

## Welcome to WISD New Hire Orientation

# MEET YOUR ADMINISTRATORS



**Naomi Norman**  
Superintendent



**Cherie Vannatter**  
Deputy  
Superintendent



**Brian Marcel**  
Associate  
Superintendent



**Cassandra Harmon-Higgins**  
Executive Director  
Human Resources & Legal Services



**Holly Heaviland**  
Executive Director  
Community & School Partnerships



**Edward Manuszak**  
Executive Director  
Early Childhood Programs



**Deborah Hester-Washington**  
Executive Director  
Special Education  
Achievement and Compliance



**Ryan Rowe**  
CTE Director & CEPD  
Administrator



**Tanner Rowe**  
Director  
Operations



**Mathew Cook**  
Chief Information Officer



**Becky Mullins**  
Supervisor  
Human Resources & Legal Services



**Ashley Kryscynski**  
Communications/Public Relations

## Washtenaw ISD PAYROLL Calendar 2025-2026

July '25						
Su	M	T	W	T	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25						
Su	M	T	W	T	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '25						
Su	M	T	W	T	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25						
Su	M	T	W	T	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '25						
Su	M	T	W	T	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '25						
Su	M	T	W	T	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January '26						
Su	M	T	W	T	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February '26						
Su	M	T	W	T	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28



March '26						
Su	M	T	W	T	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '26						
Su	M	T	W	T	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


May '26						
Su	M	T	W	T	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '26						
Su	M	T	W	T	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### HOURLY EMPLOYEES

Work Done		Paid On	
	1st -15th	16th	Last day of Month
	16th-month end	1st	15th

\*\*Overtime is calculated on a Monday-Sunday work week

 Payday - 15th & last day of month  
Pay dates that fall on a weekend will move to the previous Friday

### CONTRACT EMPLOYEES

Yearly salary is divided by 24 (or 20 for Unit I TAs who elect 20 pays-election is made each June)

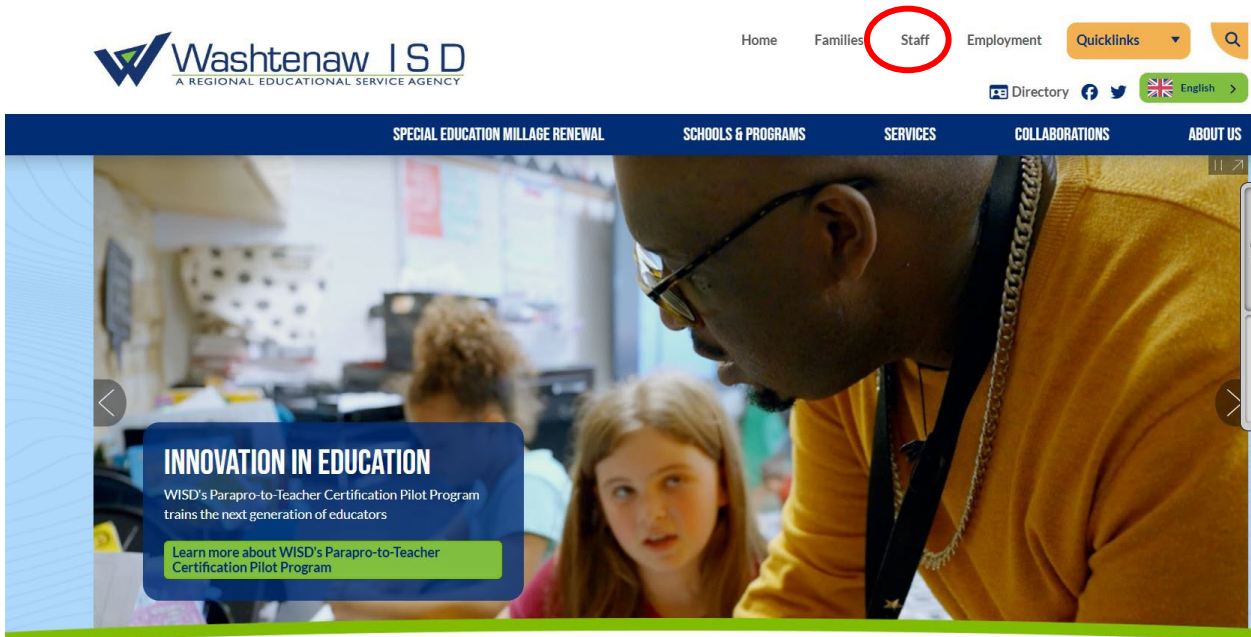
### Pays your salary is divided over

July 15th, 2025 - June 30th 2026	Fiscal Year Employees (work year round incld. WAVE)
Sept 15th, 2025 - Aug. 31th 2026	Regular School Year Employees (inclcd. ECA and WIHI)

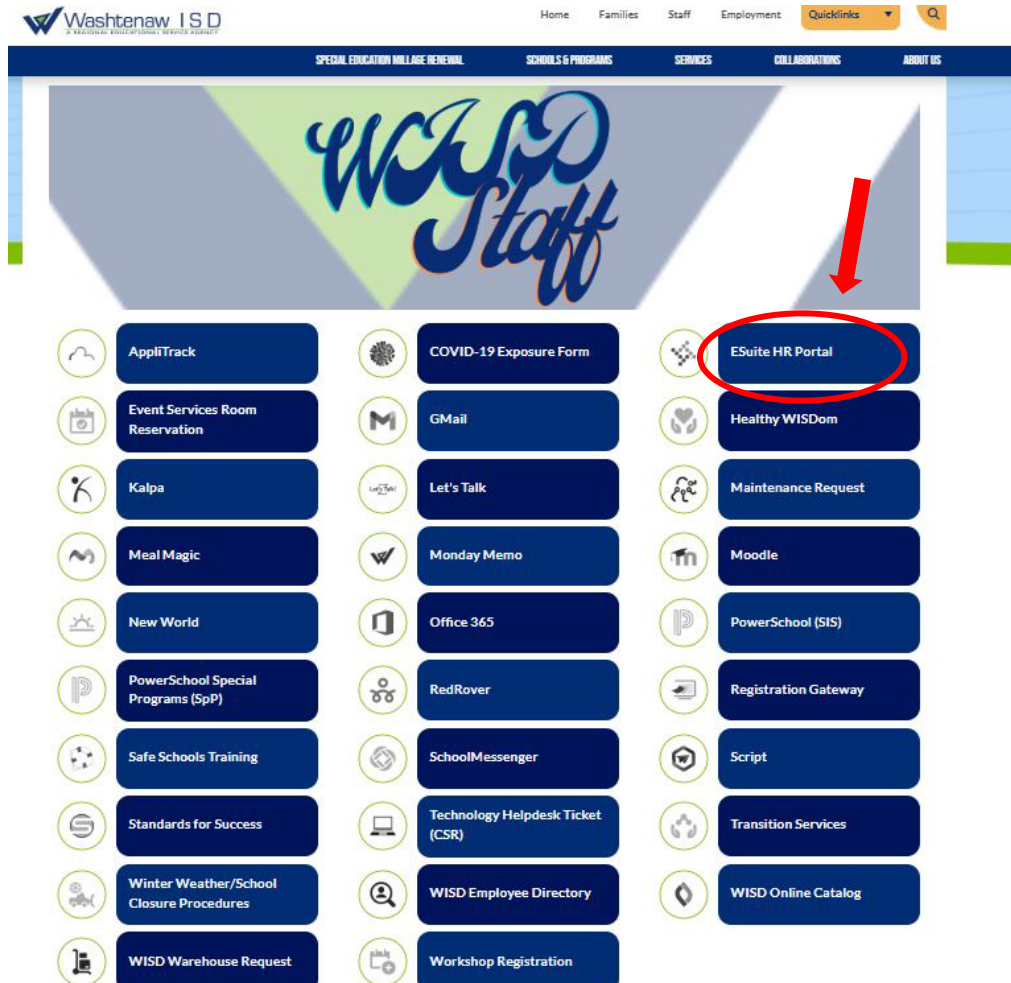


## Accessing eSuite HR Portal:

1. Go to the WISD homepage ([www.washtenawisd.org](http://www.washtenawisd.org)) and click on Staff.



Once in Staff Logs in, select eSuite HR Portal to go to the login screen.



## 2. Employee Login

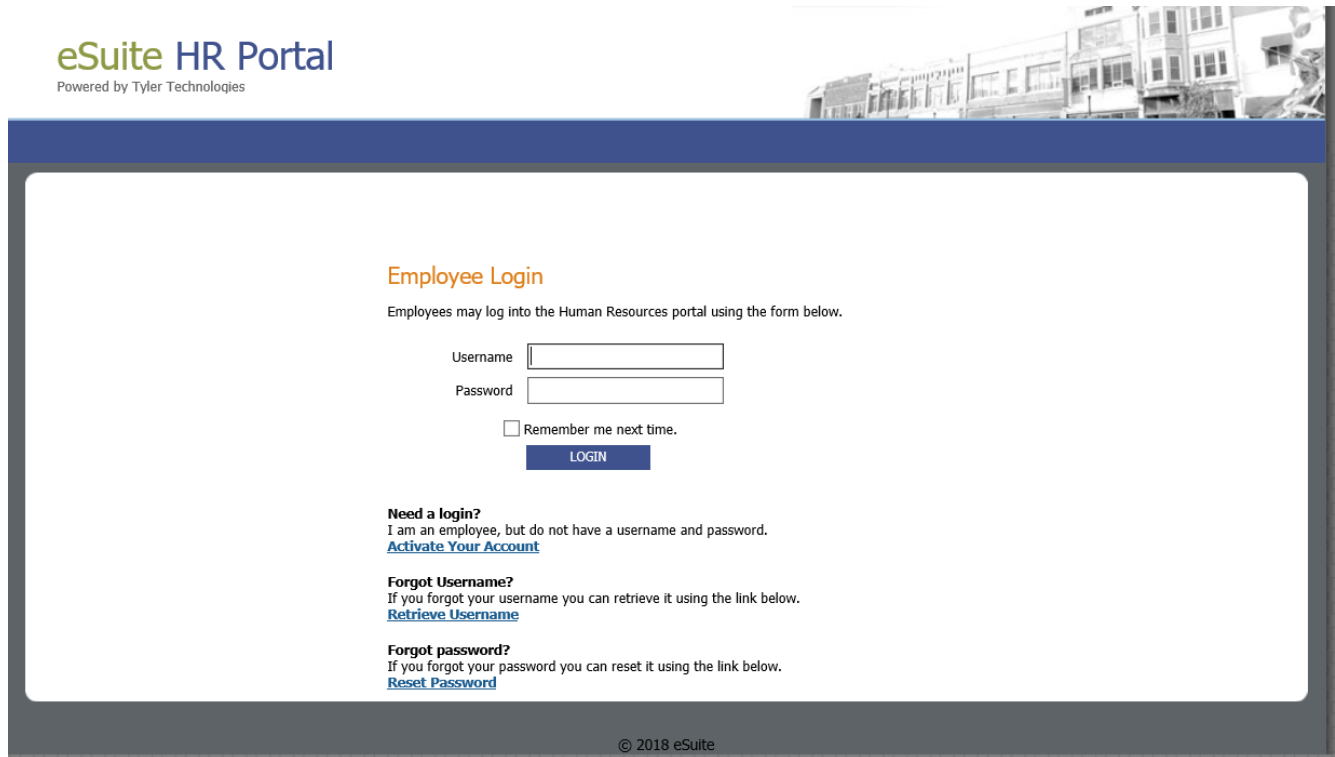
Use to log in to your account.

### Need a login?

Use when logging in for the first time to activate your account.

### Forgot username or password?

Use this to reset either one.

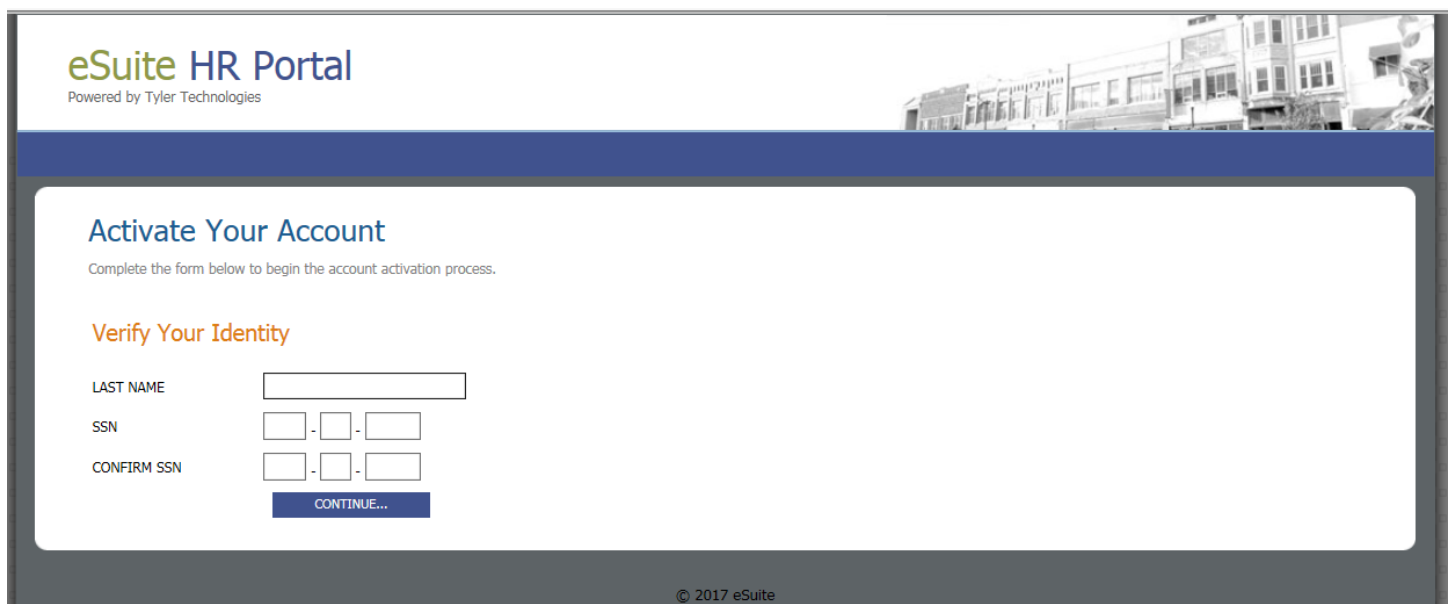


The screenshot shows the 'Employee Login' page of the eSuite HR Portal. The page has a blue header with the logo 'eSuite HR Portal' and 'Powered by Tyler Technologies'. Below the header, the title 'Employee Login' is displayed in orange. A message states: 'Employees may log into the Human Resources portal using the form below.' The login form includes fields for 'Username' and 'Password', a checkbox for 'Remember me next time.', and a blue 'LOGIN' button. Below the login form, there are three sections: 'Need a login?' with a link to 'Activate Your Account', 'Forgot Username?' with a link to 'Retrieve Username', and 'Forgot password?' with a link to 'Reset Password'. The footer shows '© 2018 eSuite'.

## Activating Your Account

Before you log into eSuite for the first time, you will need to activate your account by setting up a user ID yourself.

1. Click the link, "Activate Your Account" that is displayed below the Employee Login area. The Activate Your Account page below will display. Fill in the requested information and click the Continue button, to complete the activation process.



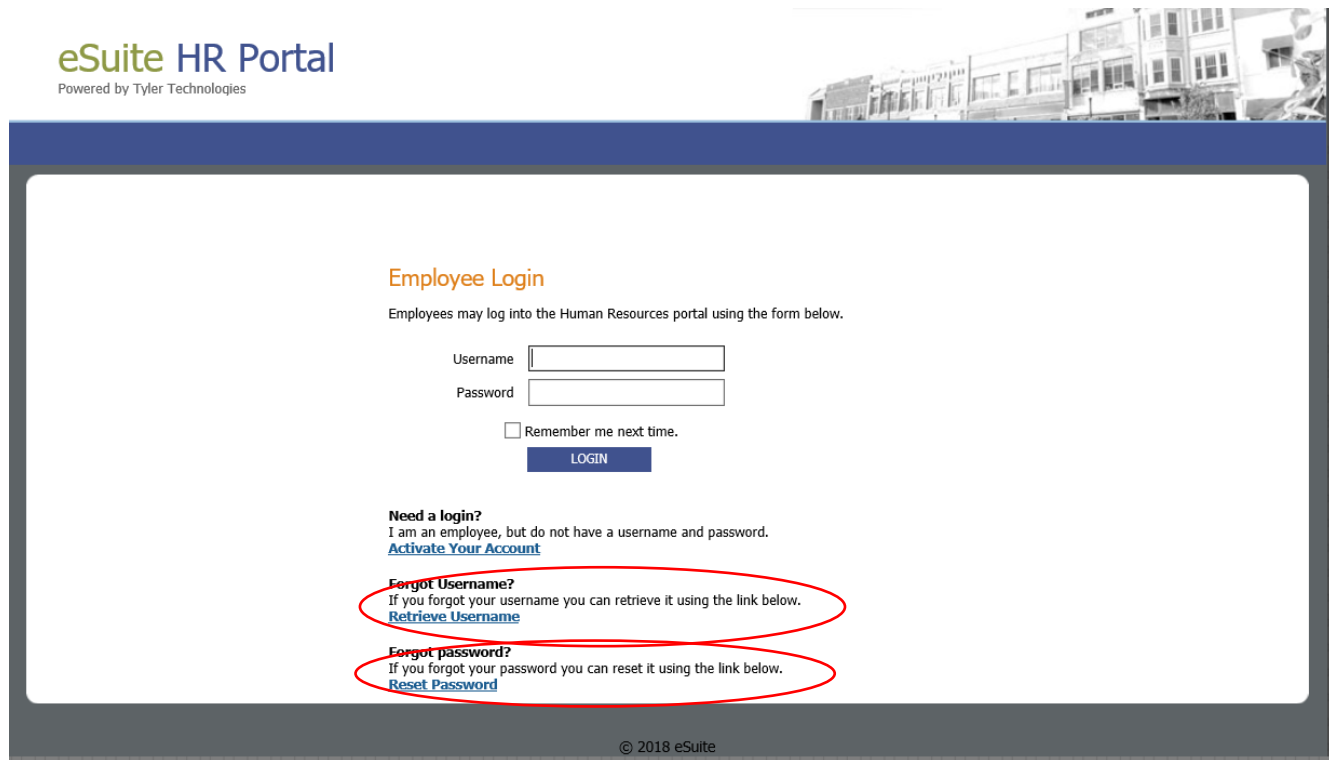
The screenshot shows the 'Activate Your Account' page of the eSuite HR Portal. The page has a blue header with the logo 'eSuite HR Portal' and 'Powered by Tyler Technologies'. Below the header, the title 'Activate Your Account' is displayed in blue. A message states: 'Complete the form below to begin the account activation process.' Below the message, the title 'Verify Your Identity' is displayed in orange. The form includes fields for 'LAST NAME', 'SSN' (with a hyphen separator), and 'CONFIRM SSN' (with a hyphen separator). A blue 'CONTINUE...' button is at the bottom of the form. The footer shows '© 2017 eSuite'.



2. After you have completed the steps to create your login ID and password, you will be able to login and view your payroll information.

## Accessing Your Account

1. Navigate to the Employee Login Page, enter your login ID and password, and then click the **Login** button.



The screenshot shows the 'Employee Login' page of the eSuite HR Portal. The page has a blue header with the eSuite HR Portal logo and a building image. The main content area is white. It features a login form with fields for 'Username' and 'Password', a 'Remember me next time.' checkbox, and a 'LOGIN' button. Below the login form, there are links for 'Need a login?', 'Forgot Username?', and 'Forgot password?'. The 'Forgot Username?' and 'Forgot password?' links are circled in red. The footer shows '© 2018 eSuite'.

**eSuite HR Portal**  
Powered by Tyler Technologies

### Employee Login

Employees may log into the Human Resources portal using the form below.

Username

Password

☐ Remember me next time.

**LOGIN**

**Need a login?**  
I am an employee, but do not have a username and password.  
[Activate Your Account](#)

**Forgot Username?**  
If you forgot your username you can retrieve it using the link below.  
[Retrieve Username](#)

**Forgot password?**  
If you forgot your password you can reset it using the link below.  
[Reset Password](#)

© 2018 eSuite

2. The HR Portal Home page will display. Click **MY HR** at the top of the page to display the options available to you.



The screenshot shows the 'eSuite HR Portal' Home page. The page has a blue header with the eSuite HR Portal logo and a building image. Below the header is a navigation bar with links: HOME, MY HR, BENEFIT ENROLLMENT, and LOGOUT. The 'MY HR' link is highlighted. A dropdown menu is open under 'MY HR', showing a list of options: Benefits, Contacts/Dependents, Deductions, Direct Deposits, Personal Information, Positions & Pay Rate, Taxes, Paychecks, Print W-2 Forms, and Print 1095-C Forms. The main content area is white and contains a 'Welcome, [username]' message. The footer shows '© 2017 eSuite'.

