characteristic protected under applicable federal, state, or local law.

9. Neither Party will be liable for any failure/delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, riots, war, terrorist act, epidemic, pandemic, quarantine, natural catastrophes, governmental acts/omissions, changes in laws or regulations, and national strikes.
10. If one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.
11. This Agreement will be governed by and construed in accordance with the laws of the State of Michigan. Any dispute/claim from this contract shall be resolved exclusively in the federal and state courts of the State of Michigan and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.
12. Limitation of Liability: In no event shall either party be liable in any manner for incidental or consequential damages, expressly excluding claims based on its breach of confidentiality obligations, gross negligence, willful misconduct, or indemnification obligations for third party claims.
13. Any notice and/or demand required under this contract will be in writing; will be personally served or sent by certified mail, return receipt requested and will be sent to the addresses below:

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

**Michigan Interpreting Services, Inc.**  
**Attn: Mary Emory, Owner**  
**1086 Charles H Omdorf Drive**  
**Brighton, Michigan 48114**

Copy: Cassandra D. Harmon-Higgins, Esq.  
Executive Director of HR and Legal

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

#### **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. No amendments to this contract will be effective unless made in writing and signed by authorized representatives of both parties.

Agreed to on September 3, 2025

  
\_\_\_\_\_  
Mary Emory  
Michigan Interpreting Services, Inc

DATE 9/3/2025

\_\_\_\_\_  
Department Head

DATE \_\_\_\_\_

\_\_\_\_\_  
Washtenaw Intermediate School District

DATE \_\_\_\_\_

\_\_\_\_\_  
Washtenaw Intermediate School District

DATE \_\_\_\_\_

\_\_\_\_\_  
Washtenaw Intermediate School District

DATE \_\_\_\_\_

# Coversheet

## Reclamation Education, LLC 2025-26 Contract

<b>Section:</b>	VII. New Business
<b>Item:</b>	B. Reclamation Education, LLC 2025-26 Contract
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Reclamation Ed 25_26 Board Memo.pdf Reclamation Ed. MISTEM Contract 2025-2026.pdf





TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Dr. Charlene Jones, MiSTEM Advisory Council Administrator

DATE: September 15, 2025

RE: Contract for Services: Reclamation Education, LLC

I recommend that the WISD Board of Education authorize the administration to approve the contract with Reclamation Education, LLC to develop learning pathways for culturally responsive mathematics (“CRM”) state-wide, developing the definition of culturally responsive mathematics, and developing a customized online learning platform and course content for CRM Learning Pathways for a cost not to exceed \$326,500.00.

This contract from September 15, 2025 – September 30, 2026 will be paid out of the MiSTEM Advisory Council Grant funds from FY24 (\$26,500.00) and the FY25 funds (\$300,000.00) and will have no impact on the General Fund.

Reclamation Education LLC designs and facilitates high quality professional learning experiences for K-12 educational organizations and educators. Their work is designed to build capacity among educators and enhance teaching practices. They specialize in mathematics and STEM-focused learning, offering innovative, customized professional development that is tailored to meet the stakeholders’ needs.

CC: Dr. Jennifer Banks, Director of Instruction



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT  
CONTRACTED SERVICES AGREEMENT - COMPANY**

This agreement is made this 15th day of September, 2025 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Reclamation Education Project, LLC/Dr. Maisie Gholson, hereinafter referred to as Contractor.

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

**SECTION I – SCOPE OF SERVICES**

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than September 15, 2025. Once this contract is implemented, the ending date for providing services shall be September 30, 2026.
2. The contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

**Description of Services:**

Duty 1: Develop Learning Pathways for Culturally Responsive Mathematics (CRM).

- Identify CRM learning opportunities across the state through web-based search and interviews with relevant ISD personnel across the state; compiling identified CRM learning opportunities into searchable database; and designing Learning Pathways from identified learning opportunities and assessment of gaps in ISD and state-provided opportunities. (\$39,993.00)

Duty 2: Developing Definition of Culturally Responsive Mathematics

- Developing proto-definition of CRM and resources for working meetings; organizing state-wide CRM Definition Working Group; facilitation CRM Definition Working Group (2 meetings); and developing final definition from CRM Working Group meetings. (\$81,757.00)

Duty 3: Customize Online Learning Platform and Develop Course content for CRM Learning Pathways