**eSuite HR Portal**  
Powered by Tyler Technologies

HOME MY HR BENEFIT ENROLLMENT LOGOUT

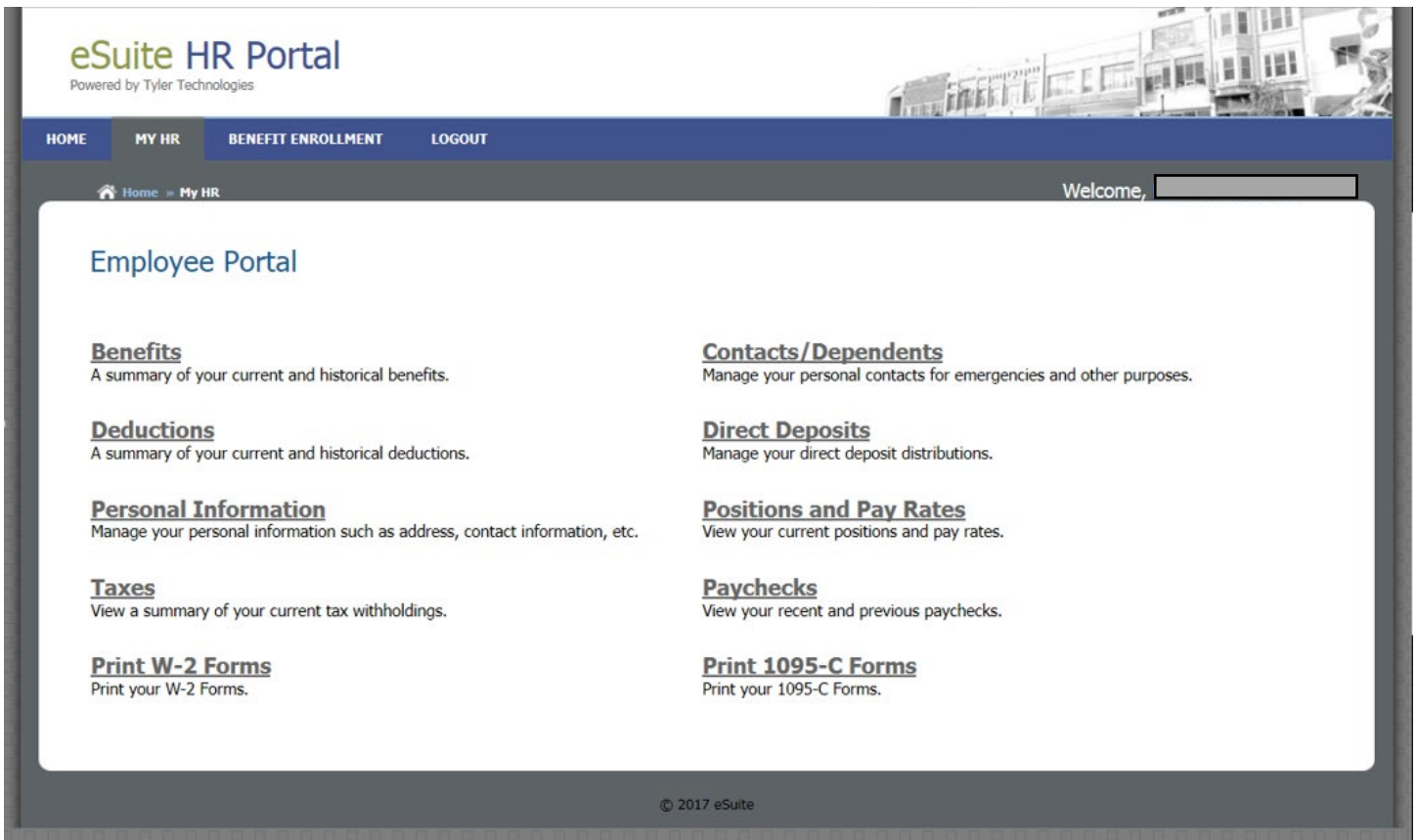
Welcome, [username]

**MY HR**

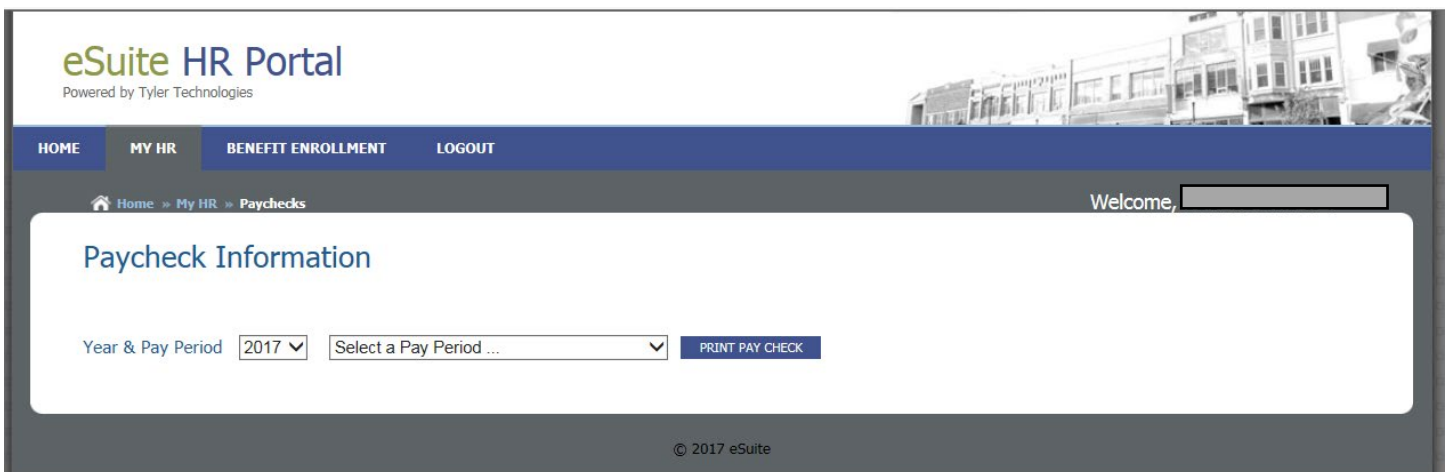
- » Benefits
- » Contacts/Dependents
- » Deductions
- » Direct Deposits
- » Personal Information
- » Positions & Pay Rate
- » Taxes
- » Paychecks
- » Print W-2 Forms
- » Print 1095-C Forms

© 2017 eSuite

3. The Employee Portal will then display. It contains links to the different types of employee information that you can access. Click on the name of information you want to view. Paycheck stubs is a commonly accessed type of information.



4. **Pay Check Information:** Click the Paychecks link to display date options available.



- a. Select the desired pay period from the drop down list.

eSuite HR Portal  
Powered by Tyler Technologies

HOME MY HR BENEFIT ENROLLMENT LOGOUT

Home » My HR » Paychecks Welcome, [Name]

### Paycheck Information

Year & Pay Period 2017 Select a Pay Period ... PRINT PAY CHECK

- 7/16/2017 - 7/31/2017
- 7/1/2017 - 7/15/2017 -
- 6/16/2017 - 6/30/2017
- 6/1/2017 - 6/15/2017 -
- 5/16/2017 - 5/31/2017
- 5/1/2017 - 5/15/2017 -
- 4/16/2017 - 4/30/2017
- 4/1/2017 - 4/15/2017 -
- 3/16/2017 - 3/31/2017

© 2017 eSuite

- b. To view and print an electronic copy of your pay stub, click the “Print Pay Check” button.

HOME MY HR BENEFIT ENROLLMENT LOGOUT

Home » My HR » Paychecks Welcome, [Name]

### Paycheck Information

Year & Pay Period 2017 3/16/2017 - 3/31/2017 - PRINT PAY CHECK

#### Paycheck Summary

Employee	Pay Dates	Check Date	Gross Pay	Net Pay	YTD Gross
-	3/16/2017 - 3/31/2017				

#### Hours Information

Hours Code	Department	Hours Worked	Gross	YTD Gross
------------	------------	--------------	-------	-----------

#### Withholding and Deduction

Code	Gross	Amount	YTD Amount
------	-------	--------	------------

#### Employer Paid Taxes and Benefits

Code	Gross	Amount	YTD Amount
------	-------	--------	------------

YTD NET

[https://nweweb.wash.k12.mi.us/eSuite\\_WISD/Websites.HR.Benefits/Default.aspx](https://nweweb.wash.k12.mi.us/eSuite_WISD/Websites.HR.Benefits/Default.aspx)



5. Making changes to your directo deposit information.

Click “MYHR/Direct Deposits”:

Home > MY HR > Direct Deposits Welcome, [REDACTED]

### Direct Deposits

Information on File

☐ Paperless Direct Deposit

Frequency	Sequence	Bank	Account	Deposit Type	Amount
All Pays	999	THE UNIVERSITY OF MICHIGAN	[REDACTED]	Balance of Net pay	

Documents (0)

Filename	Created Date
----------	--------------

[Download Selected Files](#)

[Make Changes](#)

Click “Make Changes”. On the next screen, make your changes, **upload a copy of a voided check or letter from your financial institution that provides the necessary account information**, and click “Submit Changes”

### Direct Deposit - Change Form

- ☐ Paperless Direct Deposit  
☐ Disable Direct Deposit

**DELETE X**

BANK	[REDACTED]	ACCOUNT TYPE	Checking
Sequence	999	ACCOUNT #	[REDACTED]
Amount Type/Amount	Balance of Net	FREQUENCY	ALL - All Pays

ADD A DISTRIBUTION

BANK	[REDACTED]	<a href="#">ADD DISTRIBUTION</a>
------	------------	----------------------------------

### Documents (0)

Filename	Created Date
----------	--------------

[+ Select Files To Upload](#) [Download Selected Files](#) [Delete Selected Files](#)

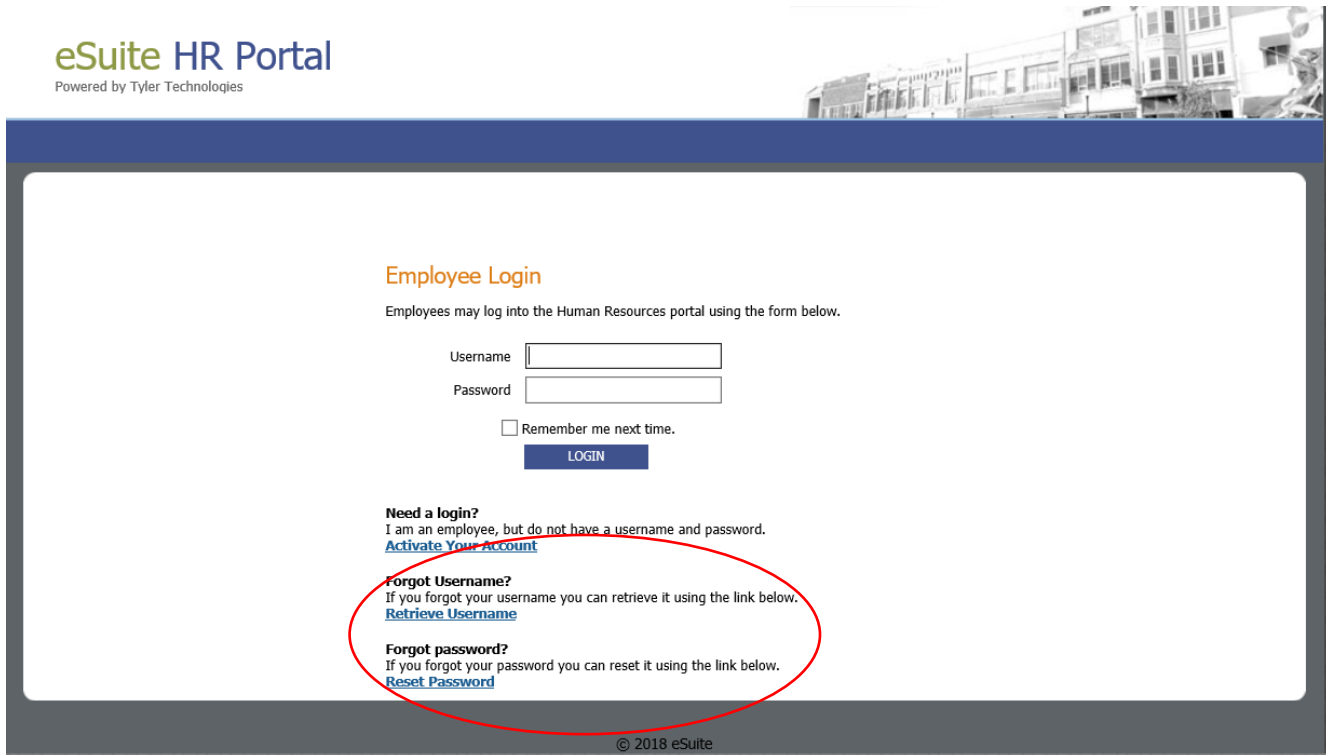
[SUBMIT CHANGES](#)

Please note that direct deposit changes submitted without supporting documentation will not be processed.

**Can't remember your username? Your password? You can reset them yourself.**

NOTE: It has been reported by some users that when using Google Chrome, the system-generated emails may not arrive in your inbox. If you experience issues, try this again using Microsoft Edge.

At this screen, click either "Retrieve Username" or "Reset Password" and provide the information requested on the subsequent screens that appear:



**eSuite HR Portal**  
Powered by Tyler Technologies

**Employee Login**

Employees may log into the Human Resources portal using the form below.

Username

Password

☐ Remember me next time.

**LOGIN**

**Need a login?**  
I am an employee, but ~~do not have~~ a username and password.  
[Activate Your Account](#)

**Forgot Username?**  
If you forgot your username you can retrieve it using the link below.  
[Retrieve Username](#)

**Forgot password?**  
If you forgot your password you can reset it using the link below.  
[Reset Password](#)

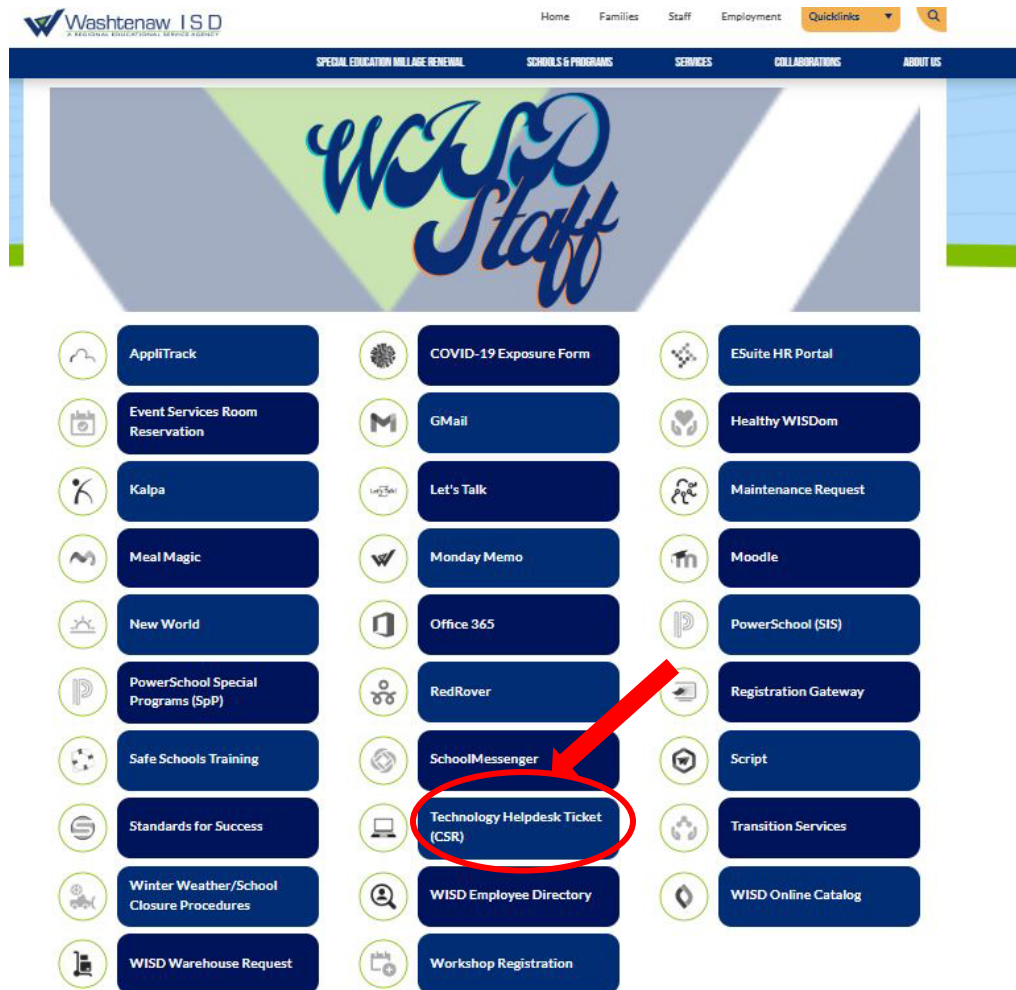
© 2018 eSuite

When resetting your password, the following rules apply for passwords:

- Must be at least 8 characters
- Must have at least 1 uppercase letter
- Must have at least 1 number
- Must have at least 1 special character
- Previously used passwords can not be used again

**If you are still unable to retrieve your username and/or reset your password:**

Create a CSR Ticket. Log into the system. If you are unsure of your login credentials, please contact the Tech help desk at x 1286 for assistance with your username and password.





Click on Submit your Request. Click on WISD Default Ticket. Enter the information below on your CSR ticket. Make sure you also fill in your room number/district name, phone contact and subject. All fields with a red asterisk are required.

**Request Catalog** | **Requests** | **Solutions** | **My Details**

Request Catalog | Type here to search...

---

**New Request** | Change Template: WISD Default Ticket

Priority: High

---

**Requester Details**

Name: Karen Waitz

---

Category: New World | Site: WISD

WISD Buildings/District: -- Select WISD Buildings/District -- | Subcategory: eSuite Other

Room Number or District Name: | Item: Password

Phone Contact Number: | Outcenter Program Location: -- Select Outcenter Program Location

---

Subject:

---

Description: **B I U F T A** Locked out of eSuite, need password reset



[Red Rover Technologies](#) > [Red Rover](#) > [Red Rover Basics for Employees](#)

## Menu



## Articles in this section



# Getting Started as an Employee on Red Rover

## What is Red Rover?

Red Rover is a modern Absence and Substitute Management system designed with you in mind! As an employee, you can quickly and easily enter absences using Red Rover. You will also be able to review your scheduled absences, pre-arrange and communicate with substitutes (depending on district configuration), check your PTO balances, upload lesson plans, and much more!

This article will give you a quick guide to using Red Rover with links to more in-depth articles. You may also view our Employee [Basic Training Video](#).

### In this article, we will discuss:

1. [How to Login to Red Rover](#)
2. [Employee Home Page](#)
3. [How to Create an Absence](#)
4. [My Schedule](#)
5. [Substitute Preferences](#)
6. [Classroom Info](#)

## How to Login to Red Rover

You will receive an email invitation from your Red Rover administrator at your district. If you have trouble receiving the email, please check your spam folder. If you still do not see the Red Rover welcome email, contact your administrator. They will be able to resend the email invitation to you.

The email will look like this:



**Hi Stephanie,**

An account has been created for you to use Red Rover for Mishoreline School District. Please finish setting up your account.

**What's Red Rover?**

Red Rover is an Absence Management and Substitute Placement platform. Employees can enter absences and Red Rover will find a qualified substitute to fill them.

**How long do I have to set up my Red Rover Account?**

This account invitation will expire after ten (10) days. If you do not complete the setup in this time frame, click on the **Complete Account Setup** button below, and then click the [I forgot my password](#) link.

**Ok, after I complete my account, then what?**

After you log in, check out the Help Center, by clicking on the "?" icon. Watch the training video to get a head start!


**Complete Account Setup**


To set up your Red Rover account, click the **Complete Account Setup** button in the email. This button will allow you to create a new account and password with Red Rover. Your Red Rover login ID will be your email address. After you have created your account, you may access the system at any time at the following address: <https://app.redroverk12.com>


## Employee Home Page


On your **Home** page, you will be able to create absences, view your upcoming schedule, and see any scheduled absences in the future.




 Red Rover





 Home

 My Schedule

 PTO Balances

 Sub Preferences

Search



# Welcome, Sam

Create absence

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Please select one or more dates above

Reason

Times

Requires a substitute

[Add additional details](#)

QUICK CREATE

Upcoming schedule

Aug 9 - Sep 12

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12

Scheduled absences

Personal Day

Aug 11

Melissa Haven

1 (555) 799-5459

1 Full Day

8:30 AM - 4:30 PM

#110743

Pending

Personal Day

Aug 12 - 13

No substitute assigned

2 Full Days

8:30 AM - 4:30 PM

#110686

Cancel Pending

## How to Create an Absence

### To create an absence in Red Rover:

1. Click on the date of your absence. If the absence spans several days, click on each date the absence should include.
2. Below the date picker, click the **Reason** dropdown box, and select the reason for your absence.
3. Choose if your absence is for the Full Day, Half Day AM, Half Day PM, or a custom Hourly absence. *(Not all districts permit hourly absences.)*
4. If your district allows, choose whether your absence will require a substitute.

5. Finally, click **Quick Create** to submit your absence.

The screenshot shows the 'Create absence' form. At the top is a calendar for September 2020. A red box with the number '1' is around the date '1' (Sunday). Below the calendar is a table showing 'Paid Time Off' balance, used, and remaining. Below that is a 'Reason' dropdown menu with 'Bereavement (Paid Time Off)' selected. A red box with the number '2' is around the 'Reason' label. Below the 'Reason' dropdown is a 'Times' dropdown menu with 'Full Day (8:30 AM - 3:30 PM)' selected. A red box with the number '3' is around the 'Times' label. Below the 'Times' dropdown is a checkbox labeled 'Requires a substitute' which is checked. A red box with the number '4' is around the checkbox. To the right of the checkbox is a red box with the number '5' around the 'QUICK CREATE' button. Below the checkbox is a link labeled 'Add additional details'.

Balance	Used	Remaining
Paid Time Off	24 hours	65.5 hours

Reason: Bereavement (Paid Time Off)

Times: Full Day (8:30 AM - 3:30 PM)

☒ Requires a substitute

[Add additional details](#) **QUICK CREATE**

If you need to **Add Additional Details**, then click the link for step-by-step instructions.

If your district requires extra notes for the particular absence reason you've selected, you'll see the "More details are required" message. Click **Add Additional Details**, and follow the instructions.

More details are required to create this absence. Click Add additional details.

If you chose **Quick Create**, that's it. You will receive your absence confirmation number and Red Rover will take it from there!

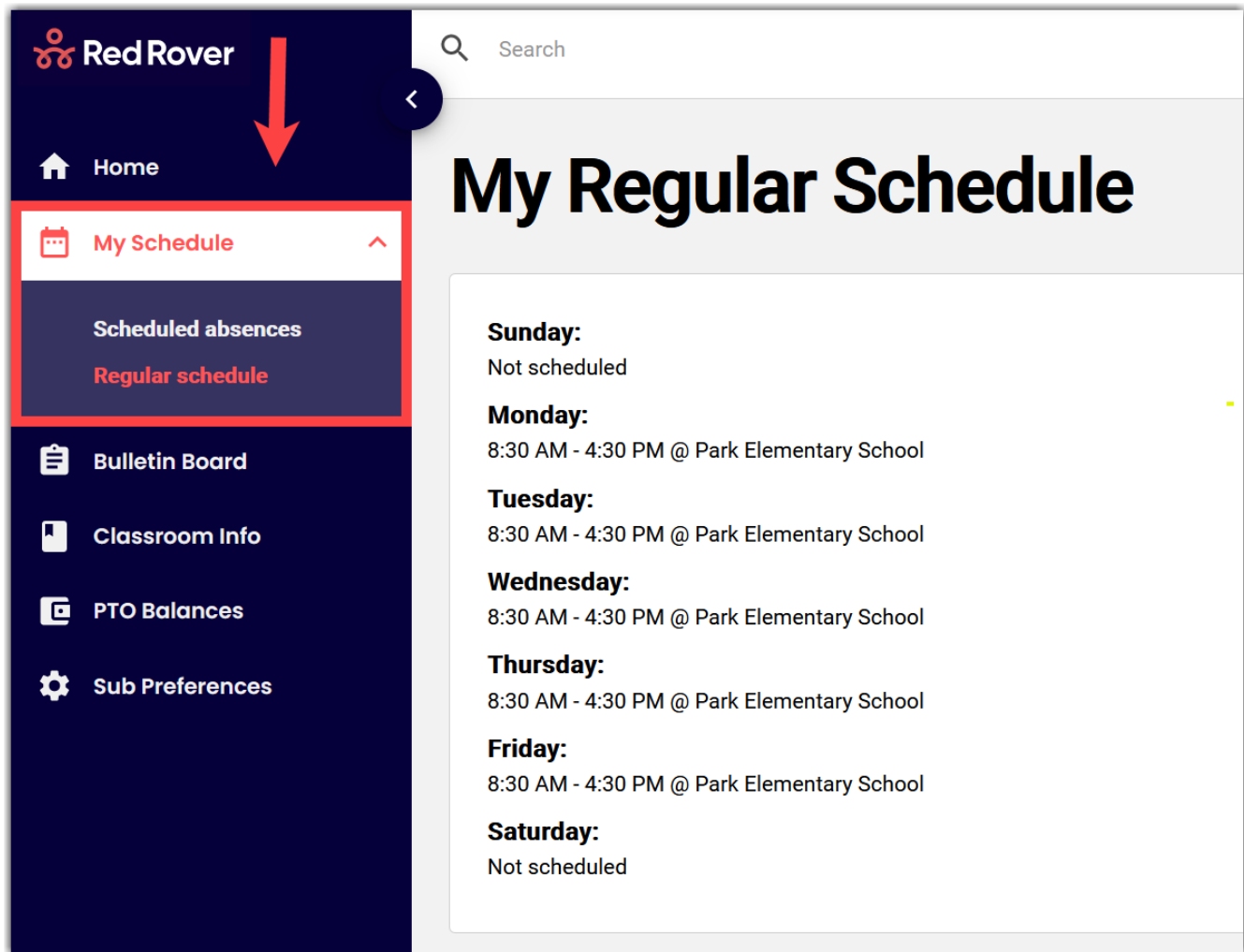
Your absence has been saved. We'll take it from here.

**Confirmation # 101016**

## My Schedule

Selecting **My Schedule** allows you to view your regular schedule, [past and upcoming absences](#), as well as [cancel and edit absences](#).

To view your regular schedule click **My Schedule** and then **Regular Schedule**. This is the default schedule Red Rover will use when you create an absence.



### To view your absences:

1. Click **My Schedule** and then **Scheduled Absences**
2. By default, you'll see a list of your absences. You can also click the **Calendar View** to view the absences on the calendar.



**Red Rover** Search

**My Absence Schedule** [CREATE ABSENCE](#)

Year: 2020-2021 [LIST VIEW](#) [CALENDAR VIEW](#)

**Sick** Oct 29 No substitute required **1 Full Day** #151126 8:30 AM - 4:30 PM [Cancel](#)

**Personal Day** Oct 28 No substitute assigned **1 Full Day** #148413 8:30 AM - 4:30 PM [Hide](#) [Resubmit](#) [Denied](#)

**Sick** Oct 28 - Nov 27 **Stephanie Fremont** (Nov 27 - Oct 28) **21 Full Days** #150898 8:30 AM - 4:30 PM 1 (555) 799-1234

3. Select any date. You'll be shown your daily bell schedule, time off, or school calendar.

**My Schedule** [CREATE ABSENCE](#)

**Wednesday, August 5**  
**Sick** **Claire Berrien** **5 Full Days** #109234 8:30 AM - 4:30 PM  
 Aug 3 - 7  
[Absence](#)

Year: 2020-2021 [LIST VIEW](#) [CALENDAR VIEW](#)

**July 2020**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August 2020**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September 2020**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

The calendar has different colors to indicate various types of days:

- Gray = Non-work days, like the weekend
- Midnight Blue = A scheduled absence
- Red = A school closing, like a holiday or emergency closing
- Yellow = A variation to the schedule, like a half-day or a two-hour delay
- A combination of colors = Various day types combined on the same day

# Substitute Preferences

If your school district permits, Red Rover will allow you to create a list of your favorite substitutes. To add a sub to your preference list, just click the corresponding **Add favorite** link. This will add the sub to your list of preferred substitutes.

## Substitute Preferences

### Favorite Substitutes

Not Defined

### Blocked Substitutes

Not Defined

### All Substitutes

Search

First or last name

Rows per page 25 1-8 of 8 < >

Luna Erie	<a href="#">Add favorite</a>
Stephanie Fremont	<a href="#">Add favorite</a>
Melissa Haven	<a href="#">Add favorite</a>
Bell Metzelaar	<a href="#">Add favorite</a>
Austin Pointe	<a href="#">Add favorite</a>
Clair Shores	<a href="#">Add favorite</a>
Sable Tawas	<a href="#">Add favorite</a>
Roger Thompson	<a href="#">Add favorite</a>

Rows per page 25 1-8 of 8 < >

# Classroom Info

The Classroom Info allows you to create information that is shared with every substitute in your classroom. You can give a general overview of your class with a welcome message, policies, and frequently asked questions. Please note again that every substitute in your classroom will see this. If a particular absence requires special notes, you can add them when creating an absence.

Home

My Schedule

Bulletin Board

Classroom Info

PTO Balances

Sub Preferences

Search

+

🔔

?

SD

Classroom info for substitutes

CANCEL

PREVIEW

SAVE

Please take a few minutes to add some information that you feel would be helpful to anybody subbing for you this year. When you create an absence, you will have the opportunity to upload a lesson plan, so you don't need to do that here. The information you provide on this page will be made available to any substitute working for you, and will not need to be re-entered each time you create an absence.

Welcome

Paragraph

B I U

☰

☷

☰

☷

☰

☷

☰

☷

🔗

Welcome to Sam's class! This is a great class and I know you will enjoy working with them.

Policies

Paragraph

B I U

☰

☷

☰

☷

☰

☷

☰

☷

🔗

Kids are encouraged to:

- Be Respectful
  - Do not talk while others are talking
  - Eyes on the speaker
  - Do not talk back
- Be Responsible
  - Have all materials ready to go
  - Turn in work on time
  - Stay on task
- Be Kind

Frequently asked questions

Question

Should I feed the iguana?

Delete

Answer

Please follow the schedule and instructions above his cage.

## Bulletin Board

School administrators use the bulletin board to communicate messages to specific groups for your district or school. Simply click the **Bulletin Board** on the left menu to view any messages. If an admin marks a message as urgent, there will be a banner across the top of your screen.

The screenshot shows the Red Rover website interface. At the top, a blue header bar contains the text "URGENT MESSAGE" and "from Mishoreline Area Schools: Construction Update". A red arrow points to this header. Below the header is a search bar with the placeholder text "Search". On the left side, there is a dark blue sidebar with the "Red Rover" logo and several navigation links: "Home", "My Schedule", "Bulletin Board", "Classroom Info", "PTO Balances", and "Sub Preferences". The main content area features a large white banner with a red border. The banner has a red exclamation mark icon, the text "Mishoreline Area Schools" and "Published by Red Rover on Oct 2", and the title "New Daily Health Check-In Process". Below the title, it says "Before entering the buildings each day, please complete the following health check:" followed by a link "www.mishoreline.org/health-check". A dark blue button labeled "ACKNOWLEDGE" is in the top right corner of the banner. Below the banner, there is a section titled "Other posts" which contains a smaller white card with a blue border. This card has the title "Construction Update", the text "Mishoreline Area Schools" and "Published by Red Rover on Oct 2", and a red exclamation mark icon. The card text reads: "Please remain out of the East Wing of the High School while construction workers are present. All East wing classes have been moved to the Annex."

Click the banner to be taken to the message. Once you read the message, click **Acknowledge**. Clicking Acknowledge will dismiss the banner.



## How do I Enter an Absence?

Creating an absence as an Employee is simple and fast. Depending on your needs, you can "Quick Create" absences, enter multi-day absences, and customize sub details such as notes, file attachments, and custom sub times.

### Create an Absence (Quick Create)

First, Log into the Red Rover website at [app.redroverk12.com](https://app.redroverk12.com)

1. Select your **dates**, by clicking on all of the dates of your absence on the "Create Absence" calendar.
2. Below the calendar, click the **Reason** dropdown, and select the reason for your absence.  
*(The options in the "Select a reason" dropdown may vary by each school district.)*
3. Choose if your absence is for a **Full Day**, **Half Day AM**, **Half Day PM**, or a **custom Hourly** absence.  
*(Not all districts permit hourly absences.)*
4. If your settings allow, choose whether your absence will **require a substitute**.
5. Finally, choose **Quick Create** to submit your absence or select **Add Additional Details** to enter additional options *(explained below)*.



# Welcome, Amy

## Create absence

< February 2021 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

☐ Absence ☐ Day off ☐ Modified schedule ☐ Teacher work day

Reason

2 Sick (Sick Leave Category) ▼

Times

3 Full Day (7:00 AM - 2:15 PM) ▼

4 Do you need a substitute?

☒ Yes ☐ No

5 [Add additional details](#)

**QUICK CREATE**

## Upcoming schedule

Jan 24 - Feb 27

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

☒ Absence ☐ Day off ☐ Modified schedule  
☐ Teacher work day

If you've chosen **Quick Create**, that's it. You will receive your absence confirmation number and Red Rover will take it from there!

Your absence has been saved. We'll take it from here.

# Confirmation # 101016

## How to Add a Notes, Upload a file, Pre-arrange a sub, or Edit Substitute Times

Clicking on [Add Additional Details](#) to the left of the "Quick Create" button will allow you to enter more information about your absence,

**To Add a Note, upload a file, pre-arrange a sub, or edit sub times:**

- Click on Add Additional Details to the left of the "Quick Create" button.
- The Substitute details section will open on the right.

(All fields are optional. *Always be sure to **CREATE** the absence when you're finished.*)

### Absence Details

<

February 2021

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Absence

Day off

Modified schedule

Teacher work day

#### Details for all days

Reason

Sick (Sick Leave Category)

Times

Full Day (7:00 AM - 2:15 PM)

☒ Same reason for all days
 ☒ Same time for all days

#### Notes to administrator

Can be seen by the administrator and the employee.

### Substitute Details

These times may not match your schedule exactly depending on district configuration.

Absence	Substitute schedule
<b>Wed-Fri, Feb 10-12</b> 7:00 AM - 2:15 PM	7:00 AM - 2:15 PM Mishoreline High School

#### Do you need a substitute?

☒ Yes
 ☐ No

#### Notes to substitute

Can be seen by the administrator, employee, and substitute

Enter notes for substitute

Add file(s) or drag here

max 5MB; .pdf, .txt, .docx, .xlsx, .pptx, .jpg, .gif, .tiff, .png

PRE-ARRANGE

EDIT SUBSTITUTE DETAILS

This page has unsaved changes

CREATE

1. Leave notes for the sub like "Lesson Plans are in my top drawer." These notes are visible to you, the sub, and the admin.
2. Upload files like lesson plans or seating charts for your sub to download.
3. Your district may allow you to **Pre-Arrange** a sub for your absence. To do so, click the **Pre-Arrange** button.

Create Absence: Prearranging Substitute

BACK TO ABSENCE DETAILS

Feb 10-12, 2021 (3 days) - 10th Grade English

Substitute schedule

**Wed-Fri, Feb 10-12**  
7:00 AM - 2:15 PM

Mishoreline High School




Name

Search for first or last name

Show

Everyone

12 substitutes

Favorite	First name	Last name	Primary phone	
	Glen	Bear	(555) 123-6974	<b>SELECT</b>
	Luna	Erie	(555) 632-6398	SELECT
	Melissa	Haven	(555) 799-5459	SELECT

You'll see a list of available substitutes. ("Favorite subs" will have a ★ next to them.) **Before selecting a substitute, use the sub's provided phone number to call and confirm they're willing to sub for your absence.** After confirming with them, click the **Select** button.

4. Your district may allow you to also **Edit Substitute Details**.

Substitute details for a new absence

Thu-Fri, Feb 11-12 - 10th Grade English

**February 11, 2021**  
7:00 AM - 2:15 PM

**School**  
Mishoreline High School

Add row

**February 12, 2021**  
7:00 AM - 2:15 PM

**School**  
Mishoreline High School

Add row

CANCEL

SAVE

You can change the times/locations for the sub without changing your absence times. For example:

- A full day absence that only requires a sub for half of the day.
- When the sub's times/locations don't match the employee's standard times/locations.

If you make a change, click the **Save** button.

5. If the absence reasons and times for all days are the same, keep these boxes selected. If they are different, de-select these boxes and enter the time and absence reason for each day.
6. You can also leave notes to the Administrator. These notes are visible to you and any administrator viewing your absence. **Note:** Some absence reasons require Notes for the Administrator.
7. **Last, but most important, be sure to click the **Create** button.**

### Absence Details

<

February 2021

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Absence

Day off

Modified schedule

Teacher work day

#### Details for all days

Reason

Sick (Sick Leave Category)

Times

Full Day (7:00 AM - 2:15 PM)

☒ Same reason for all days

☒ Same time for all days

#### Notes to administrator

Can be seen by the administrator and the employee.

### Substitute Details

These times may not match your schedule exactly depending on district configuration.

Absence	Substitute schedule
<b>Wed-Fri, Feb 10-12</b> 7:00 AM - 2:15 PM	7:00 AM - 2:15 PM Mishoreline High School

**Do you need a substitute?**  
☒ Yes ☐ No

**Notes to substitute**  
Can be seen by the administrator, employee, and substitute  

Enter notes for substitute

[Add file\(s\) or drag here](#)  
max 5MB; .pdf, .txt, .docx, .xlsx, .pptx, .jpg, .gif, .tiff, .png

PRE-ARRANGE

EDIT SUBSTITUTE DETAILS

This page has unsaved changes

CREATE

**Important:** You are not finished until you see that you have a confirmation number. Once you have that confirmation number, you will see the absence appear on your schedule.

Your absence has been saved. We'll take it from here.

# Confirmation # 231000

## Absence Details

**Amy Holland**

**Thu-Fri, Feb 11-12**

Sick - Full Day (7:00 AM - 2:15 PM)

February 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						


### Notes to administrator

Can be seen by the administrator and the employee.

No Notes Specified

## Substitute Details

These times may not match your schedule exactly depending on district configuration.

Absence		Substitute schedule	
<b>Thu-Fri, Feb 11-12</b>			
7:00 AM - 2:15 PM		7:00 AM - 2:15 PM	
		Mishoreline High School	
<div><div>GB</div><div><b>Glen Bear</b> </div><div>assigned #C226545</div></div>			
<b>Requires a substitute</b>			
<b>Notes to substitute</b>			
Can be seen by the administrator, employee, and substitute			
No Notes Specified			

[CREATE NEW](#)

[BACK TO HOME](#)

[EDIT](#)



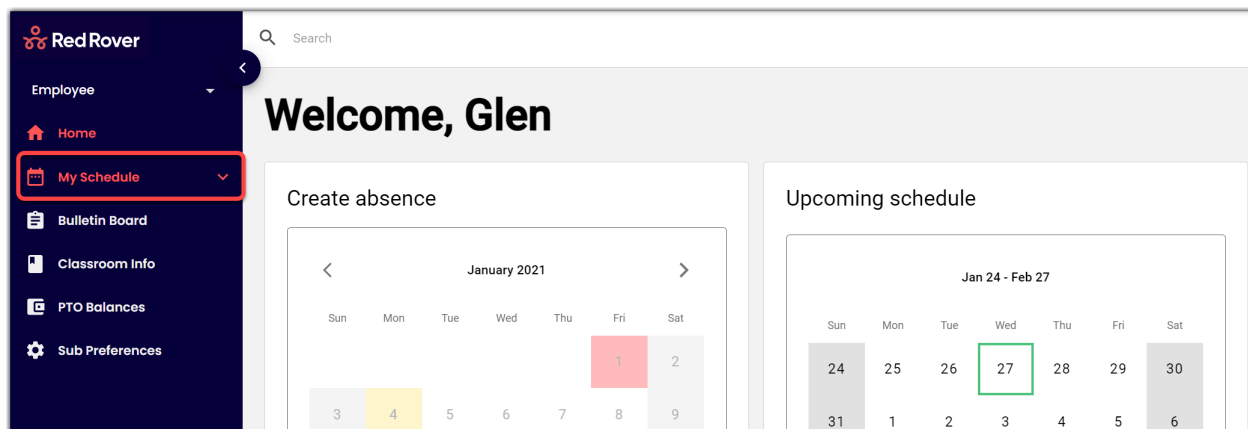


## How do I See My Absence History?

You can view your absence history and scheduled absences for any school year any time you like, both on the Red Rover website, and on the Red Rover app for Android and iOS.

To view your past and future absences on the Red Rover Website:

1. Log into Red Rover at [app.redroverk12.com](https://app.redroverk12.com)
2. On the left-hand menu, click **My Schedule**



3. Red Rover will show all your absences, starting with the most recent absence, and sorted by date descending

# My Absence Schedule

[CREATE ABSENCE](#)

Year: 2020-2021 LIST VIEW CALENDAR VIEW

<b>Sick</b> Feb 10	No substitute assigned	1 Full Day 7:00 AM - 2:15 PM	#228324	<a href="#">Cancel</a>
<b>Bereavement</b> Jan 22	<b>Emma Spartan</b> 1 (555) 421-5473	1 Full Day 7:00 AM - 2:15 PM	#223595	
<b>Sick</b> Dec 15-17	<b>Stephanie Fremont</b> 1 (555) 799-1234	3 Full Days 7:00 AM - 2:15 PM	#201393	
<b>Personal Day</b> Nov 24	<b>Sable Tawas</b> 1 (555) 497-2525	1 Full Day 7:00 AM - 2:15 PM	#189503	
<b>Sick</b> Nov 19	<b>Jane Tawas</b> 1 (555) 893-3211	1 Full Day 7:00 AM - 2:15 PM	#187213	
<b>Jury Duty</b> Nov 12	<b>Melissa Haven</b> 1 (555) 799-5459	1 Full Day 7:00 AM - 2:15 PM	#181510	<a href="#">Hide</a> <a href="#">Resubmit</a> <a href="#">Denied</a>
<b>Sick</b> Oct 29	No substitute assigned	1 Full Day 7:00 AM - 2:15 PM	#165065	

4. To view absences from past years, click the **Year** dropdown in the upper left, and select the year you want to view

# My Absence Schedule

[CREATE ABSENCE](#)

Year: 2020-2021 LIST VIEW CALENDAR VIEW

Year

2020-2021

2019-2020

2020-2021

2021-2022

No substitute assigned	1 Full Day 7:00 AM - 2:15 PM	#228324	<a href="#">Cancel</a>
<b>Bereavement</b> Jan 22	<b>Emma Spartan</b> 1 (555) 421-5473	1 Full Day 7:00 AM - 2:15 PM	#223595

To view your past and future absences on the Red Rover App:

- To view your past and future absences on Red Rover iOS, learn more about the [Red Rover Employee Mobile App for iOS \(Apple\)](#)

WASHTENAW INTERMEDIATE SCHOOL DISTRICT - EXPENSE REPORT      Effective January 2025

NAME: \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

Month of: \_\_\_\_\_

Vendor No. \_\_\_\_\_

Date	Places Visited/Reason for Visit	Miles Driven	Other Costs	Code

Gifts/Lunches Received:

Date \_\_\_\_\_

Date \_\_\_\_\_

Description \_\_\_\_\_

Description \_\_\_\_\_

Estimated Value \_\_\_\_\_

Estimated Value \_\_\_\_\_

Key to Codes
P = Parking
F = Meals
T = Transportation
M= Miscellaneous (please explain)

Total Miles

-

0.700

=

-

IRS Rate not published yet (12/12/2024)

Total Other Costs

=

-

Total Reimbursement

=

-

OFFICE USE ONLY	
Invoice Number	_____
Invoice Date	_____
Invoice Amount	_____
Due Date	_____

I hereby certify the above account is true and correct.

\_\_\_\_\_

Signature of Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Approved By

\_\_\_\_\_

Date

\*\*\*\*\* Please Submit Expense Reports Monthly \*\*\*\*\*  
SEE REVERSE FOR ADMINISTRATIVE REGULATIONS

# General Instructions for Work-Related Mileage and Expenses

This form shall only be used for work-related expenses excluding those related to travel/conference which could include an overnight stay. Expenses for such travel/conference should be documented on the conference envelope form. These guidelines will apply to ALL work-related and travel/conference expenses.

The Board shall provide reimbursement for expenses incurred for travel related to the performance and duties of the District's employees when approved by the employee's supervisor within the budgetary allowance.

## Mileage:

District employees, who in the performance of their regular duties, are required to drive their personal automobiles shall receive an allowance in accordance with the employee handbook or master agreement. All travel must be by a direct travel route. **If you are traveling to multiple locations during the workday, you will be reimbursed for all miles traveled between your first stop and your last stop, prior to going home.** If you are traveling to only one place during the day but it is further than your longest typical first stop, you will be reimbursed for the mileage in excess of the miles to that longest first stop. You must also reduce the claim by the miles from that longest site back to your home as well. For example, if you travel directly from your home to Wayne RESA (30 miles), and your longest typical first stop from home is 10 miles, you can only request reimbursement for 20 miles. You would also receive reimbursement for 20 miles for the end of the workday as well. Reimbursement will be at the prevailing IRS rate per mile. If unusual circumstances prevail, the employee must be adequately document the situation and consult with their supervisor to verbally discuss the expenses prior to submitting the form to the supervisor for approval.

## Meals:

\$45 per day maximum. The suggested breakdown is: Breakfast \$7, Lunch \$13, Dinner \$25. The employee shall use good judgment in selecting restaurants and meals; the reimbursement is being made with public funds. Should the employee have any questions, they should consult with their supervisor in advance. If the workshop/conference includes a meal (e.g., lunch\program banquet), the district will pay the full cost and the emmployee can use the above guidelines for any remaining meals for that day. All detailed receipts are required for reimbursement. There will be no reimbursement for alcoholic beverages.

## Miscellaneous Expense Items:

**Parking Fees:** If personal car use is approved, reimbursement for parking will be made if validated by a receipt. Valet parking will generally not be permitted.

**Other:** Occasionally, an employee will purchase work-related items with their personal funds. If the employee wishes to be reimbursed for such a purchase, the purchase should be pre-approved by the employee's supervisor. Employees shall not use this privilege to circumvent the purchase order process.

## Registration Fees:

Enrollment or registration fees for approved conferences/workshoips or organizations related to school goals are to be prepaid by the business office whenever possible. Purchase Orders must be completed at least three weeks in advance of the due date for registration. If you have a district-issued purchasing card, you can also use it to pay for registration fees.

## Expense Report Due Dates:

You are still strongly encouraged to turn in expense reports on a monthly basis. However, the following timelines will be required for receiving reimbursement for expenses. **Forms not submitted to your supervisor for approval by these dates will not be reimbursed.**

<u>Expenses Incurred Through</u>	<u>Expense Report Due Date</u>
July1 - September 30	November 30
October 1 - December 31	February 28
January 1 - March 31	April 30
April 1 - April 30	May 31
May 1 - May 31	June 30
June 1 - June 30	July 31

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT  
CONFERENCE ATTENDANCE REQUEST (To be Completed Prior to Attendance)**

**CONFERENCE DATA**

Employee Name _____	Current Date _____
Work Location _____	Email Address _____
Conference Name _____	Conference Location (City, State) _____
Organization _____	
Dates of Conference _____	Time First Session Begins _____ Time Last Session Ends _____
Will a substitute be needed? [ ] No [ ] Yes	
How many days? _____	

**ESTIMATED CONFERENCE COSTS**

**Line-Item Expenses in excess of the estimated amounts will NOT be reimbursed! WISD does not reimburse sales tax charges. A sales tax exempt certificate can be obtained from the Business Office or a check can be issued directly to the Hotel/Venue. PLAN AHEAD.**

	<b>Amount to Be Prepaid by the (D)istrict, (U)nion or with (Co)mmercial Card</b>
--	--

Registration/Fees	<b>Total Estimated Costs</b>	( )
Mileage (round trip) _____ Miles @ _____ per mile		( )
Other Travel (Circle Type) Air/Train/Bus/Car Rental		( )
Lodging (Hotel Name _____) # of Nights _____ Daily Rate (Incl. Taxes/Fees) _____		( )
Meals		( )
Parking/Cab (Circle)		( )
Other (Explain) _____		( )
<b>TOTAL REQUEST:</b>		

**Rationale for Attendance (Include Conference Brochure/Agenda in Envelope):**

**Conference Funding (Total = "Estimated"):**

**Union Officials ONLY (if applicable):**

	<b>Union Rep Initials</b>	<b>Date</b>
--	---------------------------	-------------

\$ _____	Account Number _____			
\$ _____	Account Number _____			
\$ _____	Account Number _____			
\$ _____	Account Number _____			

\$ \_\_\_\_\_ Total (Must match "Estimated" total above)

**Approval for Attendance:**

Employee Signature _____	Date _____	Supervisor/Board Designee _____	Date _____
--------------------------	------------	---------------------------------	------------



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT**  
**CONFERENCE EXPENSE REIMBURSEMENT (To be Completed Upon Return from Conference)**

**CONFERENCE DATA**

Employee: \_\_\_\_\_ Conf Dates/Location: \_\_\_\_\_ Current Date \_\_\_\_\_

**ESTIMATED/ACTUAL CONFERENCE COSTS**

**Include all receipts and copies of purchase orders in the envelope. Reimbursement is limited to the estimated amount per line.**

	Estimate (From Reverse Side)	Prepaid by (D)istrict, (U)nion or w/(Co)mm. Card	Employee Reimbursement
Registration/Fees	_____	( ) _____	_____
Mileage - _____ Miles @ _____ per mile	_____	( ) _____	_____
Other Travel (Circle Type) Air/Train/Bus	_____	( ) _____	_____
Lodging	_____	( ) _____	_____
Meals Total	_____	( ) _____	_____

**Meals Detail**

Date	Break	Lunch	Dinner	Total

(ALL meals must be supported by **detailed** receipts which include all items purchased. Note names of diners on the receipt if the meal reimbursement is for more than one person.)

Parking/Cab (Circle)	_____	( ) _____	_____
Other (Explain) _____	_____	( ) _____	_____
<b>TOTAL REQUEST:</b>	=====	=====	=====

**Expense Reimbursement Funding:**

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

Account Number \_\_\_\_\_  
 Account Number \_\_\_\_\_  
 Account Number \_\_\_\_\_  
 Account Number \_\_\_\_\_

Total Must Equal "Employee Reimbursement" above

**Reimbursement Approval:**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor/Board Designee \_\_\_\_\_

Date \_\_\_\_\_

You're a classroom teacher or teacher assistant. Most days during October you drove from home to your assigned location (5 miles). One day, you drove to your assigned location, but you were required to drive to the Teaching and Learning Center (TLC) to pick up some supplies after the students left (10 miles). Your assigned location is on your way home, so you drop off the materials. Then you drive home. You submit your form to your supervisor on December 3rd.