- Using assessment of Learning Pathways gaps, design robust trajectories for CRM development; designing 10 online (30 – 45 min) modules for CRM Learning Pathways; and one year of facilitation of learning platform (\$204,750.00)

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

4. Prior to any work being completed on WISD grounds, individuals working for the Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. A list of all such employees must be provided to WISD by the Contractor as **Attachment A**. The Contractor will be responsible for payment of the fingerprinting service. (The proper forms must be obtained by the HR Department. Specific written exemption of the fingerprint requirement must be provided by the WISD Executive Director of Human Resources and Legal Services, in compliance with School Safety Legislation and WISD Board Policy).
5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

## SECTION II -COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be **\$ 326,500.00** 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<sup>1</sup> 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

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

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:
  - i. The WISD expressly directs the Contractor to create a specified work (electronic or otherwise) or the work is a specific requirement of the contract;
  - ii. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or
  - iii. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
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 alteration 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.

\_\_\_\_\_  
Dr. Maisie Gholson  
Reclamation Education Project, LLC

DATE \_\_\_\_\_

\_\_\_\_\_  
Dr. Charlene Jones  
Washtenaw Intermediate School District

DATE \_\_\_\_\_

\_\_\_\_\_  
Naomi Norman  
Washtenaw Intermediate School District

DATE \_\_\_\_\_

## Non-Exclusive License Agreement

This Reciprocal Non-Exclusive License Agreement ("Agreement") is made and entered into this 15th day of September 2025 ("Effective Date"), by and between Reclamation Education Project L.L.C. ("Licensor A") and MiSTEM ("Licensor B").

### RECITALS

WHEREAS, Licensor A has created and is the sole owner of all right, title, and interest in and to certain methods, processes, know-how, inventions, concepts, or other original works produced under a Contracted Services Agreement dated October 1, 2024 between Licensor A and Licensor B ("Licensor A's Works");

WHEREAS, Licensor B is the recipient and sole owner of all physical, digital, video, and online modules, and any other tangible or intangible deliverables created by Licensor A under the October 1, 2024 Contracted Services Agreement between Licensor A and Licensor B ("Licensor B's Works");

WHEREAS, the parties desire to grant each other a non-exclusive, reciprocal license to use, reproduce, and distribute the other's Works, as specified herein, on the terms and conditions set forth in this Agreement.

### AGREEMENT

#### 1. Grant of License.

a. Grant to Licensor B. Licensor A hereby grants to Licensor B a non-exclusive, royalty-free, perpetual, and irrevocable license to use, reproduce, modify, display, perform, and distribute Licensor A's Works for any and all business purposes.

b. Grant to Licensor A. Licensor B hereby grants to Licensor A a non-exclusive, royalty-free, perpetual, and irrevocable license to use, reproduce, modify, display, perform, and distribute Licensor B's Works for any and all business purposes.

2. **Scope of License.** The licenses granted under this Agreement extend to all formats and media, whether now known or hereafter devised. The parties may sublicense the rights granted herein to third parties, provided that any such sublicense is subject to the terms of this Agreement.

3. **Ownership.** The parties acknowledge and agree that each party retains all right, title, and interest in and to their respective Works. Nothing in this Agreement shall be construed as a transfer of ownership of any intellectual property rights.

All Works were created as works for hire, and as such, the commissioning party for each respective work is the sole owner.

4. **Representations and Warranties.** Each party represents and warrants to the other that:

a. It is the sole and exclusive owner of its respective Works and has the full right and authority to enter into this Agreement and grant the licenses herein.

b. The Works do not and will not infringe upon or violate the intellectual property rights of any third party.

c. The Works do not and will not contain any defamatory, libelous, or illegal material.

5. **Indemnification.** Each party shall indemnify, defend, and hold harmless the other party, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, losses, and expenses, including reasonable attorneys' fees, arising out of or in connection with any breach of the representations and warranties set forth in Section 4.

6. **Governing Law and Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of laws principles. Any legal action or proceeding arising under this Agreement shall be brought exclusively in the state or federal courts located in Oakland County, Michigan.

7. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, whether written or oral.