Your commute to your assigned work location is 10 miles. In December, you attend an all-day workshop in Lansing, which is a 70 mile drive from your home. Lunch was not provided, so you went to a restaurant nearby. Your meal with drink and tip as \$12.50. You submit your form to your supervisor on February 15<sup>th</sup>.

You're a teacher consultant, with your office at the Teaching and Learning Center (TLC). You like to be prompt in getting your reimbursement requests in since you've already spent the money. Your drive to the TLC Building is 30 miles. You are assigned to work with Ypsilanti Community Schools. For 16 work days during September, you drove from your home to Ypsilanti Community HS (15 miles), then to the Ypsilanti Community MS – Willow Run (6 miles), and then home again (14 miles). For the 4 Fridays, you drove to the TLC Building and back home again. You submit your form to your supervisor on October 15<sup>th</sup>.

You're a teacher consultant, with your office at the Teaching and Learning Center (TLC). You like to use your expense checks like a savings plan, using the reimbursement for your spring break vacation. Your commute to the TLC Building is 10 miles. You are assigned to work with Chelsea, Dexter and Whitmore Lake. For the 72 work days through December 31, you drove from your home to Whitmore Lake (8 miles), then to Dexter (10 miles), and then Chelsea (10 miles), then home again (18 miles). You submit your form to your supervisor on March 15<sup>th</sup> to make the cut-off to get your check before you leave for vacation.

# **Washtenaw Intermediate School District**

## **403(b) and 457 Plans**

### **Introductions**

#### **Overview of Plan Types**

- 403(b) Defined Contribution Retirement Plan
- 457 Defined Contribution Deferred Compensation Plan
- Differences in Plans
- Fee structures – PIMCO Total Return Example

#### **457 Plan**

- Advisor – Security Benefit
- Rep – Albin Campbell – ALBIN.CAMPBELL@securitiesamerica.com
- Enrollment Book Location on [iwisd.washtenawisd.org](http://iwisd.washtenawisd.org)
- Investment Options
- Fees

#### **403(b) Plan**

- Advisor – The Standard – [www.standard.com](http://www.standard.com)
- Design and RFP – Award
- Website Materials – 4 Bucket Options – Departments>Business Services>Resources for Staff
- Location on [iwisd.washtenawisd.org](http://iwisd.washtenawisd.org)
- Investment Options
- Fees

#### **Opt in vs Opt Out for Non-Affiliated Staff**

- Opt Out Form

### **Questions?**

## Service Provider Fee Disclosure for Washtenaw Intermediate School District 403(b) Plan ERISA section 408(b)(2) Compliance

The Standard is providing you with the following disclosures in compliance with the requirements of ERISA section 408(b)(2). This information is also enclosed in your service agreement(s) with The Standard, but for your convenience we have compiled the information in this concise document.

Information in this document is regarding assets administered by The Standard. If your plan includes assets held elsewhere, that information is not included below.

The following subsidiaries of The Standard provide services to your plan:

- StanCorp Investment Advisers, Inc.
- Standard Retirement Services, Inc.

The Standard's Home Office  
1100 SW 6<sup>th</sup> Avenue  
Portland, OR 97204  
1.800.858.5420

The Standard or a subcontractor will (or reasonably expects to) perform the following services pursuant to the applicable contract with you:

- Administrative and Compliance services to the Plan as enumerated in your Administrative Services Agreement with Standard Retirement Services, Inc.
- Manager of the Approval Process for Loans and Distributions if selected by you in your contract.
- Investment Advisory Services to the Plan as enumerated in your Investment Advisory Agreement with StanCorp Investment Advisers, Inc. For these specific purposes, if the plan is subject to ERISA, StanCorp Investment Advisers is a fiduciary within the meaning of ERISA § 3(21) with respect to the enumerated services.
- Investment Advisory Services to Plan Participants who have selected The Standard's Mainspring Managed Services as enumerated in the Mainspring Managed Savings Form. For these specific purposes, if the plan is subject to ERISA, The Standard is a fiduciary with respect to the Mainspring Managed services within the meaning of ERISA § 3(38).

Information regarding Plan termination fees can be found under "Plan Deconversion" in the Direct Compensation Fee Information pages, below.

### Indirect Compensation

The following subcontractors reasonably expect to receive the following compensation for services performed as a subcontractor under the Administrative Services Agreement.

Custodial Fees		
Reliance	Reliance receives a fee that is part of our asset charge to you for custodial services according to the following schedule. Additionally, there is a flat rate amount charged for specific activities such as check issuance.	
	Asset Range	Custodial Fee
	\$0 - \$1.0B	5 bps
	\$1.0B - \$2.0B	3.5 bps

	<b>Asset Range</b>	<b>Custodial Fee</b>
	\$2.0B - \$3.0B	3 bps
	Over \$3.0B	2 bps
<b>Advisory Service Fees</b>		
StanCorp Investment Services	StanCorp Investment Advisors receive an annual retainer from Standard Retirement Services, Inc. to provide investment advisory services to our clients. The retainer is paid out of the assets of Standard Retirement Services, Inc.	

## Direct Compensation Fee Information

Your service contract(s) are between you and one of the subsidiaries of The Standard. Direct compensation details can be found in your contract(s). For your convenience we have listed the fees below. If there are discrepancies between the fees listed below and those listed in the contract, the fees shown in the contract will govern. Investment options, including all their fees and charges, can be found on PlanNet (<https://connection.standard.com>). Additional information regarding specific fund fees can also be found in individual fund prospectuses. Prospectuses are available via PlanNet or on individual fund websites. Information regarding The Standard's stable asset funds can be found in this disclosure below under General Accounts, or on PlanNet.

### Invoicing Cycle: Quarterly

All fees are displayed with their Annual rate unless otherwise noted.

### Plan Based Charges

Plan Deconversion	\$500.00	At Event	Bill
<i>Charge for terminating a plan or contract including submitting data to new provider.</i>			

### Participant Charges

Eligible Participants with a Balance	\$40.00		Deduct per Capita
<i>The flat-rate participant charge indicated above is deducted from the individual participant accounts each billing cycle and will not be reflected on the sponsor invoice.</i>			
Distribution-Death/Disability/Ret-Paper	\$50.00	At Event	Deduct
Distribution-Death/Disability/Ret-Online	\$50.00	At Event	Deduct
Distribution- Paper	\$50.00	At Event	Deduct
Distribution- Online	\$50.00	At Event	Deduct
<i>When a distribution is submitted by a participant and processed online, the fee charged will be \$50.00.</i>			
Loan Set-up- Paper	\$125.00	At Event	Deduct
Loan Set-up- Online	\$125.00	At Event	Deduct
<i>When a loan is submitted by a participant and processed online, the fee charged will be \$125.00.</i>			

Mainspring Managed Account - Employee pd	per participant, monthly		Deduct
Tiered Rate:			
If participants balance is \$.00 - \$50.00	\$ .00		
If participants balance is greater than \$50.01	\$10.00		
Overnight Delivery	\$30.00	At Event	Deduct
Qualified Domestic Relations Order	\$300.00	At Event	Deduct
Standard MAP Hardship Determination	\$100.00	At Event	Waived

*Manager of the Approval Process hardship fee is assessed when the Plan Sponsor transfers the hardship determination process to Standard Retirement Services.*

### Asset Based Charges

Asset 1	0.40%		Deduct
<i>Contracted percentage rate multiplied by the billable asset value</i>			

### Additional Services Charges

## PLAN PROFILE

01/10/2019



Hourly Rate

\$180.00

At Event

Bill

*Per Hour Charge commensurate with time and expense for administrative services requested, or required in addition to those stated above.*

## Asset Based Fees and Credits

### Asset Based Fee

The annual Asset-Based Fee is 0.40%. The fee is billed Quarterly, as mutually agreed to by the Plan Sponsor and The Standard. The average daily asset value of the plan for the applicable billing period is multiplied by the Asset-Based Fee percentage, and then prorated for the applicable billing frequency.

### Fund Fees And Credits<sup>1</sup>

This table illustrates the total fees that apply to each investment fund, including fees and expenses charged by the funds themselves, and any revenue-sharing amounts paid by the mutual funds to The Standard.

Fund Name	The Standard's Asset-Based Fee <sup>2</sup>	Mutual Fund Fees and Expenses <sup>3</sup>	12b-1 Offsets <sup>4,5</sup>	Sub-TA Offsets <sup>6</sup>
Vanguard Federal Mny Mkt Inv	0.40%	0.11%	0.00%	0.00%
Vanguard Sh Term Fed Adm	0.40%	0.10%	0.00%	0.00%
Vanguard Int Term Treas Adm	0.40%	0.10%	0.00%	0.00%
Vanguard Tot Bd Mkt Idx Adm	0.40%	0.05%	0.00%	0.00%
PIMCO Total Return Instl	0.40%	0.55%	0.00%	0.00%
Vanguard Balanced Index Adm	0.40%	0.07%	0.00%	0.00%
Vanguard Value Index Adm	0.40%	0.05%	0.00%	0.00%
Virtus Ceredex LCV Equity R6	0.40%	0.72%	0.00%	0.00%
Vanguard 500 Index Adm	0.40%	0.04%	0.00%	0.00%
JPMorgan US Equity R6	0.40%	0.44%	0.00%	0.00%
Vanguard Growth Index Adm	0.40%	0.05%	0.00%	0.00%
Harbor Capital Apprec Ret	0.40%	0.58%	0.00%	0.00%
MFS Growth R6	0.40%	0.60%	0.00%	0.00%
Vanguard Mid Cap Val Idx Adm	0.40%	0.07%	0.00%	0.00%
MFS Mid Cap Value R6	0.40%	0.71%	0.00%	0.00%
AMG Mgrs Fairpointe MidCap I	0.40%	0.89%	0.00%	-0.06%
Vanguard Mid Cap Index Adm	0.40%	0.05%	0.00%	0.00%
Carillon Scout Mid Cap R6	0.40%	0.93%	0.00%	0.00%
Vanguard MidCapGrwth Idx Adm	0.40%	0.07%	0.00%	0.00%
Neuberger Berman Md Cp Gr R6	0.40%	0.61%	0.00%	0.00%
Vanguard Sm Cap Val Idx Adm	0.40%	0.07%	0.00%	0.00%
DFA US Targeted Value I	0.40%	0.37%	0.00%	0.00%
Vanguard Small Cap Index Adm	0.40%	0.05%	0.00%	0.00%

## Fund Fees And Credits<sup>1</sup>

Fund Name	The Standard's Asset-Based Fee <sup>2</sup>	Mutual Fund Fees and Expenses <sup>3</sup>	12b-1 Offsets <sup>4,5</sup>	Sub-TA Offsets <sup>6</sup>
DFA US Small Cap I	0.40%	0.37%	0.00%	0.00%
Vanguard Sm Cap Grth Idx Adm	0.40%	0.07%	0.00%	0.00%
T.Rowe Price New Horizons I	0.40%	0.65%	0.00%	0.00%
Vanguard Dev Mkts Index Adm	0.40%	0.07%	0.00%	0.00%
Hartford Intl Opportun R6	0.40%	0.73%	0.00%	0.00%
American Funds EuroPacifc R6	0.40%	0.49%	0.00%	0.00%
Oppenheimer Intl Growth I	0.40%	0.69%	0.00%	0.00%
PNC International Equity R6	0.40%	0.91%	0.00%	0.00%

- <sup>1</sup> The Standard receives revenue sharing amounts from some funds for administrative and recordkeeping services. The Standard does not retain such amounts but passes them along to the plan to offset fees identified in the Retirement Plan Services Agreement. This information was reported by a third party. In providing this information, The Standard makes no representation as to the completeness and accuracy of the current disclosure materials of the issuer of designated investment options or information replicated from such materials.
- <sup>2</sup> The Standard's Asset-Based Fee reflects the rates based on the average daily balance for the previous quarter. If Plan assets have increased or decreased since the date and time this Plan Profile was last run, the actual rate may differ from what appears in the column.
- <sup>3</sup> Mutual Fund companies charge certain fees and expenses for each Fund. This column reflects the current fees and expenses charged for the Fund.
- <sup>4</sup> Revenue sharing, a form of indirect compensation, consists of 12b-1, Sub-TA and other revenue such as Finder's fees. The Standard passes this revenue on directly to the plan as an offset of certain fees dollar-for-dollar. The **finder's fees** compensate the intermediary for generating large purchases. Finder's fees are front-end fees paid in specific circumstances and do not always apply. Details on finder's fees are contained in the fund prospectus. Finder's fees are typically paid weekly or biweekly.
- <sup>5</sup> **12b-1** fees compensate intermediaries for distribution and investor servicing provided before and after the purchase of fund shares. For some share classes, 12b-1 fees are a substitute for the investor paying a front-end sales charge. SEC regulations require intermediaries to be registered broker/dealers to receive 12b-1 payments. Details on 12b-1 fees are contained in the fund prospectus. 12b-1 fees are typically paid monthly or quarterly.
- <sup>6</sup> **Sub-TA** fees compensate intermediaries for performing shareholder record maintenance activities for plans on behalf of the fund. These activities include providing participant-level accounting of transactions and fund positions. Sub-TA fees are paid under negotiated agreements between the fund company and intermediary. Sub-TA fees are typically paid monthly or quarterly.



## **Voya's Online Tutorial for New Employees**

### **Following is information from Voya Financial**

Voya Financial focuses on helping public school employees access their accounts and maximize their retirement benefits offered by the state. New employees should view the New Employee Orientation tutorial as soon as possible. This tutorial takes about twenty minutes and is valuable to any employee new to public school employment.

The tutorial describes the State of Michigan 401(k) and 457 Plans in general, and the Pension Plus 2 and Defined Contribution retirement plan options in detail. It also discusses the importance of understanding available options and making a decision by the deadline. Following is the link to the tutorial: <https://www.brainshark.com/Voya/MPSERSNEO>

ORS strongly encourages a conversation with Voya to discuss education opportunities for your new employees. You can schedule virtual sessions with a live presenter at your individual school, district, ISD, RESA, or community college. Call Voya at 517-284-4422 to discuss options and schedule sessions.

#### ***Rebecca Muessing***

Finance Manager  
Washtenaw Intermediate School District  
1819 Wagner Rd.  
Ann Arbor, MI 48106  
734-994-8100 x 1435 (office phone)  
734-996-3066 (fax)



The Washtenaw Intermediate School District welcomes you to Let's Talk!

Welcome to Let's Talk!, the way to connect with the Washtenaw ISD staff. It is an efficient way to ask questions, express concerns, share observations and even pay us a compliment! We value face-to-face dialogues, so Let's Talk! is not intended to replace those rich encounters, but will expand your communication options.

Let's Talk! should NOT be used for emergency situations. If you have an emergency, please contact the Washtenaw Intermediate School District office at 734-994-8100.

If you would like a response, please leave your name and a phone number or email and we will do our best to get back to you within three (3) business days.

If you wish to keep your identity "hidden," but would also like a response, please choose to "hide" your contact information. PLEASE NOTE: If you choose to remain "anonymous" and do not provide any contact information, we will NOT be able to respond to your inquiry. If you would like a response to your inquiry, but choose to hide your identity, please choose "hide your contact information from the district." We look forward to hearing from you through this positive resource for our district. Washtenaw ISD, Let's Talk!

## WISD Central Office

[Superintendent](#)[Board of Education](#)[Share a Shout Out](#)[Coronavirus \(COVID-19\)](#)[Safe Schools Washtenaw](#)[Equity, Inclusion, and Social Justice \(EISJ\)](#)[High Point Reconstruction](#)[County-Wide School Conversation](#)[Adult Education](#)[Business Office](#)[Communications & Public Relations](#)[Community & School Partnerships](#)[Early Childhood](#)[Event Services](#)[Facilities](#)[Human Resources](#)[Technology](#)[Career and Technical Education](#)[Special Education](#)

## Achievement Initiatives

[Region 2 MiSTEM](#)[Instructional Services](#)[Data - Student and District](#)[School Improvement Services](#)

## Business

Fringe Benefits

New World

Grants

Pupil Accounting

## Community Partnerships

Cradle-to-Career

Education Project for Homeless Youth

Trauma-Informed Care

## Early Childhood

Preschool Enrollment

Project Find

Early On/Early Intervention

## Facilities & Event Services

Professional Development

Transportation Training Agency

## Human Resources

Employment/Career Opportunities

Fingerprinting

## Special Education

Red Oak

Young Adult Program/Project

Progress Park

High Point School

## Technology

Website ADA Compliance

## Washtenaw Educational Options Consortium (WEOC)

Early College Alliance (ECA)

Washtenaw International High School  
(WIHL)

Washtenaw Alliance for Virtual Education  
(WAVE)

# Email Tips

Take note of the following are important email tips:

## 1. Don't use email to discuss confidential information

- Email messages are easy to copy, print and forward. If you don't want anything getting out, don't email it. Plus, remember that we are subject to Freedom of Information Act (FOIA) requests and emails are covered under these requests.

## 2. Add a signature to your email messages

- Always make it clear who an email is coming from and include a signature with contact details such as your name, email address, office phone number, and work address so that people can reach you easily. This is particularly important with the recent phishing scams. You can also add links to the WISD's Facebook ([www.facebook.com/WashISD](http://www.facebook.com/WashISD)) and Twitter pages (@WashISD).

## 3. Email Composition

- **Know your audience:** If you're emailing a co-worker who is also a friend, then you can be more casual than if you're emailing an official you've never met. It's important that you aren't too casual though because your friend could potentially forward your email to someone and your communication may appear unprofessional.
- **Make sure your message is simple and clear:** Instead of trying to write longer emails so they appear more important, narrow them down and get rid of jargon. Focus on what the person receiving the email is looking for and avoid everything else. This is especially important because emails are often read on mobile phones and it takes longer to scroll down.
- **Double check your message:** Send once, look twice, and avoid embarrassing emails that have the wrong text go to the wrong recipient (or recipients).
- **Be mindful of spelling, punctuation and grammar:** If you are misspelling words in your emails, it can affect the credibility of your occupation and the WISD.
- **Be careful with abbreviations and emojis:** Save abbreviations like LOL (laugh out loud) or IDK (I don't know) for text messages among friends. Some may not understand your abbreviations. And while emojis are fun, they just aren't always professional and you don't know how the recipient will take them. Just like abbreviations, readers may not know what they mean or may be misunderstood.
- **Don't type in All CAPITALS:** Writing in all capital letters can convey that you are shouting in your message. Consider other ways to get your message across while conveying its importance. Using all capitals can be annoying and trigger an unintended response.

- **Write attention-grabbing subject lines:** Your co-workers receive a lot of email so make sure your email stands out and they read it. People browse subject lines, so concentrate on making your subject line interesting and appealing to recipients.

#### **4. Respond to emails in a timely manner**

- After you receive an email, don't tuck it away. The faster you respond, the better. The receiver will appreciate the fast response.

#### **5. Use an “out of office” reply when necessary**

- When you're on vacation or in training, always ensure you have an out of office message so that people know where you are and who to contact in your absence. This not only looks professional but can help you defer some requests to others who can support you and solve problems on your behalf.

#### **6. Beware of the “reply all” button**

- Try not to hit “reply all” after receiving an email unless you're positive that the entire team needs to have that information. You don't want to waste anyone's time or fill up their inbox with unnecessary emails.

#### **7. BCC Recipients**

- When sending an email to numerous recipients, some people place all the email addresses in the To: field. If the recipient list is large, that means that all your readers will have to scroll through the list of those on the email to read the message. In the case of viewing email on a smartphone, this can be extra irritating. You also have to consider that others may not want their email address published for everyone to see. You can avoid both these issues by using the BCC (or Blind Carbon Copy) field or using a mail merge that sends a unique message to each person on your list.





## Media Communication Protocol

### Media Information

The Washtenaw ISD recognizes the responsibility of the news media to provide accurate and timely information to the community concerning issues and events that occur in our district. While we are committed to cooperating with the news media request for access to our schools, programs, and students, we are also obligated to protect the privacy of students and employees.

To help facilitate media requests, all media inquiries shall be directed through the Superintendent's Office, ext. 1300, or the Department of Communications, ext. 1321. The Superintendent and/or the Communications and Public Relations Specialist shall act as the official liaison contact for media; this includes request for interviews with administrators, teachers, support staff, and students.

### Media Access to Schools

In order to protect the privacy of the students and staff, media representatives (journalists, photographers, videographers) are **not** permitted on school grounds to interview, photograph or videotape without prior approval from the CPR Specialist. To coordinate media coverage, members of the media are asked to contact the CPR Specialist in advance of any school visit.

The CPR Specialist, in cooperation with the appropriate ISD program administrator, may grant media access and arrange interviews with staff and/or students. Interviews shall not be conducted during school hours or on school property without the approval or the presence of a school/district administrator (or designee).

Photographs, videotapes or interviews of students, conducted by the media, shall be in compliance with policy 8330, <http://www.neola.com/washtenawisd-mi/>.

### Media Request for Information

The Washtenaw ISD, and its representatives, shall protect the privacy of students and staff by following these procedures:

- Information that may reveal a student's identity shall not be released unless it is in compliance with policy 8330 <http://www.neola.com/washtenawisd-mi/>
- The privacy of all employees shall be respected; personal or personnel-related information will not be released unless required to do so by law
- Staff shall refrain from commenting on pending legal cases or police investigations unless approval is given by the Superintendent



Facebook & Twitter: @WashISD

## Social Media Posting Guidelines

All WISD staff are welcome to and encouraged to use social media. If you choose to affiliate yourself as a WISD employee on your social media (i.e. posting that you work for the WISD), it is expected that you will adhere to the following guidelines for profile page content and conduct:

### **Personal Responsibility**

- Your social media is considered an extension of your position and the district. Remember that your actions reflect the district.
- Washtenaw ISD employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy and the privacy of others, including students and families.
- Your online behavior should reflect the same standards of professionalism and respect that you use in person.
- Remember that social media is an extension of your classroom/work environment. What is inappropriate in your classroom/office should be deemed inappropriate online.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a Washtenaw ISD employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at Washtenaw ISD.

### **Copyright and Fair Use**

- Follow copyright and fair use guidelines. See [U.S. Copyright Office - Fair Use](#).
- A hyperlink to outside sources is advisable. Do not plagiarize and give credit to sources cited. When using a hyperlink, be sure that the content is appropriate and adheres to the standards of Washtenaw ISD.

### **Profiles and Identity**

- If you identify yourself as a WISD employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. How you represent yourself online should be comparable to how you represent yourself in person.
- When displaying student information/photos, be sure the school has signed parent release forms on file and are in compliance with policy 8330 (<http://www.neola.com/washtenawisd-mi/>)



Facebook & Twitter: @WashISD

- As dictated by the Family Educational Rights and Privacy Act (FERPA), student information, education records and test scores (with specific student identification) should never be posted online.
- When uploading digital pictures that represent yourself or your school make sure you select school appropriate images. Also remember not to utilize protected images. Images should be available under Creative Commons (<http://creativecommons.org/about>) or are photos you or a district designee has taken.

### **Expectations**

- Content posters must be fact checked, and you should check spelling and grammar for all information prior to posting.
- Post current, relevant and accurate information.
- Use language that the average person will understand. Avoid using acronyms unless you initially provide the full description.

### **Restrictions**

- Advertising materials or other materials relating to business or commercial activities must first gain permission of the Superintendent, or his designee, before posting
- Staff should adhere to WISD policy 7540.03 (<http://www.neola.com/washtenawisd-mi/>) when posting on the site.
- The district reserves the right to disable or suspend any social media accounts in order to advance the interest of the organization.



Washtenaw I S D  
A REGIONAL EDUCATIONAL SERVICE AGENCY

# WELCOME! TECHNOLOGY DEPT

2025 TECHNOLOGY ORIENTATION

# WISD TECHNOLOGY STAFF



## Supervisory Team

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**CIO**

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## Department Support Team

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**Gretchen Derr Mullins**  
**Web Developer**

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# WISD TECHNOLOGY STAFF

## Desktop Support Team

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<p><b>Krista Morey</b> <b>Technical Assistant</b> 734-994-8100 ext 1285 <a href="mailto:kmorey@washtenawisd.org">kmorey@washtenawisd.org</a></p>	<p><b>Blerim Rusay</b> <b>Tech Asst - Contractor</b> 734-994-8100 ext 1215 <a href="mailto:brusay@washtenawisd.org">brusay@washtenawisd.org</a></p>

# WISD TECHNOLOGY STAFF

## INFRASTRUCTURE & SECURITY SUPPORT TEAM

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<p><b>Troy Sipple,</b> <b>Network Specialist</b> 734-994-8100 ext 1208 <a href="mailto:tsipple@washtenawisd.org">tsipple@washtenawisd.org</a></p>	<p><b>William Liskiewicz,</b> <b>Technical Specialist</b> 734-994-8100 ext 1383 <a href="mailto:wliskiewicz@washtenawisd.org">wliskiewicz@washtenawisd.org</a></p>	<p><b>Jay Kirby,</b> <b>Technical Specialist</b> 734-994-8100 ext 1289 <a href="mailto:jkirby@washtenawisd.org">jkirby@washtenawisd.org</a></p>

# WISD TECHNOLOGY STAFF



## Data Support Team – Tech West

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**Leslie Hite, Technical Specialist**  
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**Ryan Liskiewicz, Technical Specialist**  
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**Hannah Porritt, Technical Specialist**  
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# WISD TECHNOLOGY STAFF



## Event Services Team

**Cheryl Taylor, Manager**

734-994-8100 ext 1315  
[ctaylor@washtenawisd.org](mailto:ctaylor@washtenawisd.org)

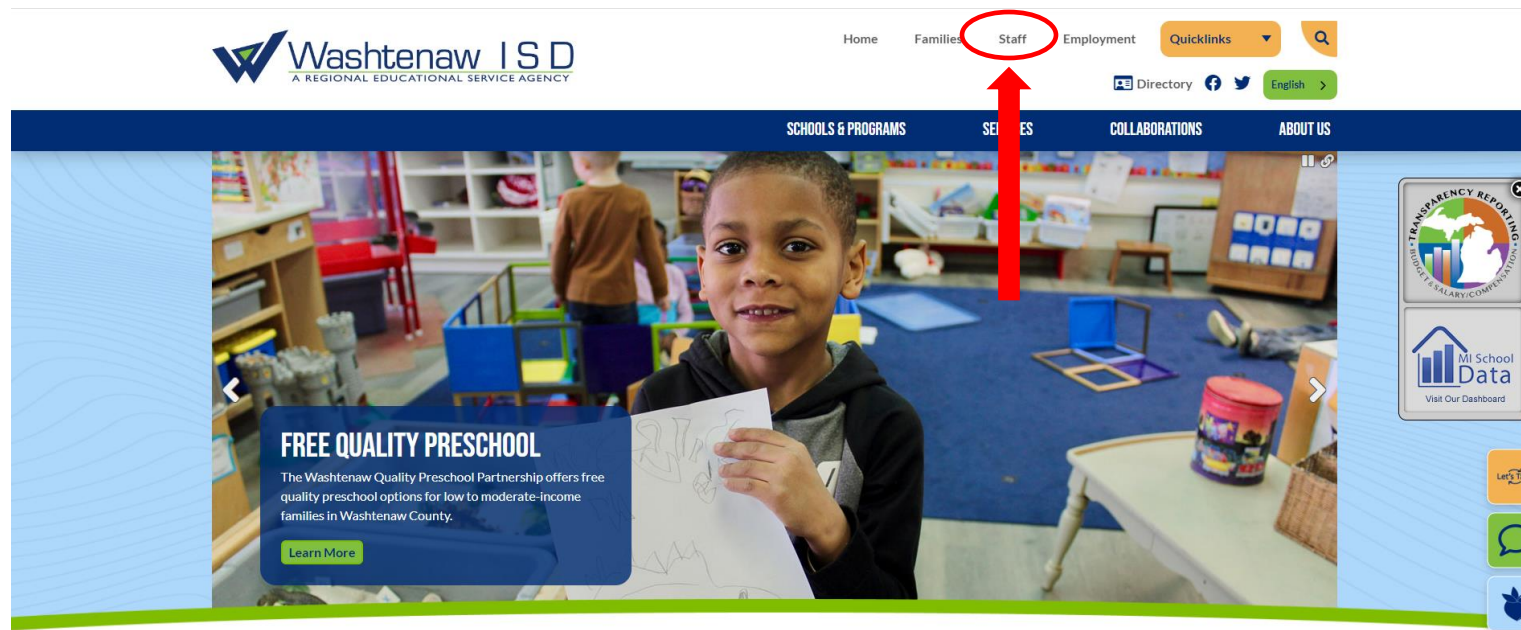
**Donita Fuller Prince , Office  
Professional / Technician**

734-994-8100 ext 1222  
[dfullerprince@washtenawisd.org](mailto:dfullerprince@washtenawisd.org)

## RESOURCES - INFORMATION & ACCESS

- WISD Website:
  - [www.washtenawisd.org](http://www.washtenawisd.org)
  - Publicly accessible information
- Technology Department Webpage
  - <https://www.washtenawisd.org/our-services/administrative-departments/technology/>
  - Help Documents and support contacts
- Service Desk:
  - <https://ithelp.washtenawisd.org/>
  - Enter a Customer Service Request for technical help

# WISD WEBSITE

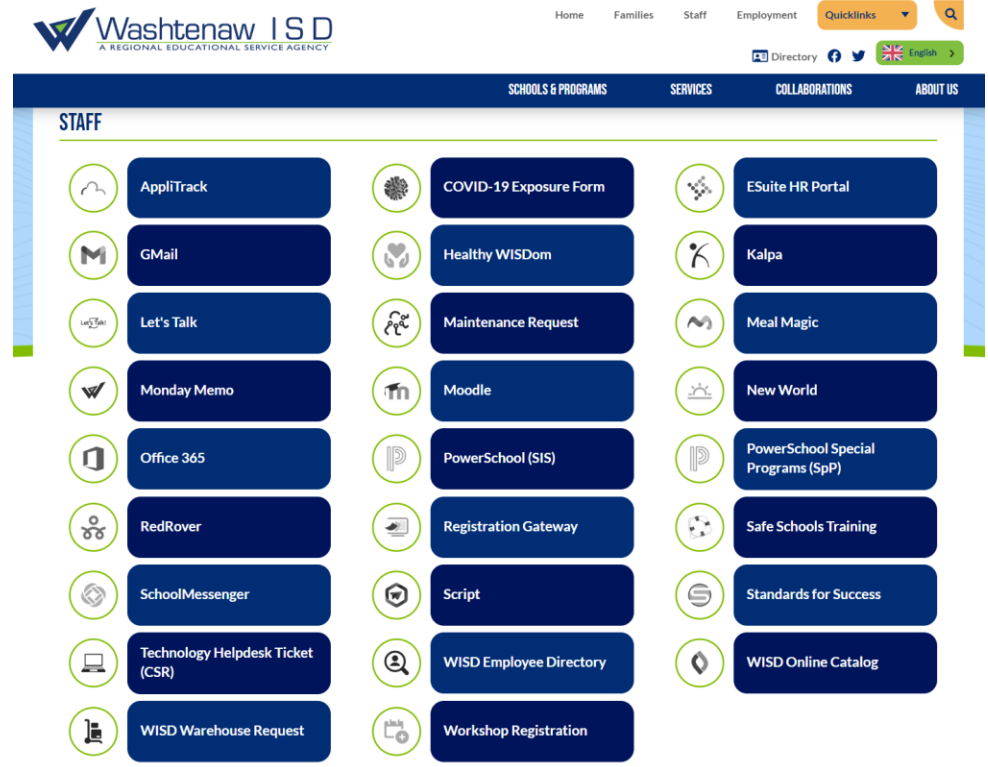


# STAFF LOGINS PAGE

Provides links to Agency-supported systems for quick access.

## Icon Navigation:

- Office 365
- Helpdesk
- Frequently used Applications



# TECHNOLOGY DEPARTMENT PAGE

Provides contact and support information.

## Navigation Icons:

- Help Desk Ticket
- Desktop Support
- FAQ /Tech How-To Videos
- Service Information

The screenshot shows the website for the Washtenaw ISD Technology Services Department. The header includes the Washtenaw ISD logo and navigation links for Home, Families, Staff, and Employment. A 'Quicklinks' dropdown menu is open, showing links to Professional Development Events, Technology, Fingerprinting, By-Laws and Board Policies, Common Calendar, and COVID-19. The main content area features the title 'THE ROLE OF THE TECHNOLOGY SERVICES DEPARTMENT' and a description of the department's mission. Below this is a 'TECHNOLOGY Help Desk' graphic and the phone number 734-994-8100 x1286. A 'QUICK HELP' section at the bottom contains ten icons and links for various services: Help Ticket, Desktop Support, Application Support, Getting Online, Cyber Security, FAQ/Quick Tips, Guidelines & Forms, Purchasing, Service Status, and Services.

Washtenaw ISD  
A REGIONAL EDUCATIONAL SERVICE AGENCY

Home Families Staff Employment

Quicklinks  
Professional Development Events  
Technology  
Fingerprinting  
By-Laws and Board Policies  
Common Calendar  
COVID-19

SCHOOLS & PROGRAMS SERVICES COLLABORATION

THE ROLE OF THE TECHNOLOGY SERVICES DEPARTMENT

is to provide innovations and comprehensive infrastructure and operations support to the students and staff of the Washtenaw Intermediate School District. Good service is always our goal!

TECHNOLOGY  
Help Desk

PHONE: 734-994-8100 x1286

QUICK HELP

HELP TICKET  
Phone: 734-994-8100 x1286

DESKTOP SUPPORT  
Find out about department support, models, & options

APPLICATION SUPPORT

GETTING ONLINE  
Get connected to the WISD Network, Internet, Wifi & Security

CYBER SECURITY  
Email Security Question, WIZER Training

FAQ/QUICK TIPS  
A collection of resources compiled by IT Service Desk

GUIDELINES & FORMS

PURCHASING  
Quote/Purchasing Requests

SERVICE STATUS  
Find out status information about technology services & systems

SERVICES  
See what teams we partner with to provide service to the county



## CONTACTING TECHNOLOGY STAFF FOR ASSISTANCE:

**For technical problems & assistance, please:**

1. Navigate to the [CSR Ticket Login Page](#)
2. Enter your WISD network username and password
3. Create a ticket describing the problem

*The tickets generated by the system send alerts to everyone in Technology, so we will see your ticket and respond.*

**OR**

**Calling the Help Desk:**

**Ext. 1286 (734-994-8100 x 1286)**

The phones are staffed M-F; 7:30 a.m. to 4:00 p.m.

*Voicemail is monitored **24/7** for emergency outages.*

*All other voicemails will be addressed on the following business day.*



## ACCEPTABLE USER AGREEMENT (AUP):

This agreement is signed by all WISD employees a part of the new hire paperwork.

### **WISD-Issued Equipment/Technology:**

- Only be used for WISD business
- Tech Dept. must approve all software installs
- Work files stored on OneDrive
- No personal accounts
- Must be made available to Tech Dept.
- Any changes must be made by Tech Dept.

### **No expectation of privacy:**

- Email and Web Activity is monitored
- All computer contents are subject to FOIA, CIPA, and other regulations





## MOBILE TECHNOLOGY USER AGREEMENT (MTUA):

This agreement is signed by any user receiving a WISD owned mobile device.

### **WISD Mobile Devices Include:**

- Laptops
- iPads & Apple Pencils
- Chromebooks
- Tablets
- Agency-Issued Cell Phones & Hot Spots
- Portable Printers
- Portable Scanners
- Portable Monitors

### **All rules from the AUP apply – in addition:**

- The device will remain in an encrypted state
- Lost or stolen equipment must be reported immediately – police report must be filed.





## CONNECTING TO WISD NETWORKS:

### **WISD-Internal**

- Designed for WISD-owned devices only
- Locations: TLC, HP, Beatty, Red Oak, CIY, YA Out Centers, Milan LBP, Dexter LBP
- Authenticate with WISD AD credentials

### **WISD-Guest**

- Available in most locations, NOT WIHI/WIMA classroom
- BYOD
- Guests / BYOD use Guest Password



## OPEN ACCESS COMPUTERS & DEVICE ALLOCATION:

These are computers available for use by all WISD employees.

Using an open computer will require the user to navigate to the [washtenawisd.org](http://washtenawisd.org) website and use Office 365 web-based programs.

### Building

### Open Access Computers

Teaching & Learning Center (TLC bldg)	- Event Services laptops
High Point	- Classroom computers - Event Services laptops
Out Centers	- Classroom student computers (WISD login)
Local-Based Programs	- Classroom student computers (Local Computer login)

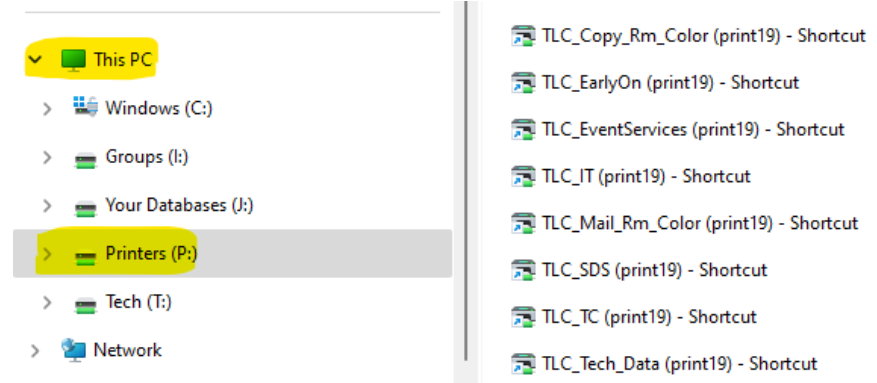
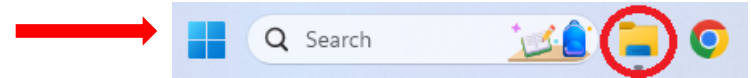


## HOW TO: ADD A PRINTER

Printers are located throughout the TLC Bldg. and at all WISD outcenters.

### Installing WISD Printers On Your Computer:

1. Click on the yellow folder icon in the desktop taskbar.
2. This will bring up the File Explorer menu.
3. Expand the “This PC” menu item and click on the “Printers (P:) drive.
4. A list of all available printers will be displayed.
5. Double-click on the printer for your site to automatically install it.





## PRINTER/COPIER MAINTENANCE & TONER REPLACEMENT:

Toner replacement and printer maintenance is provided by Applied Imaging.

### Toner Replacement for Printer & Copiers:

Location	Toner Recipient
TLC Bldg./High Point	Tech Department
Progress Park	Office Professional
Red Oak	Office Professional
Miller Road/YAP	Office Professional
Court Involved Youth	Student Worker
Out-Centers	Site Teacher

### Maintenance for Printer & Copiers:

- Any WISD employee can submit a request for service or extra toner
- You will need the Applied Innovations ID from the printer, ex. ID # 77654
- Call customer support at 1-877-509-0770
- Call the Tech Dept at ext 1286 or [submit a CSR](#)



## HOW TO: SET UP & ACCESS VOICEMAIL

If you are issued a telephone extension and voice mail, the information will be provided by your supervisor. \*

### Setting Up Voicemail on a WISD Phone:

1. Press the messages button and enter the default password (123456)
2. Enter a PIN when prompted.
3. Record your name.
4. Record a greeting for callers accessing your voicemail box. If you have problems, press messages again and enter your password (or default password), then press 4, then press 1 to change your greeting, or press 3 to change your password or recorded name.

\*High Point classroom phones are shared. You will not have voicemail.



## AGENCY SECURITY: DATA SECURITY & RETENTION

### **OneDrive:**

- Store all your files on OneDrive
- Files automatically synced and backed up
- Hosted on the cloud
- Remote file access

### **Student Data:**

- Never send student information that can identify them in an unencrypted email
- FERPA violation
- Possibility of stolen or misused student information!

## EMAIL ENCRYPTION: WHAT IS IT & WHY IS IT NEEDED?

**Encryption involves disguising the content of email messages in order to protect potentially sensitive information from being read by anyone other than the intended recipient(s).**

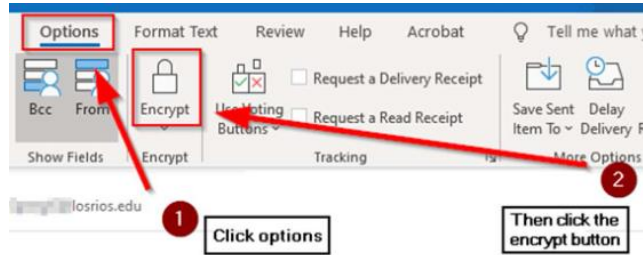
**Encrypt your email if it contains any of the following:**

- **Student Data** – Full names, student numbers, student PII, addresses, parent/guardian information, grades, disciplinary actions, or other records.
- **Financial Information** – i.e., banking information, routing numbers, direct deposit slips, etc.
- **Personally Identifiable Information (PII)** – Full names, addresses, banking information, criminal records, social security numbers, phone numbers, or other contact information.
- **FERPA**
- **HIPAA**

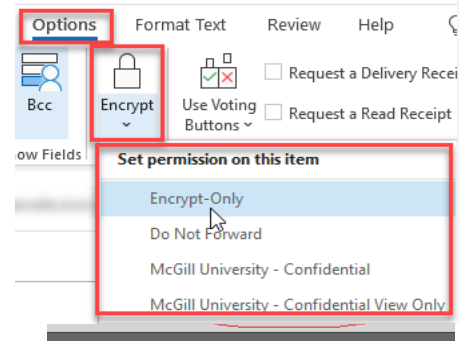
# HOW TO ENCRYPT EMAILS:

In Outlook:

- ✗ Step 1. Open a new email window
- ✗ Step 2. Click on the Options button
- ✗ Step 3. Click on the Encrypt button



- ✗ Step 4. Click on "Encrypt-Only"



- ✗ Step 5. Confirm Encryption Notice at the top of your email:

**Encrypt-Only - This message is encrypted. Recipients can't remove encryption. Permission granted by: kmorey@washtenawisd.org**

Send

To: Krista Morey

Cc:

Subject: test



## LOGIN TO:WISD AD & O365

You will be given your username and a temporary password. Please reset your password.

1. On your computer, press **CTRL,ALT,DELETE** keys
2. Your Windows background will change, and you will be presented with a few options. Please click on **Change a Password**
3. Type in your temporary or old password
4. Type in your new password
5. Re-type your new password for confirmation
6. **Click on the white arrow in the blue circle**

You will get a notification that your password has been changed.

Once you receive this, click **OK** and your normal desktop screen should appear again.

# 2-FACTOR AUTHENTICATION FOR WISD OFFICE 365

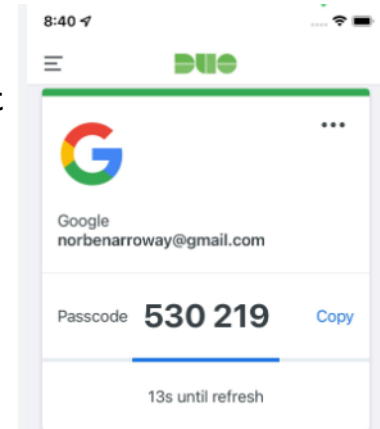
- 2-Factor Authentication (2FA) is a security method requiring a second means of verifying your identity.
- When you login to Office 365 with your WISD username and a password:
  - You will verify your identity with a second means such as your mobile device getting a Duo push notification or an SMS code.
- If you receive a 2FA SMS code or a Duo/Google Push and it is NOT you, DENY the push and contact [ITsecurity@washtenawisd.org](mailto:ITsecurity@washtenawisd.org).
- It is likely someone has stolen your credentials, and Tech will need to reset them. Thankfully, 2FA prevents your account from being compromised.



## 2-FACTOR AUTHENTICATION FOR WISD GOOGLE

When you log into your WISD Google account, you will receive a code through the Duo app instead of a push. You can use Duo or Google Authenticator for one-time generating codes or receive SMS codes.

- If you are logged in as your @washisd.net on your mobile device, it will default to a "Google App" push and tell you which Google App to check on your mobile device to confirm it is you.





## AGENCY SECURITY: BITLOCKER

### Hard Drive Encryption

- BitLocker software encrypts your hard drive
- Provides security in event of lost or stolen equipment
- Prevents outside access of information on laptops
- Why? Keep student & agency information secure

### 6-Digit PIN

- Staff assigned laptops must create a 6-digit pin that is entered at computer startup
- 25 wrong attempts, then you will be locked out of your device
- Call the Technology Dept. to reset your pin!



## AGENCY SECURITY: PHISHING & SPAM

**The Technology Dept. will NEVER send you a link to change your password.**

- Common phishing emails will tell you that your account is going to close if you don't change your password. This is never the case.

**Think before you click!**

- Opening unknown attachments or clicking unknown links is very dangerous.
- Your computer can become infected and your account credentials stolen.
- If you question the legitimacy of an email, send it to the Technology Dept. at [ITSecurity@washtenawisd.org](mailto:ITSecurity@washtenawisd.org) or call/ask the sender in person if they sent it.

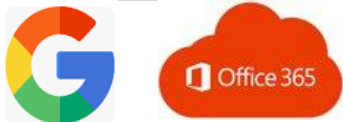





# EDUVISION VIDEO CAPTURE/STREAMING



MI Streamnet is a video streaming tool set up for educational purposes through the collaboration of Eduvision and REMC.

- MI Stream videos can be accessed at <http://mistreamnet.eduvision.tv/Default.aspx>.
- If you are interested in receiving training please reach out to [Gretchen Derr Mullins](#) through email or by submitting a [ticket in Service Desk](#).

# LOGINS

Icon	System Use	Department
	District email, calendaring and file storage system	Technology
	WISD employee website for your personnel & benefits information	Business Services
	Training site for WISD employees to complete yearly required training	Human Resources
	District-wide employee alerting and notification system	Communications
	Employee absence reporting system	Human Resources
	Ticket system for reporting maintenance/custodial issues	Facilities & Operations

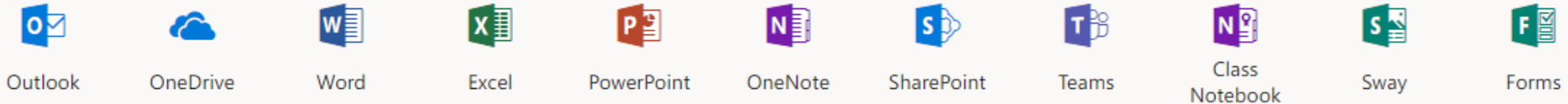


## LOGIN TO: OFFICE 365

Navigate to WISD website's [Staff Information Page](#) and click on the Office 365 button or follow this link: <https://www.washtenawisd.org/staff/>

**Use your WISD credentials to login to a School Account.**

Once logged in, you will have access to many features of Microsoft Office 365, including:




For more information on Office 365 including training, resources, and instructions, please visit our [Office 365](#) page on the WISD website.