8. **Notices.** All notices and communications under this Agreement shall be in writing and shall be deemed

to have been duly given when delivered by hand, sent by recognized overnight courier, or sent by certified mail, return receipt requested, to the addresses set forth below.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.  
**RECLAMATION EDUCATION PROJECT, L.L.C. (Licensor A)**

Signature: \_\_\_\_\_  
Missy Cosby  
Owner

Signature: \_\_\_\_\_  
Maisie Gholson  
Owner

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT (Licensor B)**

Signature: \_\_\_\_\_  
Naomi Norman  
Superintendent  
Washtenaw Intermediate School District

# Coversheet

## Updated WISD Policies – First Read

<b>Section:</b>	VII. New Business
<b>Item:</b>	C. Updated WISD Policies – First Read
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Memo - 1st Read - 09.23.25.pdf PO 3430 - Leaves of Absence.pdf PO 1430 - Leaves of Absence.pdf PO 4430 - Leaves of Absence.pdf





# Washtenaw I S D

A REGIONAL EDUCATIONAL SERVICE AGENCY

**DATE:** September 15, 2025

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

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

**RE:** Updated Policies – First Read

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The Policy Committee<sup>1</sup> recommends adoption of the proposed policy changes to the following as attached:

**WISD Board Policy -**

**Policy #1430 – Leaves of Absence**

**Policy #3430 – Leaves of Absence**

**Policy #4430 – Leaves of Absence**

In February, 2025, the Paid Medical Leave (PML) was replaced by the Earned Sick Time Act (ESTA). These revisions should be adopted in order to maintain accurate policies that align with the current legislative changes.

Enclosure

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

Book: Policies for ISD Update  
Section: Vol. 39, No. 2 - February 2025 ISD  
Title: Vol. 39, No. 2 - February 2025 Revised LEAVES OF ABSENCE  
Code: po3430  
Status: Active

### **Revised Policy - Vol. 39, No. 2**

#### **3430 - LEAVES OF ABSENCE**

All professional staff members, not otherwise covered by the terms of a negotiated, collectively-bargained agreement, of this District shall be entitled to the leave benefits ~~which are not less than those provided in the master agreement with the~~ in compliance with the Earned Sick Time Act.

All requests for unpaid leaves of absence by professional staff members shall be presented to the Board of Education for approval.

Any professional staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

~~[DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE ESTAPMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE]~~

~~[X]~~ Paid Medical Leave (PML) Earned Sick Time Act ("ESTA")

This policy provision applies to all District employees who are eligible to ~~accrue paid medical leave under the Paid Medical Leave Act (PMLA).~~ earned sick leave under the Earned Sick Leave Act ("ESTA"). ~~"Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. PTO).~~

For those employees not covered by a collective bargaining agreement (CBA), the District adopts: ~~[CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS]~~

☐ [OPTION #1]

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**The Accrual Method**

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~~Each eligible employee will accrue one (1) hour of earned sick time for every thirty (30) Paid Medical Leave for every thirty-five (35) hours worked, but not more than one (1) hour of paid medical leave in a calendar week ( ) limited to a maximum of seventy-two (72) forty (40) hours per benefit year. Eligible employees may carry over accrued but unused earned sick time to the next benefit year. Earned sick time will begin accruing ( ) on February 21, 2025, or [END OF OPTION] ( ) forty (40) hours ( ) \_\_\_\_\_ [some number higher than forty (40)] \_\_\_\_\_ of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on ( ) March 29, 2019, or upon a new hire's start date ( ) however, new employees must wait ninety (90) days after the commencement of employment to use accrued time [END OF OPTION]. ( ) The District will prorate paid leave for eligible employees hired during a benefit year. [END OF OPTIONAL SENTENCE]~~

☒ [OPTION #2]

**The Frontload Method**

The District will frontload ~~forty (40) hours of Paid Medical Leave to eligible employees on March 29, 2019,~~ up to seventy-two (72) hours of earned sick time to eligible employees on February 21, 2025, which will be prorated for the first year if the benefit year tracks the calendar year. ~~( ) No carryover of paid medical leave is permitted. Unused earned sick leave will not carry over from year to year.~~ In subsequent benefit years, the District will provide an eligible employee with up to seventy-two (72) hours of earned sick time on ( ) February 21, 2025 (X) July 1st ~~[INSERT THE START DATE OF THE NEW BENEFIT YEAR] [END OF OPTION] forty (40) hours of paid medical leave on ( ) March 29 ( ) \_\_\_\_\_ [INSERT THE START DATE OF THE NEW BENEFIT YEAR]. An employee cannot carry over unused paid medical leave to the next benefit year.~~

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

**[END OF OPTIONS]**

An employee may ~~use Paid Medical Leave under the PMLA for~~ use earned sick time under the ESTA Paid Medical Leave for:

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.

- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:
1. for medical, psychological or other counseling for physical or psychological injury or disability;
  2. to obtain services from a victim services organization;
  3. to relocate due to domestic violence or sexual assault;
  4. to obtain legal services; and/or
  5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- C. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- D. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.
- E. If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether the employee or family member has actually contracted the communicable disease.

An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

## Definitions

A "family member" includes:

- A. a biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis;
- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse or domestic partner, or an individual who stood in loco parentis when the employee was a minor child;

- C. an individual to whom the employee is "legally married under the laws of any state; "
- D. a grandparent or grandchild; ~~and~~
- E. a biological, foster, or adopted sibling; and
- F. any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

A "domestic partner" means an adult in a committed relationship with another adult, including both same-sex and different-sex relationships.

A "committed relationship" means one in which the employee and another individual share responsibility for a significant measure of each other's common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship, including, but not limited, a civil union.

**~~{DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.}~~**

**~~[X ] PMLA~~ ESTA leave must be used in ~~(-) one (1) hour increments~~ **~~(X )~~** fifteen (15) minute increment(s). **~~{DRAFTING NOTE: IF EMPLOYER'S PAYROLL SYSTEM ALLOWS FOR A SMALLER INCREMENT OF TIME TO BE ENTERED FOR ABSENCES, THAT INCREMENT MUST BE STATED MAY INSERT A LONGER INCREMENT.} [END OF OPTIONS]~~****

~~An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.~~ If the need for earned sick time is foreseeable, an employer may require advance notice of the intent to use it, provided the notice period does not exceed seven (7) days before the leave begins.

~~Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above.~~ If the need for earned sick time is not foreseeable, an employer may require the employee to provide notice of their intent to use it as soon as practicable. What is considered practicable depends on the specific facts and circumstances of each situation, and both parties should approach this requirement reasonably. For consistency, a similar standard would apply under ESTA. When taking leave under ESTA, employees must provide enough information for the employer to assess whether it qualifies

under ESTA's eligible uses. If the employer is uncertain, they may request additional details about the nature of the leave to determine its eligibility.

For earned sick leave exceeding three consecutive days, an employer may require reasonable documentation confirming that the leave was used for a permissible purpose. The employee must provide this documentation promptly upon request pursuant to the following guidelines:

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A. Employer-required documentation should not include details about the illness or specifics of the violence.

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B. If documentation is required, the employer must cover any out-of-pocket costs the employee incurs to obtain it.

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C. An employer cannot delay the start of the leave due to a failure to receive documentation.

Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. ~~PMLA~~ ESTA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, or gratuities. For any employee whose hourly rate varies depending on work performed, the "normal hourly wage" means the average hourly wage of an employee in the pay period immediately prior to the pay period in which the employee used paid earned sick time.

Employee ~~(X)~~ will not ~~(X) will~~ ~~[END OF OPTION]~~ be paid for unused, accrued ~~PMLA~~ ESTA leave time at the end of the benefit year or upon separation, voluntary or involuntary.

To the extent that any current collective bargaining agreements already provide all of the requirements of the ~~PMLA~~ ESTA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.

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Classification

Topic

Revised

Book: Policies for ISD Update  
Section: Vol. 39, No. 2 - February 2025 ISD  
Title: Vol. 39, No. 2 - February 2025 Revised LEAVES OF ABSENCE  
Code: po1430  
Status: Active

### **Revised Policy - Vol. 39, No. 2**

#### **1430\_- LEAVES OF ABSENCE**

All administrative staff members, not otherwise covered by the terms of a negotiated, collectively-bargained agreement, of this District shall be entitled to ~~the leave benefits which are not less than those provided in the master agreement with the~~ in compliance with the Earned Sick Time Act.

All requests for unpaid leaves of absence by administrative staff members shall be presented to the Board of Education for approval.