# ACCESSING WISD EMAIL ACCOUNTS

- Things to know:
  - Both accounts have the same login ID (first initial+ last name, ex. jsmith)
    - Your WISD Office 365 account ends with [@washtenawisd.org](mailto:jsmith@washtenawisd.org) (ex. jsmith@washtenawisd.org)
    - Your WISD Gmail account ends with [@washisd.net](mailto:jsmith@washisd.net) (ex. jsmith@washisd.net)
  - Access Google Apps for Education through your WISD Gmail account

## FORWARDING WISD GMAIL TO OFFICE 365

1. Log on to <https://mail.google.com/> using your WISD Agency Gmail @washisd.net account
2. At the top right, click the  then **See all settings**
3. Click the **Forwarding and POP/IMAP** tab
4. In the **Forwarding** section, click **Add a forwarding address**
5. Enter your **WISD O365 email address** (@washtenawisd.org)
6. Click **Next → Proceed → Ok**
7. A verification message will be sent to your **O365 @washtenawisd.org** email address – **click the verification link in that email**
8. In your **Gmail account**, go back to the **Settings** page and **refresh your browser**
9. Click the **Forwarding and POP/IMAP** tab
10. In the **Forwarding** section, select **Forward a copy of incoming mail to**
11. Choose what you want to have happen with the **Gmail** copy of your emails
12. At the bottom of the page, click **Save Changes**

## LOGIN TO: WISD EMPLOYEE WEBSITE (ESUITE HR PORTAL)

1. Point your browser to:  
<https://nwewashisd.wash.k12.mi.us/Websites.HR.Portal/Default.aspx>
2. Provide your Username and Password in the appropriate boxes
3. Click **LOGIN**
  - If you are a *new employee*, click the Activate Your Account link and follow the instructions.
  - If you've *forgotten your password*, click the Reset Password link and follow the instructions.
  - If you have *forgotten your username*, click the Reset Password link and follow the instructions. The next screen will show you your username. Then, close that browser window, navigate back to the eSuite HR Portal, and log in using your username.

# LOGIN TO: SAFE SCHOOLS

1. Go to the [Staff Login](#) page and click on the [Safe Schools](#) link.
2. Enter your WISD username
3. Click **Log In**
4. Confirm the information is correct and click **Log Me In**.
5. Click the Course name to begin the training.

The screenshot displays the 'My Assignments' section of a training portal. At the top, a blue header bar contains the title 'My Assignments' and a subtitle: 'Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.' Below the header, on the left, is a 'Mandatory Training' box with a large green checkmark icon. To the right of this box are four course cards, each with a green checkmark in the top-left corner and a 'Completed' status label in the top-right corner. The courses are: 1. 'Child Abuse: Mandatory Reporting' (Full Course (Michigan), 31m), 2. 'Bloodborne Pathogen Exposure Prevention' (Full Course, 22m), 3. 'FERPA: Confidentiality of Records' (Full Course, 14m), and 4. 'Diversity Awareness: Staff-to-Staff' (Full Course, 23m). Each card also features a graduation cap icon in the bottom-right corner.



## LOGIN TO: SCHOOLMESSENGER

### Setting Up Your Account For The First Time:

1. Point your browser to: <https://asp.schoolmessenger.com/washtenaw/subscriber/>
2. Click the Sign Up Now link
3. Sign Up page: confirm the encrypted image, your name, a valid email address and a password.
4. Review and accept the Terms of Service.
5. Click Create Account
6. Check your email for an Account Activation email from [support@schoolmessenger.com](mailto:support@schoolmessenger.com) with the subject Account Activation
  - Contains a link to activate your account
  - Activation codes are valid for 24 hours.

**\*\*You will need to login to this account annually to keep this account active\*\***



## LOGIN TO: SCHOOLMESSENGER

### Setting Notification Preferences:

1. Log in and select the Contact Info tab.
2. Click the Add More button and select the type of contact you want/need.
3. Follow the instructions to add additional contact information, such as additional email and phone numbers, to your account.
4. When you have finished making selections, look under the Interests section.
5. Under Emergency Notifications, make sure both General and Survey are selected.
6. Under Organization, select the sites that define your location. You must select at least one site.
7. Click Save, and then Logout, in the upper right-hand corner.



## LOGIN TO: ABSENCE MANAGEMENT

### Steps to Login to Absence Management:

1. Point your browser to the [Absence Management](#) website.
2. Enter your washtenawisd.org e-mail address. HR will provide this information to you.
3. You should receive a temporary password to log into Red Rover from HR. If you cannot get into the system or need a password or password reset, please contact HR.
4. Click 'Sign in'
  - You will be able to enter absences and check your absence schedule.
  - Create absences in Absence Management as soon as possible.
  - This allows as much time as possible to find a substitute, if needed.

A screenshot of the Red Rover login interface. At the top is the Red Rover logo. Below it are two input fields: one for "Email" with a person icon and one for "Password" with a lock icon. Below the password field is a link that says "Don't remember your password?". At the bottom is a large blue button with the text "LOG IN" in white.




## ABSENCE MANAGEMENT: CREATE AN ABSENCE

1. To create an absence, click on the **Create Absence** tab.
2. Select the date(s) by clicking on a single day.
3. Substitute Required: this option may already be predetermined for you.
4. Select the Absence Reason.
5. Select the appropriate Time option or customize.
6. Click 'Create.'
7. Your supervisor will review the request.
8. You will receive an email confirmation of the request and approval.

The screenshot displays the Red Rover web application interface for absence management. On the left is a dark blue sidebar with navigation links: Home, Create Absence, Timesheets, My Schedule, Bulletin Board, Classroom Info, PTO Balances, and Sub Preferences. The main content area is divided into two panels. The 'Create absence' panel on the left shows a calendar for September 2021 with a green box highlighting the 8th (Wednesday). The 'Upcoming schedule' panel on the right shows a calendar for the period Sep 5 - Oct 9, with a green box highlighting the 8th (Wednesday). Both panels include a legend at the bottom: Absence (dark blue dot), Day off (red dot), Modified schedule (yellow dot), and Teacher work day (blue dot). The 'Create absence' panel also includes a text prompt: 'Please select one or more dates above'.



 Special Programs  

## Sign In

School/District ID

User ID


Password

Sign In

To log into PowerSchool Special Programs (PSSP) follow this link:  
<https://mi.specialprograms.powerschool.com/userlogin.aspx?WorkspaceID=WISDMI>

The School/District ID is WISDMI, and your User ID and Password will be set by your office staff.

The password given to you is a temporary password and once you login, you will be prompted to change your password to a personal one.

 PowerSchool SIS  

## Teacher Sign In

Username

Password

Sign In

**Important Attendance Notice:**  
Please remember to click the submit button for daily attendance, even if all the students are present before you leave PowerTeacher.

To log into the WASH Teacher PowerSchool, follow this link:  
<https://ps.wash.k12.mi.us/teachers/pw.html>

Your Username and Password will be set by WISD Data technician.

The password given to you is a temporary password and once you login, you will be prompted to change your password to a personal one.



Maintenance Request

## HOW TO LOG IN AND USE FMX (MAINTENANCE REQUEST)

### Steps to Login to Maintenance Request:

1. Navigate to the [WISD Staff page](#) and click on the **"Maintenance Request"** link **OR** visit <https://washtenawisd.gofmx.com/login> in your internet browser
2. Click the **"Log in with SSO"** button to log in to FMX. This will register you as a staff member utilizing your @washtenawisd.org email and password.



Log in

➔ Log in with SSO

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# QUESTIONS????



WISD Operations/Facilities  
**Guide to Services – SY 2025/26**

The Washtenaw Intermediate School District's Operations and Facilities Departments strive to ensure all facilities are safe, clean, comfortable, and ready to use each school and business day.

The Operations & Facilities Departments respond as quickly as possible depending on priority and availability of resources. When entering work order requests ("Maintenance Request" on the STAFF page of the WISD website), please keep in mind that details and complete information about the need(s) will help us respond properly and efficiently on the first attempt. Because responsibilities between the site property manager and WISD vary by location based on the specific lease language for each site, please be patient and understanding on our response time and method of response.

Requests for emergency response should be directed to the TLC Receptionist. Dial: 734-994-8100, press '0' – describe the problem and the attendant will route your call for immediate assistance. Emergency response from facilities is defined as plumbing/toilet issues that need immediate attention; broken windows, exterior doors to facilities that will not lock or unlock or similar type situations.

For fire, crime-related matters, or issues of imminent danger that require intervention from a local government authority (Police/Fire Department), please dial 911 and alert your immediate supervisor of the issue at the earliest, safest time to do so.

The following guide will assist in helping WISD staff navigate our services and to allow the Operations and Facilities team to best understand and respond to needs while continually improving levels of service to our district.


Description of Request	First Contact	Back Up Contact
Access (badge reader) system problems (where applicable)	STAFF page/WISD website "CSR" or Helpdesk 1286	STAFF page/WISD website "CSR" or Helpdesk 1286
Alarm Panel Problems (where applicable)	WISD Director of Operations Tanner Rowe 734-994-8100 X1403	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
Appliance needs; repairs/replacements (refrigerator, dishwasher, microwave, etc.)	STAFF page/WISD website "Maintenance Request"	Special Education Department Supervisor
Ceiling tile stains, ceiling leaks (slow, non-urgent)	STAFF page/WISD website "Maintenance Request"	WISD Director of Operations Tanner Rowe 734-994-8100 X1403

Ceiling Leaks, roof leaks (severe)	WISD Main Reception 734-994-8100, press 0	WISD Director of Operations Tanner Rowe 734-994-8100 X1403
Copier support	MOS information on copier 800-442-9070	STAFF page/WISD website "CSR" or HelpDesk, X1286
Copy Paper	STAFF page/WISD website "Warehouse Request"	WISD Events Services Supervisor, Cheryl Taylor, <a href="mailto:ctaylor@washtenawisd.org">ctaylor@washtenawisd.org</a> 734-994-8100 X1315
Custodial, cleanliness	High Point, Progress Park, Red Oak – see Custodial Binder in the school office.  STAFF page/WISD website "Maintenance Request"	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
Electricity (Loss of Power)	Special Education Supervisor	WISD Director of Operations Tanner Rowe 734-994-8100 X1403
Equipment repair needs (vacuum, custodial, facilities related)	STAFF page/WISD website "Maintenance Request"	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
Equipment repair needs (student/curriculum, classroom based items)	Special Education Department Secretary	Special Education Department Supervisor
Food Service (School Breakfast/School Lunch Program)	WISD Food Service Director, Jennifer Mattison, <a href="mailto:mattisonj@dexterschools.org">mattisonj@dexterschools.org</a> 734-424-4100 X1501	WISD Director of Operations Tanner Rowe 734-994-8100 X1403
Furniture – repairs, request to relocate/move	STAFF page/WISD website "Maintenance Request"	Special Education Department Supervisor
Furniture – requests to buy new or replace existing	Special Education Department Supervisor	Special Education Department Secretary
Gas leak (Natural Gas)	Leave facility. Call DTE Emergency Gas Leak Reporting Line 800-947-5000	Special Education Department Supervisor
General repairs (broken door hardware, hinge adjustments, broken locks, drywall, etc.)	STAFF page/WISD website "Maintenance Request"	WISD Director of Operations Tanner Rowe 734-994-8100 X1403
Grounds Care (sidewalk/walkway approach safety issues, low hanging tree limbs, snow removal needs, flags)	STAFF page/WISD website "Maintenance Request"	If urgent, cal WISD Main Reception 734-994-8100, press 0 OR WISD Director of Operations, Tanner Rowe

Heart AED units/parts	STAFF page/WISD website "Maintenance Request"	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
Heating/Cooling/Ventilation	WISD Director of Operations Tanner Rowe 734-994-8100 X1403	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
Keys	Special Education Department Secretary: Key Request must be approved by your supervisor	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
Lighting (bulbs out, fixtures broken)	STAFF page/WISD website "Maintenance Request"	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
Mail Services	WISD Events Services Supervisor, Cheryl Taylor, <a href="mailto:ctaylor@washtenawisd.org">ctaylor@washtenawisd.org</a> 734-994-8100 X1315	WISD Events Services Technician Donita Fuller <a href="mailto:dfullerprince@washtenawisd.org">dfullerprince@washtenawisd.org</a> 734-994-8100 X 1222
Medical Waste containers/pick up requests	STAFF page/WISD website "Maintenance Request"	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
Parking lot, asphalt, cement, sidewalk	STAFF page/WISD website "Maintenance Request"	WISD Director of Operations Tanner Rowe 734-994-8100 X1403
Pest Management (insects, mice, etc.)	Pest Log Binder – onsite location	STAFF page/WISD website "Maintenance Request" OR WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
Playground Equipment related questions, problems	STAFF page/WISD website "Maintenance Request"	WISD Director of Operations Tanner Rowe 734-994-8100 X1403
Plumbing – slow leaks, slow drains, non-emergency	STAFF page/WISD website "Maintenance Request"	
Plumbing – emergency, (overflowing toilets, severe drain back-ups or severe leaks, etc)	WISD Main Reception 734-994-8100, press 0	WISD Director of Operations Tanner Rowe 734-994-8100 X1403
Radios (walkie-talkies), where applicable	STAFF page/WISD website "Maintenance Request"	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404

Renovations, Requests to improve facility	Special Education Department Supervisor	WISD Director of Operations, Tanner Rowe 734-994-8100 X1403
Restroom dispensers, fixtures (soap, hand towels, faucet, sink, toilet seat, toilet)	STAFF page/WISD website "Maintenance Request"	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
FMX support (Maintenance Request system)	WISD Director of Operations Tanner Rowe 734-994-8100 X1403	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
FMX support (Event Management system)	WISD Events Services Supervisor, Cheryl Taylor, <a href="mailto:ctaylor@washtenawisd.org">ctaylor@washtenawisd.org</a> 734-994-8100 X1315	WISD Director of Operations Tanner Rowe 734-994-8100 X1403
Signage (nameplates, interior/exterior building signage)	WISD Events Services Supervisor, Cheryl Taylor, <a href="mailto:ctaylor@washtenawisd.org">ctaylor@washtenawisd.org</a> 734-994-8100 X1315	WISD Director of Operations Tanner Rowe 734-994-8100 X1403
Supply request (custodial supplies, copy paper, bulk salt in season)	STAFF page/WISD website; "Warehouse Request" tile	WISD Facilities Assistant, Shantell Gordon, <a href="mailto:sgordon@washtenawisd.org">sgordon@washtenawisd.org</a> 734-994-8100 X1404
Supply request (curriculum-based materials, classroom items)	Special Education Department Secretary	Special Education Department Supervisor
Technology related issues	STAFF page/WISD website "CSR"	HelpDesk, X1286

Choose the following link for maintenance requests (please note that some out centers are maintained by the building landlord):

**Washtenaw ISD**  
A REGIONAL EDUCATIONAL SERVICE AGENCY

Search

[Home](#) | [About Us](#) | [Board of Education](#) | [Departments](#) | [Services](#) | [Community](#) | [Employment](#) | [Contact Us](#)

**Staff Information Support**

[WISD Staff Logins](#)

[WISD Office 365 Portal](#)

[Equity, Inclusion, Social Justice \(WISD\)](#)

[Equity, Inclusion, Social Justice](#)

[Common Calendar](#)

[Contact Us - Let's Talk!](#)

[News & Events](#)

[Shout Out!](#)

[WISD Agency Forms](#)

[WISD Contact Directory](#)

[Business Office - Resources for Staff](#)

[Human Resources - Resources for Staff](#)

[Technology - Resources for Staff](#)

[Technology Support Options/Instructions](#)

[Wellness Committee Site](#)

### WISD Staff Logins







Please enter your email address and submit:



Washtenaw ISD  
Got a problem? Email us

### Current User? Login Here!

**Your email is on its way!**  
Check your email for instructions on how to reset your password.

Email

Password

Sign in

[Forgot Password?](#)

### \*New Enhancement\*

- Your Requester role now requires an individual password to log into MySchoolBuilding.
- This individual password is in addition to the Submittal Password used to submit requests.
- If you have previously submitted requests, you **DO NOT** need to register.
- If you do not know your individual password, click on **Forgot Password?** and enter your email address. You will receive an email to create a new password.
- If you already have an individual password, enter your Email and Password and click on Sign In.
- Questions? Please review our resource page with FAQs, guides, and video tutorials.

First time users will need to fill out the following and submit:

### Never Submitted a Request? Register Here! ^

Account Number

443092075

First Name

Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

Register

NOTE: Registration will be complete after you submit your first request.  
New users are not saved until their first request has been submitted.

Fill Out the following form (password is **wisd06**) and submit:



Washtenaw ISD  
Got a problem? Email us

Maint Request Schedule Request My Requests Settings

HELP

Legend

## Work Request

### Welcome Washtenaw ISD Maintenance Request Page...

To submit your request complete the following form. If you have any questions please call (734) 994-8100 ext 1400.

#### Step 1 Please be yourself, click here if you are not Becky Mullins

First Name

Last Name

Email

Phone

Pager

Mobile Phone

#### Step 2 Location

-- Select Location --

Area

-- Select Area --

Area/Room Number

☐ Yes, remember my area entries for my next new request entry.

#### Step 3 Select Problem Type:



**Maintenance Help Desk:** Click on the problem type below that best describes your issue.



Appliance Repair



Asphalt



Boiler



Carpet Cleaning



Ceiling Tile



Climate Control



Copier



Custodial



Desk Repair



Doors and  
Hardware



Electrical



Equipment  
Maintenance



Fire Alarm System



Fire Extinguishers



Floor Care



General  
Maintenance



Grounds



Heating/Ventilation /Air  
Conditioning



Internal Delivery



Key and Lock



Lighting



Pest Control



Playground



Plumbing



Pool



Restrooms



Roof

#### Step 4 Please describe your problem or request.

#### Step 5 Time Available for Maintenance

#### Step 6 Attachment

Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

#### Step 7 Submittal Password

wisd06

Forgot Password?

#### Step 8 Submit

NOTE: You will receive the following notifications.  
You will be notified receipt of your request.  
You will be notified if this request is completed.  
You will be notified if this request is declined.

Legend

☒ Required Information



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT****WHO TO CONTACT****2025-2026**

Accounts Payable..... Jackson/Jones  
Accreditation (P.A.. 25/335)..... Norman  
Administrative Certification..... Harmon-Higgins  
Adult & Continuing Education..... Collins  
Advocacy, IEP Monitoring..... Hester-Washington  
Advocacy, Spec Ed..... MI Alliance For Families  
Advocacy, Student..... Student Advocacy Center  
Assessment Services..... Olmstead-Brayton  
Assistive Tech & ATAC Resource..... Mayo  
Audit..... Marcel/Papazoglou  
Badges..... Waitz/Zapien  
Board of Education..... Greggs/Norman  
Budget..... Papazoglou  
Buildings and Grounds..... Gordon/Rowe T  
Business Services..... Marcel  
Certification - Teacher..... Harmon-Higgins  
Charter Schools/Academies..... Norman  
Child Development Wheels (0-5 yrs)..... Kruk  
Child Find Program/Project Find..... Kruk  
COBRA..... Antosh  
Community Relations..... Norman/Krscynski  
Compliance-Spec Ed..... Hester-Washington  
Complaint Resolution..... Hester-Washington  
Consolidation of Services..... Marcel  
Contract Administration..... Harmon-Higgins  
Contractors, outside (payment process)..... Millina  
Cooperative Purchasing (Media/Tech)..... Cook  
Court Involved Youth Program..... Blair  
CTE Dir & CEPD Administrator..... Rowe, R  
Curriculum Support (SE All Subjects)..... Haeflinger  
Custodians..... Gordon/Rowe T  
Data Management..... Colligan  
Deaf/Hard Hearing Programs..... Arons  
Degree/Step Change..... Harmon-Higgins  
Destiny Library..... library@washtenawisd.org  
Early Childhood Services..... Edward Manuszak  
Early Head Start..... Kruk  
Early Intervention..... Pogliano  
Early-On..... Pogliano  
Employee Absence..... Mullins/Waitz  
Employee Directory..... Mullins  
Employee On-boarding..... Harmon-Higgins  
Employee Reimbursements (Conferences)..... Millina  
English Second Language/ELL..... TBD  
Evaluations, Employee..... Harmon-Higgins  
Event Services..... Taylor, C/Prince D  
Facilities..... Gordon/Rowe T  
Facilities Use (High Point)..... Brown, E  
Facilities Use (TLC)..... Taylor, C  
Family Services..... Kruk  
Fingerprinting..... Taylor, L  
Fire/Tornado Drills..... Rowe, T  
FMLA..... Harmon-Higgins/Hubler  
Food Service Programs..... Rowe, T  
FOIA requests..... Krscynski  
GED Transcripts..... [https://ged.com/life\\_after\\_ged/](https://ged.com/life_after_ged/)  
Free Lunch Program..... Rowe, T  
Grants and Development..... Hierman  
Grant Funds..... Collins/Horning/Millina  
Great Start Readiness (GSRP)..... Manuszak  
Headstart..... Manuszak

High Point/K-12 Programs..... Parrelly  
Hire Processing..... Hubler  
Insurance Benefits, Employee..... Antosh  
Insurance, All Others..... Marcel/Antosh  
Internet Access Requests..... Hubler  
Instructional Support (Culturally Responsive)..... Banks  
Instructional Support (ELA/Social Studies)..... ???  
Instructional Support (Math/Science)..... Banks  
Job Postings..... Hubler  
Leaves..... Harmon-Higgins/Hubler  
Legal Issues..... Harmon-Higgins  
Literacy Support..... ???  
Mail Services..... Marcel  
M-Step..... Banks  
Media Relations..... Krscynski  
Medicaid Billing..... Isap  
Medicaid Reimbursements..... Marcel  
My Brothers Keeper..... Bufford  
Negotiations..... Marcel/Harmon-Higgins  
New World Support..... Tech Help Line  
P-Cards..... Hairston  
Parents as Teachers..... Kruk  
Payroll..... Jackson/Jones  
Personnel Files..... Hubler  
Preschool..... Manuszak  
Progress Park..... Johnson  
Project Find..... Kruk  
PSSE (Problems)..... Tech Help Line  
Pupil Accounting..... Hill/Ziesemer  
Research & Program Evaluation..... Al/Banks  
REMC..... Cook  
Reception..... Vick  
Retirement Savings Plans – 403b/457..... Marcel/Hubler  
Safe Schools..... Waitz/Mullins  
SCECH's..... Taylor, C  
School Election..... Krscynski  
School Improvement..... Olmstead-Brayton  
School of Choice..... Norman  
Special Education & Legislation..... Vannatter  
"Star Lab"..... Banks  
Student Teachers..... Hubler  
Substitutes..... Talley/Mullins/Waitz  
Success By 6 (United Way Program)..... Long  
Tax Sheltered Annuities – 403b..... Hubler/Marcel  
Teacher Certification..... Harmon-Higgins  
Technology Help Desk..... ext. 1286  
Testing, Paraprofessionals..... Hubler/Mullins/WCC  
Title Issues..... Hierman/Banks  
Transportation..... Durham School Services  
Truancy..... Heaviland  
Unemployment Comp..... Mullins  
Vacation/Sick Leave/Per Bus..... Mullins  
Visually Impaired Program..... Paschall  
Volunteers/Internships..... Mullins/Hubler  
WACY..... Long  
Washtenaw Futures Leadership..... Heaviland  
WAVE (formerly WAY)..... Uzelac  
WEOC..... Uzelac  
WIHI/WIMA..... Do  
Worker's Compensation..... Mullins  
Young Adult Programs/YAP..... Arons/Ralls

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT**  
**WHO TO CONTACT**  
**2025-2026**

Antosh, Rachel (rantosh).....	1400	Paschall, Melissa (mpaschall).....	1562
Arons, Lyn (larons) .....	1562	Pongliano, Michelle (mpogliano).....	3086
ATAC .....	1617	Ralls, Rebecca (bralls).....	1545
AI (Achievement Initiatives) see Jennifer Banks .....	1283	Rowe, Ryan (rrowe) .....	1575
Banks, Jennifer (jbanks) .....	1743	Rowe, Tanner (trowe) .....	1403
Blair, Jenna (jblair) .....	734-474-8903	Student Advocacy Center .....	(734) 428-0489
Blair, Nancy (nblair) .....	3201	Peri - 124 Pearl St, Ypsilanti, MI 48197	
Bufford, Jamall (jbufford) .....	1561	Talley, Traci (ttalley).....	1313
Collins, Elette (ecollins) .....	1210	Taylor, Cheryl (ctaylor).....	1315
Cook, Matthew (mcook).....	1292	Taylor, LaShonda (ltaylor).....	1316
Do, Nhu (nhudo@wihi.org) .....	(734) 994-8145	Tech Help Line .....	1286
Dumas, Chandra (cdumas).....	3212	Data Team .....	1287
Durham School Services .....	(734) 730-2704	Uzelac, Monique (muzelac) .....	4803 or (734) 761-7027
Garcia, Pablo (pgarcia).....	1600	Vannatter, Cherie (cvannatter).....	1543
Gordon, Shantell (sgordan) .....	1404	Vick, Maya (mvick) .....	0
Greggs, James (jgreggs) .....	3201	Waitz, Karen (kwaitz) .....	1312
Haeflinger, Bradley (bhaeflin) .....	734-994-8478	Washdyg, Dara (Dexter Schools) .....	(734) 424-4185
Harmon-Higgins, Cassandra (charmonhiggins) .....	1311	WCC (Workkeys testing site) .....	(734) 249-5920
Heaviland, Holly (Hheaviland) .....	1250	Zapien, Alex (azapien) .....	1296
Hester-Washington, Deborah (Washington).....	1456	Ziesemer, Julie (jziesemer).....	1434
Hierman, Sarah (schierman).....	1274		
Hill, Monica (mhill) .....	1411		
Horning, Vanessa (vhorning) .....	1431		
Hubler, Nicole (nhubler).....	1310		
Isap, Anisa (aisap) .....	1548		
Jackson, Ashley (ajackson) .....	1437		
Johnson, Tracye (tjohnson) .....	4701		
Jones, Jenny (jjones).....	1430		
Kruk, Alicia (akruk).....	1272		
Kryscynski, Ashley (akryscynski).....	1321		
Sherri Hairston (shairston).....	1435		
Long, Margy (mlong).....	1277		
Manuszak, Edward (emanuszak) .....	1275		
Marcel, Brian (bmarcel) .....	1402		
Mayo, Jamie (jmayo) .....	1616		
Michigan Alliance for Families .....	1514, 1515, 1553		
Millina, Jack (jmillina).....	1436		
Muessig, Rebecca (rmuessig) .....	1435		
Mullins, Becky (bmullins) .....	1314		
Norman, Naomi (nnorman) .....	1300		
Olmstead-Brayton, Amy (aolmstead) .....	1265		
Papazoglou, Sherri (spapazoglou) .....	1432		
Parrelly, Jennifer (jparrelly).....	1610		

## WELCOME NEW STAFF! HERE'S HOW WE COMMUNICATE AT WISD...

### Inside WISD:

1. **Voice Mail – employees are assigned a voice mail box extension.**  
It can be used to send and receive voice messages. You will receive *all-agency* voice mails when we need to get time-sensitive news out to everyone quickly.
2. **E-mail – [first initial last name@washtenawisd.org](mailto:first initial last name@washtenawisd.org)**  
The Technology Department creates your e-mail account, once notified by Human Resources. Remember: E-mail is considered official agency communication. It is public information and may be subject to Freedom of Information Act requests.
3. **Web Site – <http://www.washtenawisd.org>**  
The WISD's website contains a lot of information including phone directories, news releases, job postings, staff development offerings, Board Reports, Computer Service Requests (CSRs), Telephone Service Requests (TSRs) and Maintenance/Warehouse Requests.
4. **WISD Board of Education meetings – open to everyone.**  
These public meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. They begin at 5:00 p.m. in the Board Room and usually adjourn before 7 p.m.  
Contact Melissa Cischke, ext. 1300 for more details.
5. **All Staff Meetings –**  
Watch your e-mail for dates and times.
6. **Department Meetings –** Scheduled as needed by your supervisor.
7. **News about Staff – Ex: Bereavement, kudos or students.**  
Contact Ashley Kryscynski, ext. 1321 for more details.
8. **Inclement Weather –** In the event of inclement weather, we communicate via school messenger. We also post information on the website and notify local news outlets. Listen carefully to the message you receive in the school messenger. It contains directions about whether or when you should report to work.
9. **Monday Memo –** Memo from the Superintendent, Naomi Norman.
10. **Social Media –** WISD Facebook and Twitter.

### Outside WISD:

**To get assistance with or access to any of these,** Contact Ashley Kryscynski, ext. 1321 for more details:

1. *News Releases* – radio/newspapers/cable.
2. *Advertising* – radio/newspapers/cable.
3. *Program brochures* – existing ones or ones to be created.
4. *Fliers* – existing ones or ones to be created.
5. *Media relations* – what to do when a reporter calls.
6. *Home Schooling Information.*
7. *Freedom of Information Act Information.*
8. *General information or questions. (If we don't know the answer, we know who does).*
9. *Let's Talk* (on WISD Website)



## Washtenaw Intermediate School District

### Educational Equity Policy

The Washtenaw Intermediate School District (WISD) Board of Education is committed to the continuous improvement of achievement for every student in Washtenaw County and to putting students first. We will hold ourselves accountable for the ways in which we are able to address the challenges of underperformance for groups of students who have been traditionally marginalized and denied access and opportunity.

The purpose of the WISD educational equity policy is to make explicit the ways in which the organization will address the challenges of systemic educational, racial, and other inequities that negatively impact the opportunity for children within our service area. As an educational service agency, the WISD is in a unique position to leverage resources, advocate for policy changes, and take action in ways that disrupt and dismantle systems that constrain the opportunities for students of color, students in poverty, and students with disabilities. It is precisely because we stand as an intermediary between the local districts and the Michigan Department of Education as well as a bridge between our local districts and other community-based and governmental partners, that the WISD is positioned to champion efforts to ensure educational equity in Washtenaw County.

In order to realize this commitment, it is the expectation of the board of education that all decisions related to resource allocation and policy development are viewed through an educational equity lens. To that end, the board adopts the following guiding questions based on the Government Alliance on Race and Equity racial equity toolkit to be used by all those in decision-making roles within the organization. The guiding questions are as follows:

- 1) What is the policy/decision under consideration? What are the desired results and outcomes?
- 2) What is the data and what does it tell us?
- 3) How have stakeholders, partners, and communities been engaged? Are there opportunities to expand engagement?
- 4) Who will benefit or be burdened? What are strategies for advancing racial equity or mitigating unintended consequences?
- 5) What is the implementation plan?
- 6) How will you ensure accountability, communicate and evaluate results?

The definitions of critical terms below will be used to ensure clarity around board expectations and decisions.

- **Equity**—ensuring each student has the supports needed to succeed in school and achieve their potential.
- **Equality**—providing each student the same level of resources and support, regardless of need.




- **Adequacy**—providing sufficient resources to allow each student to achieve state standards
- **Racial equity**— ensuring that each student has the structural support and access to resources, to ensure that their racial identity is no longer predictive of how they fare. We seek to embody questions of racial justice and social reform to address root causes of such inequities (policies, practices, attitudes and cultural messages) not just their manifestation.
- **Intersectionality**—recognizing that each individual has many different, *inextricably linked*, identities (gender, race, ethnicity, socio-economic status, etc.) we seek to ensure systems of support that acknowledge every individual’s right to self-determination and access regardless of any particular identity.
- **Cultural proficiency**— respectful understanding and cultural knowledge that is essential to teach and interact with students and colleagues from diverse backgrounds. It emphasizes on continuing self-assessment of one’s own values, beliefs and biases grounded in cultural humility, and a vigilance towards issues of power and difference.
- **Cultural responsiveness**— recognizing individual cultural backgrounds as pedagogic strengths and leveraging these cultural references and understanding to impart knowledge and empower students intellectually, socially, emotionally, and politically.
- **Achievement gap**—recognizing the significant and persistent disparity in academic performance or educational attainment between different groups of students, especially between groups with disparate social identities (socioeconomic status, race/ethnicity, and gender), and addressing it pro-actively and positively through thoughtful holistic reform.
- **Opportunity gap**—refers to the unequal or inequitable distribution of resources and opportunities, especially if factors such as race, ethnicity, socioeconomic status, English proficiency, community wealth etc. influence access to resources and affect the educational aspirations, achievement, and attainment for certain groups of students.
- **Racial predictability**— refers to patterns of student academic achievement that can be traced to their race, ethnicity and other intersectional identities.
- **Disproportionality**-- refers to a group’s representation in a particular category that exceeds statistical expectations for that group, especially when it might signal a structural inequity or bias. It might manifest itself in an over-representation of a sub-category (race or class) among students who are high-performers or can be indicative of exclusionary discipline affecting one sub-category of students more than the others.
- **Systemic/Structural inequities**—refers to a condition where one category of people is given an unequal status in relation to other categories of people within a society and suffer from institutionalized discrimination or injustice. Structural inequities produce unequal results for that category of people even in the absence of biased individuals.
- **Systems**— In this context, one can define societal systems as a complex arrangement of elements, including individuals and their beliefs, as they relate to a whole society. An individual school, therefore, is a system of students, teachers, administrative staff, resources, parents etc., that forms a part of the larger district-level school system that is influenced by the various actors and forces in play at the regional level.

## Human Resources & Legal Department

### HOW CAN WE HELP YOU?

	<p><b>Cassandra Harmon-Higgins, Esq.</b> Executive Director Human Resources &amp; Legal Services charmonhiggins@washtenawisd.org 734-994-8100 x1311</p>	<ul style="list-style-type: none"> <li>• Americans with Disability Act (ADA) Coordinator</li> <li>• Collective Bargaining Agreement (CBA) Administration</li> <li>• Compliance &amp; Audits</li> <li>• Contract Negotiations</li> <li>• Contract Review</li> <li>• Eligibility Applications (Education Credits, Lifelong Learning, Degree Lane Changes)</li> <li>• Employee Complaints</li> <li>• Employee Relations</li> <li>• FMLA (Legal Inquiries)</li> <li>• Interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Investigations</li> <li>• Legal Issues / Litigation</li> <li>• PA 189 Releases</li> <li>• PERA Requests</li> <li>• Policy Committee</li> <li>• Sick Leave Donation Administration</li> <li>• SafeSchools Administrator</li> <li>• Staffing/Recruitment</li> <li>• Title IX Coordinator</li> <li>• WISD Local Agency Security Officer (LASO) for Criminal History Record Information (CHRI)</li> <li>• Work Permits for Minors</li> </ul>
	<p><b>Becky Mullins</b> Human Resources Supervisor bmullins@washtenawisd.org 734-994-8100 x1314</p>	<ul style="list-style-type: none"> <li>• Absence Management (Red Rover) Administrator</li> <li>• Certifications (Administrator and Professional Staff)</li> <li>• Coordinator – New Hire Orientation</li> <li>• Employee Directory Updates</li> <li>• Evaluations</li> <li>• Exiting Employee Interviews &amp; Property Collection</li> <li>• Flex Timesheet submissions</li> <li>• General Inquiries</li> <li>• Injury Reporting</li> <li>• Interviews</li> <li>• Kalpa Administrator</li> <li>• 'Let's Talk' Inquiries</li> <li>• 'New World' Inquiries</li> <li>• Payroll – Compensation Adjustments</li> </ul>	<ul style="list-style-type: none"> <li>• Permits (Substitutes)</li> <li>• Policy Committee Chair</li> <li>• Poster Updates (Dept of Labor)</li> <li>• Registry of Educational Personnel (REP) Reporting</li> <li>• SafeSchools Administrator</li> <li>• Seniority Lists Updates</li> <li>• Sick Leave Donation Administration</li> <li>• Student Intern Placement</li> <li>• Student Teacher Placement</li> <li>• Tenure Inquiries</li> <li>• Unemployment</li> <li>• Volunteers</li> <li>• Website Editor (HR &amp; Legal Dept updates)</li> <li>• WEOC Liaison</li> <li>• Workers' Compensation</li> </ul>

	<p><b>Nicole Hubler</b> Human Resources Specialist nhubler@washtenawisd.org 734-994-8100 x1310</p>	<ul style="list-style-type: none"> <li>• Badge Requests (New Hires)</li> <li>• Coordinator – Extended School Year (ESY) &amp; Summer School</li> <li>• Employment Verifications (WISD Personnel)</li> <li>• General Inquiries</li> <li>• Hiring Coordination</li> <li>• Internet Access Requests</li> <li>• Interview Coordinator/Planning</li> <li>• Job Postings</li> <li>• Job Description Review</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• New World Inquiries</li> <li>• Payroll Adjustments/Authorizations</li> <li>• Personnel File Reviews</li> <li>• Record Request Submissions</li> <li>• Resignations</li> <li>• Retirements</li> <li>• SCRIPT Administrator</li> <li>• Staffing Coordinator</li> </ul>
	<p><b>Traci Talley</b> Legal Assistant ttalley@washtenawisd.org 734.994.8100 x1313</p>	<ul style="list-style-type: none"> <li>• Administrative support to In-House Counsel</li> <li>• CHRI Determination Form Submission</li> <li>• Collective Bargaining Agreement (CBA) Inquiries</li> <li>• CONCORD Contract Management Liaison</li> <li>• Coordinator – Leaves of Absence submissions</li> <li>• Drafting/Editing Documents</li> <li>• FMLA Requests</li> <li>• General Inquiries</li> <li>• History Access Tool) Checks</li> <li>• ICHAT (Internet Criminal</li> </ul>	<ul style="list-style-type: none"> <li>• Jury Duty Inquiries</li> <li>• Leave of Absence Submission/Coordination</li> <li>• Loan Forgiveness Submission</li> <li>• Loan Forgiveness/PLSF</li> <li>• Research</li> <li>• Mentoring Stipends</li> <li>• Records Requests (Personnel)</li> <li>• Special Projects</li> <li>• Subpoenas</li> </ul>
	<p><b>LaShonda Taylor</b> Human Resources Technician III (Office Professional III) ltaylor@washtenawisd.org 734-994-8100 x1316</p>	<ul style="list-style-type: none"> <li>• Affidavit of Assignment Agent</li> <li>• EDUStaff Dashboard Manager</li> <li>• Fingerprinting Office- Primary Contact (Requesting, receiving, maintaining, and dissemination)</li> <li>• Fingerprint Technician</li> <li>• Livescan Operator</li> </ul>	



**Karen Waitz**  
Human Resources Technician III  
(Office Professional III)  
kwaitz@washtenawisd.org  
734-994-8100 x1312

- Badge Request (New/Replacement)
- Contractor/Substitute Liaison
- Edustaff Liaison (Contact, Feedback Forms, etc.)
- Employee Absences – Red Rover Administrator
- Employment Verifications (New Hires)
- Fingerprint Invoices
- Fingerprint Journal Entries
- Fingerprint Registry / Live Scan Data Entry
- Fingerprinting Technician
- HR Credit Card Reconciliations
- HR Mail Processing (Receipt/Distribution)
- ICHAT (Internet Criminal History Access Tool) Checks
- New Hire Orientation, Liaison
- Personnel File Reviews
- Processes Purchase Orders
- Reference Checks
- SafeSchools Administrator; add new employees.

## Human Resources & Legal Department

By Subject/Interest Area

### HOW CAN WE HELP YOU?

Absence Management (Red Rover) Administrator .....	<b>B. MULLINS</b>
Administrative Support to In House Counsel .....	<b>T. TALLEY</b>
Affidavit of Assignment Agent for WISD .....	<b>L. TAYLOR</b>
Americans with Disabilities Act (ADA) Coordinator .....	<b>C. HARMON-HIGGINS</b>
Badge Request (Contractor/Replacement) .....	<b>K. WAITZ</b>
Badge Request (New Hire).....	<b>N. HUBLER</b>
Certifications (Administrator and Professional Staff) .....	<b>B. MULLINS</b>
CHRI Determination Form Submission .....	<b>T. TALLEY</b>
Collective Bargaining Agreement (CBA) Administration .....	<b>C. HARMON-HIGGINS</b>
Collective Bargaining Agreement (CBA) Inquiries .....	<b>T. TALLEY</b>
Compliance & Audits.....	<b>C. HARMON-HIGGINS</b>
CONCORD Contract Management Liaison .....	<b>T. TALLEY</b>
Contract Negotiations.....	<b>C. HARMON-HIGGINS</b>
Contract Review .....	<b>C. HARMON-HIGGINS</b>
Contractor / Substitute Liaison .....	<b>K. WAITZ</b>
Drafting/Editing Documents.....	<b>T. TALLEY</b>
Edustaff Dashboard Manager.....	<b>L. TAYLOR</b>
Edustaff Liaison (Contact, Feedback Forms, etc.) .....	<b>K. WAITZ</b>
Eligibility Applications (Education Credits, Lifelong Learning, Degree Lane Changes) .....	<b>C. HARMON-HIGGINS</b>
Employee Absences (Red Rover) Administrator .....	<b>K. WAITZ</b>
Employee Complaints.....	<b>C. HARMON-HIGGINS</b>
Employee Directory Updates .....	<b>B. MULLINS</b>
Employee Relations.....	<b>C. HARMON-HIGGINS</b>
Employment Verification (New Hires) .....	<b>K. WAITZ</b>
Employment Verification (WISD Personnel) .....	<b>N. HUBLER</b>
Evaluations.....	<b>B. MULLINS</b>
Existing Employee Interview & Property Collection.....	<b>B. MULLINS</b>
Extended School Year (ESY) + Summer School, Coordinator .....	<b>N. HUBLER</b>
Fingerprinting Invoices .....	<b>K. WAITZ</b>
Fingerprinting Journal Entries .....	<b>K. WAITZ</b>

Fingerprinting Office <sup>1</sup> (Primary Contact).....	<b>L. TAYLOR</b>
Fingerprint Registry / Live Scan Data Entry .....	<b>K. WAITZ</b>
Fingerprinting Technician.....	<b>L. TAYLOR /K. WAITZ</b>
Flex Time Sheet Submission.....	<b>B. MULLINS</b>
FMLA (Legal Inquiries).....	<b>C. HARMON-HIGGINS</b>
FMLA Requests.....	<b>T. TALLEY</b>
General Inquiries .....	<b>N. HUBLER/B. MULLINS/T. TALLEY</b>
Hiring Coordination .....	<b>N. HUBLER</b>
HR Credit Card Reconciliations.....	<b>K. WAITZ</b>
HR Mail Processing (Receipt/Distribution) .....	<b>K. WAITZ</b>
HR Supply Requests/Ordering.....	<b>K. WAITZ</b>
Injury Reporting (Staff and Substitute).....	<b>B. MULLINS</b>
ICHAT (Internet Criminal History Access Tool) Checks .....	<b>T. TALLEY/K. WAITZ</b>
Internet Access Requests.....	<b>N. HUBLER</b>
Interview Coordinator/Planning .....	<b>N. HUBLER</b>
Leave of Absence Submission/Coordination.....	<b>T. TALLEY</b>
Legal Issues/Litigation .....	<b>C. HARMON-HIGGINS</b>
‘Let’s Talk’ Inquiries.....	<b>B. MULLINS</b>
Livescan Operator.....	<b>L. TAYLOR</b>
Loan Forgiveness/PLSF Submission .....	<b>T. TALLEY</b>
Mentoring Stipends.....	<b>N. HUBLER</b>
New Hire Orientation, Coordinator.....	<b>B. MULLINS</b>
New Hire Orientation, Liaison.....	<b>K. WAITZ</b>
New World Inquiries .....	<b>N. HUBLER/B. MULLINS</b>
PA 189 Releases.....	<b>C. HARMON-HIGGINS</b>
Payroll Adjustments/Authorizations .....	<b>N. HUBLER</b>
Payroll Compensation/Adjustments .....	<b>B. MULLINS</b>
PERA Requests .....	<b>C. HARMON-HIGGINS</b>
Permits (Substitutes).....	<b>B. MULLINS</b>
Personnel File Reviews.....	<b>N. HUBLER/K. WAITZ</b>
Policy Committee.....	<b>C. HARMON-HIGGINS</b>
Policy Committee Chair .....	<b>B. MULLINS</b>
Poster Updates (Dept. of Labor) .....	<b>B. MULLINS</b>
Processes Purchase Orders.....	<b>K. WAITZ</b>
Records Requests (Personnel) .....	<b>T. TALLEY</b>
Records Request Submissions.....	<b>N. HUBLER</b>
Registry of Educational Personnel (REP) Reporting.....	<b>B. MULLINS</b>

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<sup>1</sup> Including but not limited to requesting, receiving, maintaining, and dissemination.

Research .....	<b>T. TALLEY</b>
Resignations .....	<b>N. HUBLER</b>
Retirement.....	<b>N. HUBLER</b>
SafeSchools Administrators.....	<b>C. HARMON-HIGGINS/B. MULLINS</b>
SafeSchools Administrator; Add New Employees .....	<b>K. WAITZ</b>
SCRIPT Administrator .....	<b>N. HUBLER</b>
Seniority Lists Update .....	<b>B. MULLINS</b>
Sick Leave Donation Administration .....	<b>C. HARMON-HIGGINS/B. MULLINS</b>
Special Projects .....	<b>T. TALLEY</b>
Staffing Coordinator .....	<b>N. HUBLER</b>
Staffing / Recruitment.....	<b>C. HARMON-HIGGINS</b>
Student/Intern Placement .....	<b>B. MULLINS</b>
Student Teacher Placement.....	<b>B. MULLINS</b>
Tenure Inquiries .....	<b>B. MULLINS</b>
Title IX Coordinator.....	<b>C. HARMON-HIGGINS</b>
Unemployment.....	<b>B. MULLINS</b>
Volunteers .....	<b>B. MULLINS</b>
Website Editor (HR and Legal Dept. Updates) .....	<b>B. MULLINS</b>
WEOC Liaison.....	<b>B. MULLINS</b>
WISD Local Agency Security Officer (LASO) for Criminal History Record Keeping Information (CHRI) .....	<b>C. HARMON-HIGGINS</b>
Workers Compensation.....	<b>B. MULLINS</b>
Workers Permits for Minors .....	<b>C. HARMON-HIGGINS</b>

# **ID and BADGE PROCEDURE**

## ***ID CARD***

Identification badges are issued through the Washtenaw Intermediate School District's Human Resources Department to all WISD personnel to identify the badge holder as an employee of the district; to facilitate access to our buildings with card reader access, and to help create a safe and secure environment for all staff and students. These identification badges are expected to be worn, daily, throughout the workday. Badges must be visible and worn in a manner that is safe and appropriate to everyone's work assignment. Badges should not be hidden underneath clothing or worn/displayed below the waistline. Out center staff should consult with their immediate supervisor to determine if exceptions apply while on location in their regular building assignment. All employees must have their identification card easily visible while on the WISD Wagner Road campus.

If your identification/ key card is lost, misplaced, or stolen, notify your immediate supervisor, and the Human Resources Department. You will need to complete a Script badge request, see below under Badge Instructions. Badge replacements are processed in a matter of days if all the steps on the Script form are completed correctly.

**Please note: Recurring instances of misplaced or lost cards/badges more than three times will result in a \$15.00 assessed fee.**

Upon termination of employment with WISD, the card must be returned to the Human Resources Office. If you have any questions, please feel free to contact your immediate supervisor, or the Human Resources Department.

## ***BUILDING ACCESS***

The identification badge also serves as a key card for gaining access to various locked doors. Currently the following doors have security locks that are operated by the identification badge:

### **Progress Park**

- Front entry door

### **Red Oak**

- Lower-level door closest to Miller Road
- Upper entrance door

### **Teaching & Learning Center – The following list of doors will be locked at all hours:**

- Exterior door near the Special Education area and Technology Services Exterior door near the Business Office
- Exterior door near the Superintendent's Office
- Exterior door near the shipping/receiving area.

The interior glass doors between the administrative office area and the TLC conference area will always remain in the locked position. Badge access is needed to pass through the buildings at these areas.



The Teaching and Learning Center is equipped with an alarm system. Normal business hours for the building are Mondays – Fridays, 8:00 a.m. – 4:30 p.m. Access cards do not disarm any of the building's alarm systems or panels. For access to the building during non-traditional business hours, please speak to your immediate supervisor as well as the Operations Manager.

**IMPORTANT:** staff must not use their identification badges to access the building when it is closed without prior authorization and an issued alarm code. Identification badges will not disarm the alarm system – an authorized code is required to silence the alarm system.

### ***TLC Alarm Panel***

The Teaching and Learning Center's security alarm panel is located by the exterior door near the Superintendent's office. Staff authorized to access the building during times when the building is closed will be provided an access code and must enter through that entrance and disarm the system immediately upon entry. If the alarm system sounds, immediately contact the alarm company using the phone number that is posted inside the alarm panel. The police will likely be dispatched. Additionally, a series of district administrators, including the Superintendent and Assistant Superintendent, will be contacted by the alarm company to notify them that an unauthorized person has entered the building. Recurring instances of setting off the alarm system could result in disciplinary action. Alarm codes should also be requested through your immediate supervisor. Please provide at least 10 business days' notice for any request for an access code.