Any administrative staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

**~~{DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE ESTAPMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE}~~**

**~~{~~** ☒ **~~X~~** ~~Paid Medical Leave (PML)~~ Earned Sick Time Act ("ESTA")

This policy provision applies to all District employees who are eligible to ~~accrue paid medical leave under the Paid Medical Leave Act (PMLA)~~ earned sick leave under the Earned Sick Leave Act ("ESTA"). ~~"Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. PTO).~~

For those employees not covered by a collective bargaining agreement (CBA), the District adopts: **~~{CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS}~~**

**[ ] [OPTION #1]**

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**The Accrual Method**

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~~Each eligible employee will accrue one (1) hour of earned sick time for every thirty (30) Paid Medical Leave for every thirty-five (35) hours worked, but not more than one (1) hour of paid medical leave in a calendar week ( ) limited to a maximum of seventy-two (72) forty (40) hours per benefit year. Eligible employees may carry over accrued but unused earned sick time to the next benefit year. Earned sick time will begin accruing ( ) on February 21, 2025, or [END OF OPTION] ( ) forty (40) hours ( ) \_\_\_\_\_ [some number higher than forty (40)] \_\_\_\_\_ of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on ( ) March 29, 2019, or upon a new hire's start date ( ) however, new employees must wait ninety (90) days after the commencement of employment to use accrued time [END OF OPTION]. ( ) The District will prorate paid leave for eligible employees hired during a benefit year. [END OF OPTIONAL SENTENCE]~~

**[X] [OPTION #2]**

**The Frontload Method**

The District will frontload ~~forty (40) hours of Paid Medical Leave to eligible employees on March 29, 2019,~~ up to seventy-two (72) hours of earned sick time to eligible employees on February 21, 2025, which will be prorated for the first year if the benefit year tracks the calendar year. ~~( ) No carryover of paid medical leave is permitted. Unused earned sick leave will not carry over from year to year.~~ In subsequent benefit years, the District will provide an eligible employee with up to seventy-two (72) hours of earned sick time on ( ) February 21, 2025 (X) July 1st ~~[INSERT THE START DATE OF THE NEW BENEFIT YEAR] [END OF OPTION] forty (40) hours of paid medical leave on ( ) March 29 ( ) \_\_\_\_\_ [INSERT THE START DATE OF THE NEW BENEFIT YEAR]. An employee cannot carry over unused paid medical leave to the next benefit year.~~

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

**[END OF OPTIONS]**

An employee may ~~use Paid Medical Leave under the PMLA for~~ use earned sick time under the ESTA Paid Medical Leave for:

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.



- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:
1. for medical, psychological or other counseling for physical or psychological injury or disability;
  2. to obtain services from a victim services organization;
  3. to relocate due to domestic violence or sexual assault;
  4. to obtain legal services; and/or
  5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- C. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- D. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.
- E. If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether the employee or family member has actually contracted the communicable disease.

An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

## Definitions

A "family member" includes:

- A. a biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis;
- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse or domestic partner, or an individual who stood in loco parentis when the employee was a minor child;

- C. an individual to whom the employee is "legally married under the laws of any state; "
- D. a grandparent or grandchild; ~~and~~
- E. a biological, foster, or adopted sibling; and
- F. any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

A "domestic partner" means an adult in a committed relationship with another adult, including both same-sex and different-sex relationships.

A "committed relationship" means one in which the employee and another individual share responsibility for a significant measure of each other's common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship, including, but not limited, a civil union.

**~~[DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.]~~**

**[X ]** PMLA ESTA leave must be used in ~~( ) one (1) hour increments~~ **(X )** fifteen (15) minute increment(s). **~~[DRAFTING NOTE: IF EMPLOYER'S PAYROLL SYSTEM ALLOWS FOR A SMALLER INCREMENT OF TIME TO BE ENTERED FOR ABSENCES, THAT INCREMENT MUST BE STATED MAY INSERT A LONGER INCREMENT.] [END OF OPTIONS]~~**

~~An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.~~ If the need for earned sick time is foreseeable, an employer may require advance notice of the intent to use it, provided the notice period does not exceed seven (7) days before the leave begins.

~~Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above.~~ If the need for earned sick time is not foreseeable, an employer may require the employee to provide notice of their intent to use it as soon as practicable. What is considered practicable depends on the specific facts and circumstances of each situation, and both parties should approach this requirement reasonably. For consistency, a similar standard would apply under ESTA. When taking leave under ESTA, employees must provide enough information for the employer to assess whether it qualifies

under ESTA's eligible uses. If the employer is uncertain, they may request additional details about the nature of the leave to determine its eligibility.

For earned sick leave exceeding three consecutive days, an employer may require reasonable documentation confirming that the leave was used for a permissible purpose. The employee must provide this documentation promptly upon request pursuant to the following guidelines:

-

A. Employer-required documentation should not include details about the illness or specifics of the violence.

-

B. If documentation is required, the employer must cover any out-of-pocket costs the employee incurs to obtain it.

-

C. An employer cannot delay the start of the leave due to a failure to receive documentation.

Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. ~~PMLA~~ ESTA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, or gratuities. For any employee whose hourly rate varies depending on work performed, the "normal hourly wage" means the average hourly wage of an employee in the pay period immediately prior to the pay period in which the employee used paid earned sick time.

Employee ~~(X)~~ will not ~~(X) will~~ ~~[END OF OPTION]~~ be paid for unused, accrued ~~PMLA~~ ESTA leave time at the end of the benefit year or upon separation, voluntary or involuntary.

To the extent that any current collective bargaining agreements already provide all of the requirements of the ~~PMLA~~ ESTA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.

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Classification

Topic

Revised

Book: Policies for ISD Update  
Section: Vol. 39, No. 2 - February 2025 ISD  
Title: Vol. 39, No. 2 - February 2025 Revised LEAVES OF ABSENCE  
Code: po4430  
Status: Active

### **Revised Policy - Vol. 39, No. 2**

#### **4430 - LEAVES OF ABSENCE**

All support staff members, not otherwise covered by the terms of a negotiated, collectively-bargained agreement, of this District shall be entitled to the leave benefits ~~which are not less than those provided in the master agreement with the \_\_\_\_\_~~ in compliance with the Earned Sick Time Act.

All requests for unpaid leaves of absence by support staff members shall be presented to the Board of Education for approval.

Any support staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

~~[DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE ESTAPMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE]~~

~~[X]~~ Paid Medical Leave (PML) Earned Sick Time Act ("ESTA")

This policy provision applies to all District employees who are eligible to ~~accrue paid medical leave under the Paid Medical Leave Act (PMLA).~~ earned sick leave under the Earned Sick Leave Act ("ESTA"). ~~"Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. PTO).~~

For those employees not covered by a collective bargaining agreement (CBA), the District adopts: ~~[CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS]~~

**[ ] [OPTION #1]**

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**The Accrual Method**

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~~Each eligible employee will accrue one (1) hour of earned sick time for every thirty (30) Paid Medical Leave for every thirty-five (35) hours worked, but not more than one (1) hour of paid medical leave in a calendar week ( ) limited to a maximum of seventy-two (72) forty (40) hours per benefit year. Eligible employees may carry over accrued but unused earned sick time to the next benefit year. Earned sick time will begin accruing ( ) on February 21, 2025, or [END OF OPTION] ( ) forty (40) hours ( ) \_\_\_\_\_ [some number higher than forty (40)] \_\_\_\_\_ of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on ( ) March 29, 2019, or upon a new hire's start date ( ) however, new employees must wait ninety (90) days after the commencement of employment to use accrued time [END OF OPTION]. ( ) The District will prorate paid leave for eligible employees hired during a benefit year. [END OF OPTIONAL SENTENCE]~~

**[X] [OPTION #2]**

**The Frontload Method**

The District will frontload ~~forty (40) hours of Paid Medical Leave to eligible employees on March 29, 2019,~~ up to seventy-two (72) hours of earned sick time to eligible employees on February 21, 2025, which will be prorated for the first year if the benefit year tracks the calendar year. ~~( ) No carryover of paid medical leave is permitted. Unused earned sick leave will not carry over from year to year.~~ In subsequent benefit years, the District will provide an eligible employee with up to seventy-two (72) hours of earned sick time on ( ) February 21, 2025 (X) July 1st ~~[INSERT THE START DATE OF THE NEW BENEFIT YEAR] [END OF OPTION] forty (40) hours of paid medical leave on ( ) March 29 ( ) \_\_\_\_\_ [INSERT THE START DATE OF THE NEW BENEFIT YEAR]. An employee cannot carry over unused paid medical leave to the next benefit year.~~

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

**[END OF OPTIONS]**

An employee may ~~use Paid Medical Leave under the PMLA for~~ use earned sick time under the ESTA Paid Medical Leave for:

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.

- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:
1. for medical, psychological or other counseling for physical or psychological injury or disability;
  2. to obtain services from a victim services organization;
  3. to relocate due to domestic violence or sexual assault;
  4. to obtain legal services; and/or
  5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- C. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- D. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.
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