**NOTE: requests for access codes may be denied.**

### ***Badge Forms***

Badge forms are found in Script and will be processed accordingly. You will need to fill out the form and submit a photo of yourself. The form will then need to be approved by your Supervisor, then HR and lastly the IT team.

Once your badge is complete you will receive an email from the Human Resources Dept. letting you know when and where to pick up your ID badge.

### **Link to New Hire Identification Badge Access Form**

Click or copy and paste the link below to start a new New Hire Identification Badge Access Form submission.

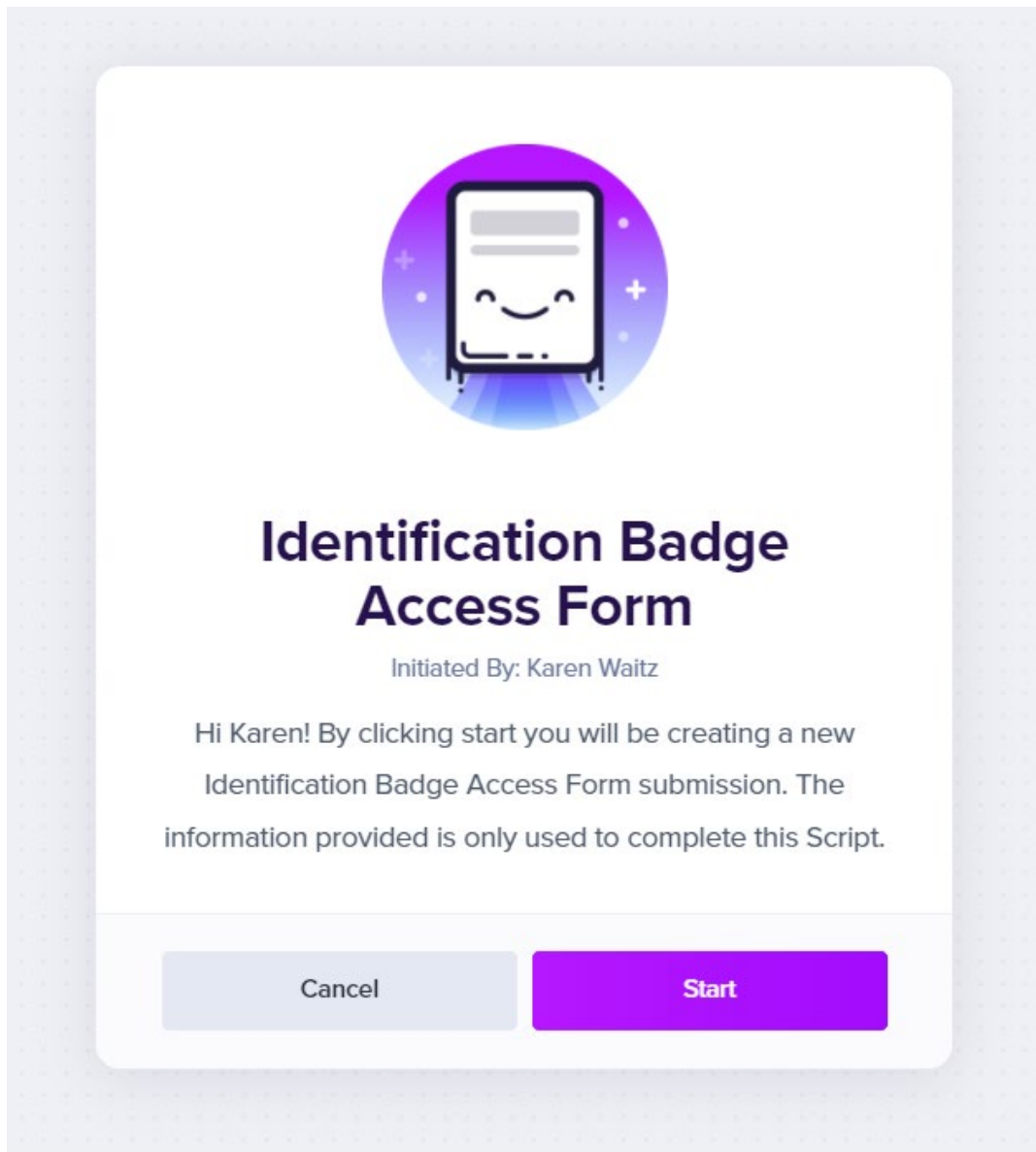
<https://schools.scriptapp.com/#/inbox/to-do?workflowIdForNewSubmission=13526688214e43c5c63ccd4e9fbc0f53c8efc37404>

### **Link to Identification Badge Access Form**

Click or copy and paste the link below to start a new Identification Badge Access Form submission.

<https://schools.scriptapp.com/#/inbox/to-do?workflowIdForNewSubmission=639656787571a59f477c841b6ab842f41235c6acd>

Below are a few screen shots of the Script form for replacement badge requests.



The image shows a digital form titled "Identification Badge Access Form". At the top, there is a circular icon with a purple-to-blue gradient background, featuring a white document with a smiling face and radiating lines. Below the icon, the title "Identification Badge Access Form" is displayed in a large, bold, dark blue font. Underneath the title, the text "Initiated By: Karen Waitz" is shown in a smaller, gray font. A paragraph of text follows: "Hi Karen! By clicking start you will be creating a new Identification Badge Access Form submission. The information provided is only used to complete this Script." At the bottom of the form, there are two buttons: a light blue "Cancel" button and a purple "Start" button.

## Identification Badge Access Form

Initiated By: Karen Waitz

Hi Karen! By clicking start you will be creating a new Identification Badge Access Form submission. The information provided is only used to complete this Script.

[Cancel](#) [Start](#)

EMAIL\*

PHONE NUMBER\*

EMPLOYEE/CONTRACTOR SIGNATURE:\*

Sign Document

## EMPLOYEE OR CONTRACTOR DEPARTMENT INFORMATION

BADGE REQUEST/ACCESS TYPE\*

Supervisor Step: Please select what badge request/access your employee needs from the options below:

Please Select

Lost/Stolen Badge Replacement Reason:

☐ Lost/Misplaced  
\$15 cash fee after 3<sup>rd</sup> instance of lost/misplaced ID badge. Fee due at time of replacement badge pick up

☐ Stolen  
Provide police report to HR, if available

☐ Damaged

PLEASE ENTER:

1. YOUR FIRST AND LAST NAME
2. THE FIRST NAME AS YOU WOULD LIKE TO SEE IT APPEAR ON YOUR BADGE
3. YOUR EMAIL ADDRESS
4. YOUR PHONE NUMBER
5. CLICK SUBMIT
6. IF YOU NEED TO UPDATE YOUR BADGE PHOTO, UPLOAD A FILE IN THE FOLLOWING STEP.
7. CLICK SUBMIT
8. CHOOSE YOUR SUPERVISOR FROM THE DROP DOWN MENU AND SUBMIT AGAIN

YOUR SUPERVISOR WILL COMPLETE THE REMAINDER OF THE IDENTIFICATION BADGE REQUEST/ACCESS FORM

## WISD IDENTIFICATION BADGE ACCESS FORM

### BADGE RECIPIENT INFORMATION

First Name\*

Last Name\*

Preferred First Name on Badge\*

DEPARTMENT\*

POSITION:\*

BADGE ACCESS LOCATION:\*

Where Employee/Contractor is Assigned to Work - choose at least one location

☐ TLC

☐ HIGH POINT

☐ PROGRESS PARK

☐ RED OAK

☐ WISD BARN

☐ BEATTY

Please select at least 1 but no more than 6 options.

ACCESS LEVEL\*

Hours of access to assigned buildings

☐ Standard Access  
Normal operating hours, typically M-F, 6am - 6pm, most staff

☐ Unlimited Access  
24 hr access, typically restricted to administrators, facilities and IT staff

SUPERVISOR SIGNATURE:\*

(Field Not Signed)

Human Resources will contact you when your ID badge is ready for pickup.

## WHERE TO FIND CONTRACTS AND MANUALS:

On the Home Page of the ISD Website, click in the upper-right corner for the Budget and Salary/Compensation Transparency Reporting.

Will display like this:



Home | About Us | Departments | Services | Employment



### Announcements

- Video overview of WISD
- Fingerprinting office closed
- September Literacy News
- Local educators' article appears in international publication
- SchoolMessenger Signup

### Events

- School Supplies Drive for EPHY  
Friday, August 28, 2015 - 8:15am
- Free Preschool to qualifying families  
Monday, August 31, 2015 - 9:00am



Families and Visitors



Learning Networks



Early Childhood



Special Education



FREE QUALITY PRESCHOOL



Let's Talk!



Staff | Students | Parents



Or this,

depending on if it is expanded on your home screen.



Home | About Us | Departments | Services | Employment | Contact Us



### Announcements

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Families and Visitors



Learning Networks



Early Childhood



Special Education



FREE QUALITY PRESCHOOL



Let's Talk!



Staff | Students | Parents



Once selected, a listing of everything available to view will appear. Select the tab at the left for the information you wish to review. Once “clicked”, the window will automatically scroll down to the area you selected.

Transparency Reporting

Introduction

ISD Best Practices Requirement D

Fiscal Year 2014-2015 Board Approved Budget

Fiscal Year 2013-2014 Board Approved Budget

Personnel Expenditures

Current Operating Expenditures

**Current Bargaining Agreements**

Employer Sponsored Health Care Plans

Audited Financial Statements

WISD Annual Report

Introduction

ISD Best Practices Requirement D

ISD Best Practices - Requirement D: Shared Services

Section 18 (2) of the Public Act 94 of 1979, The State School Aid Act, has been amended, which requires each school district and intermediate school district to post certain information on its website within 30 days after a board adopts its annual operating budget or any subsequent revision to that budget. The Annual Budget & Transparency Reporting is an opportunity to communicate our community on how we utilize the resources that are provided to us.

The following information is required to be posted on our website:

1. The annual operating budget and subsequent budget revisions.
2. Using data that has already been collected and submitted to the Michigan Department of Education (MDE), a summary of district or intermediate district expenditures for the most recent fiscal year for which they are available, expressed in the following two (2) pie charts which were provided for the general fund of the district or intermediate district by the Center for Educational Performance and Information (CEPI):
  - a. A chart of personnel expenditures broken down into the following subcategories:
    1. Salaries and Wages
    2. Employee benefit costs, including, but not limited to, medical, dental, vision, life, disability, and long term care benefits.
    3. Retirement benefits costs
    4. All other personnel costs
3. Links to all of the following:
  - a. The current collective bargaining agreement for each bargaining unit.
  - b. Each health care benefits plan, including, but not limited to, medical, dental, vision, life, disability, long-term care, or any other type of benefits that v services, offered to any bargaining unit or employee in the c
  - c. The audit report of the audit conducted for the most recent f available.

Current Bargaining Agreements

[Teamsters Contract](#)

[Unit 1 Contract](#)

[Unit 2 Contract](#)

[Unit 3 Contract](#)

[Non-Affiliated Contract](#)

[Non-Affiliated Early Childhood Contract](#)

[Transportation Employee Compensation Manual](#)

Employer Sponsored Health Care Plans

[Teamsters, Unit 1, Unit 2, Unit 3, Non-Affiliated Benefit Overview](#)

[Teamsters, Unit 1, Unit 2, Unit 3, Non-Affiliated Benefit Guide](#)

[Transportation Benefit Guide](#)

[Dental Benefits](#)

[Vision Benefits](#)

[Teamsters LTD & Life Insurance](#)

[Unit 1 LTD & Life Insurance](#)

[Unit 2 LTD & Life Insurance](#)

[Unit 3 LTD & Life Insurance](#)

[Non-Affiliated LTD & Life Insurance](#)

[Transportation Employee Insurance Core Plan](#)

[Transportation Employee Vision Insurance](#)

[Transportation Employee Insurance Option II](#)

[Transportation Employee Insurance Option III](#)

Audited Financial Statements

[2013-2014 Audited Federal Rewards](#)

**Bargaining Agreements and/or manuals are listed for each employee group. Click on the desired selection and the contract/manual will open in a new window.**



## WHERE TO FIND WISD BY-LAWS AND BOARD POLICIES:

Under Board of Education, then By-Laws and Board Policies.

The screenshot shows the Washtenaw ISD website. The navigation menu at the top includes 'Home', 'About Us', 'Board of Education' (circled in red), 'Departments', 'Services', 'Employment', and 'Contact Us'. Below the navigation menu, there is a large image of two children sitting inside a yellow tractor wheel. To the right of the image, there are sections for 'Announcements' and 'Events'. Below the image, there are icons for 'Families and Visitors', 'Learning Networks', and 'Early Childhood'. On the right side, there is a search bar and a 'Board of Education' section. The 'Board of Education' section lists various links: 'Board of Trustees', 'Board Biographies (PDF)', 'Current Board Member Terms (PDF)', 'Board Meeting Information', 'Board of Education Meeting Minutes', 'Board of Education Resolutions', and 'By-Laws and Board Policies' (circled in red). A red arrow points from the 'By-Laws and Board Policies' link to the next screenshot.

Washtenaw ISD  
A REGIONAL EDUCATIONAL SERVICE AGENCY

Home About Us **Board of Education** Departments Services Employment Contact Us

**Announcements**

- Intersection now open
- Dr. Menzel named to State organization
- Changing perceptions around disabilities
- Leader Board's edition on equity in education
- Summer learning for students
- WISD Affirms ALL students

**Events**

- CPR/First Aid training for educators  
Tuesday, August 15, 2017 - 1:00pm
- FREE EdCamp for Educators!

Washtenaw ISD  
A REGIONAL EDUCATIONAL SERVICE AGENCY

Home About Us Board of Education Departments Services Employment Contact Us

**Board of Education**

Board of Trustees	<b>Board of Trustees</b>  Mary Jane Tramontin, Board President  Theresa Saunders, Board Vice-President  Mary Jo Callan, Board Secretary  Steve Olsen, Board Treasurer  Diane B. Hockett, Board Trustee  For more information, contact Scott Menzel at (734) 994-8100, ext. 1301 or email <a href="mailto:WISDBoard@washtenawisd.org">WISDBoard@washtenawisd.org</a> .
Board Biographies (PDF)	
Current Board Member Terms (PDF)	
Board Meeting Information	
Board of Education Meeting Minutes	
Board of Education Resolutions	
<b>By-Laws and Board Policies</b>	

Families and Visitors Learning Networks Early Childhood

FREE QUALITY PRESCHOOL Let's Talk! Facebook Twitter

Listed will be the Table of Contents with each section indicated. Click on the + to expand the desired selection:

The screenshot shows the 'Washtenaw Intermediate School District Bylaws & Policies Table of Contents'. On the left, there is a sidebar with 'Management Documents' and a search bar. The main content area lists the following sections with expand/collapse icons (+/-):

Washtenaw Intermediate School District Bylaws & Policies Table of Contents	
+ 0000	Bylaws
+ 1000	Administration
+ 2000	Program
+ 3000	Professional Staff
+ 5000	Students
+ 6000	Finances
+ 7000	Property
+ 8000	Operations
+ 9000	Relations

A red arrow points to the '3000' section, which is circled in red.

Management Documents

- Bylaws & Policies
- Administrative
- Guidelines
- Forms
- State Government

Search for: Find It!

Once expanded, click on the section number you wish to view the by-law/policy regarding that topic.

Management Documents		Washtenaw Intermediate School District	
Bylaws & Policies		Bylaws & Policies	
Administrative		Table of Contents	
Guidelines			
Forms			
State Government			
Search for			
<input data-bbox="240 310 289 331" type="button" value="Find It!"/>			
3000 - PERSONNEL			
<input type="checkbox"/>	3110	Conflict of Interest	
<input type="checkbox"/>	3111	Creating a Position	
<input type="checkbox"/>	3112	Board-Staff Communications	
<input type="checkbox"/>	3120	Employment of Personnel	
<input type="checkbox"/>	3120.04	Employment of Substitutes	
<input type="checkbox"/>	3120.06	Selecting Student Teachers/Interns	
<input type="checkbox"/>	3120.08	Employment of Personnel for Co-Curricular/Extra-Curricular Activities	
<input type="checkbox"/>	3120.09	Volunteers	
<input type="checkbox"/>	3121	Criminal History Record Check	
<input type="checkbox"/>	3121.01	Criminal Conviction Review	
<input type="checkbox"/>	3122	Nondiscrimination and Equal Employment Opportunity	
<input type="checkbox"/>	3122.01	Drug-Free Workplace	
<input type="checkbox"/>	3122.02	Nondiscrimination Based on Genetic Information of the Employee	
<input type="checkbox"/>	3122.03	Section 504/ADA Prohibition Against Disability Discrimination in Employment	
<input type="checkbox"/>	3124	Employment Contract	
<input type="checkbox"/>	3130	Teacher Placement	
<input type="checkbox"/>	3131	Reduction and Recall of Teachers	
<input type="checkbox"/>	3139	Teacher Misconduct/Discipline	
<input type="checkbox"/>	3140	Resignation	
<input type="checkbox"/>	3143	Dismissal of Teachers	

Below the Board By-laws & Policy, there may be an MCL (Michigan Compiled Laws) reference number. If you would like to see the Michigan Law, click on State Government, which will take you to the Michigan Legislature site where you can enter the MCLA number, in this case it would be 380.1229 and see the actual law.

Management Documents

- Bylaws & Policies
- Administrative
- Guidelines
- Forms
- State Government

Search for

Washtenaw Intermediate School District  
Bylaws & Policies

3124 - EMPLOYMENT CONTRACT

It will be the responsibility of the Superintendent to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the District.

The Superintendent is authorized to execute employment contracts for the Board upon approval of employment.

M.C.L.A. 380.1229, 380.1231  
2007 AACLS R 380.661

Management Documents

- Bylaws & Policies
- Administrative
- Guidelines
- Forms
- State Government

Search for

MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 130 of 2015  
House: Adjourned until Tuesday, August 18, 2015 10:00:00 AM  
Senate: Adjourned until Tuesday, August 11, 2015 10:00:00 AM

Home Register Why Register? Login New! Help

Legislature

- Bills
- Appropriation Bills
- Calendars
- Committees
- Committee Bill Records
- Committee Meetings
- Concurrent Resolutions
- Initiatives
- Joint Resolutions
- Journals
- Legislators
- Public Act (Signed Bills)
- Resolutions
- Rules
- Session Schedules
- Search - Bills
- Search - Advanced

Laws

- Open Reg Laws
- Req Outdated Acts
- Basic MCL Search
- Advanced MCL Search
- Public Act (Signed Bills)
- Search - Bills

Use the Publication Order Form to purchase the new Legislative Telephone Directory.

Recent Bill Activity (current news cycle has 0 items) [List all recent bill activity]

- No bill activity within the last 24 hours. - Senate: Adjourned until

Common Searches

Legislative Bill Search for 2015-2016 Session

Bill Number

Bill Content

Please Select a Category (2015-2016)

(For Example: Select 'weapons' to show related bills even if 'weapons' is not found in the text of the bill.)

Michigan Compiled Laws Search

MCL Section

MCL Content

Documents

- Bylaws & Policies
- Administrative
- Guidelines
- Forms
- State Government

Search for

MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 130 of 2015  
House: Adjourned until Tuesday, August 18, 2015 10:00:00 AM  
Senate: Adjourned until Tuesday, August 11, 2015 10:00:00 AM

Home Register Why Register? Login New! Help

NAVIGATE SECTIONS

- MCL Chapter Index
- Chapter 380
- Act 451 of 1976
- 451-1976-2
- 451-1976-2-16
- Section 380.1229

Legislature

- Bills
- Appropriation Bills
- Calendars
- Committees
- Committee Bill Records
- Committee Meetings
- Concurrent Resolutions
- Initiatives
- Joint Resolutions
- Journals
- Legislators
- Public Act (Signed Bills)
- Resolutions
- Rules
- Session Schedules
- Search - Bills

Section 380.1229

friendly link Printer Friendly

THE REVISED SCHOOL CODE (EXCERPT)  
Act 451 of 1976

380.1229 Employment of superintendent and administrators; notification of contract nonrenewal; meeting with board; contract with intermediate school district.

Sec. 1229.

(1) Except as otherwise provided in subsection (4), the board of a school district, other than a school district that was organized as a primary school district during the 1995-1996 school year, or of an intermediate school district shall employ a superintendent of schools, who shall meet the requirements of section 1246. The superintendent shall not be a member of the board. Employment of a superintendent shall be by written contract. The term of the superintendent's contract shall be fixed by the board, not to exceed 3 years. If written notice of nonrenewal of the contract of a superintendent is not given at least 90 days before the termination of the contract, the contract is renewed for an additional 1-year period.

(2) The board of a school district or intermediate school district may employ assistant superintendents, principals, assistant principals, guidance directors, and other administrators who do not assume tenure in that position under 1937 (Ex Sess) PA 4, MCL 38.71 to 38.191. The employment shall be by written contract. The term of the employment contract shall be fixed by the board, not to exceed 3 years. The board shall prescribe the duties of a person described in this subsection. If written notice of nonrenewal of the contract of a person described in this subsection is not given at least 60 days before the termination date of the contract, the contract is renewed for an additional 1-year period.

(3) A notification of nonrenewal of contract of a person described in subsection (2) may be given only for a reason that is not arbitrary or capricious. The board shall not issue a notice of nonrenewal under this section unless the affected person has been



# 2025-2026 ASD Classrooms and DHH K-8 at High Point



July 2025						
	S	M	T	W	T	F S
			1	2	3	4 5
	6	7	8	9	10	11 12
	13	14	15	16	17	18 19
	20	21	22	23	24	25 26
	27	28	29	30	31	
0	Student Days		0 Half Days			
0	Staff Days					

October 2025						
	S	M	T	W	T	F S
10				1	2	3 4
						5
28	5	6	7	8	9	10 11
	12	13	14	15	16	17 18
	19	20	21	22	23	24 25
	26	27	28	29	30	31
23	Student Days		1 Half Days			
23	Staff Days					

January 2026						
	S	M	T	W	T	F S
1-2						
16					1	2 3
	4	5	6	7	8	9 10
	11	12	13	14	15	16 17
19	18	19	20	21	22	23 24
23	25	26	27	28	29	30 31
19	Student Days		1 Half Days			
19	Staff Days					

April 2026						
	S	M	T	W	T	F S
1-3						
8				1	2	3 4
10	5	6	7	8	9	10 11
	12	13	14	15	16	17 18
	19	20	21	22	23	24 25
	26	27	28	29	30	
19	Student Days		1 Half Days			
19	Staff Days					

Days/Hours		
200 Days/1150 Hrs. (Student Required)		
180	Student Days	1107.4 Total Hours
169	Full Days	1069.8 6.33
11	Half Days	37.62 3.42
185	Staff Days	

August 2025						
	S	M	T	W	T	F S
18-21						
25						1 2
26						3
29						
	10	11	12	13	14	15 16
	17	18	19	20	21	22 23
	24	25	26	27	28	29 30
	31					
4	Student Days		2 Half Days			
8	Staff Days					

November 2025						
	S	M	T	W	T	F S
4						
14						1
	2	3	4	5	6	7 8
26-28	9	10	11	12	13	14 15
	16	17	18	19	20	21 22
	23	24	25	26	27	28 29
	30					
17	Student Days		1 Half Days			
17	Staff Days					

February 2026						
	S	M	T	W	T	F S
6						
	1	2	3	4	5	6 7
13-16	8	9	10	11	12	13 14
	15	16	17	18	19	20 21
	22	23	24	25	26	27 28
18	Student Days		1 Half Days			
18	Staff Days					

May 2026						
	S	M	T	W	T	F S
25						
						1 2
	3	4	5	6	7	8 9
	10	11	12	13	14	15 16
	17	18	19	20	21	22 23
	24	25	26	27	28	29 30
	31					
20	Student Days		0 Half Days			
20	Staff Days					

Bell Times	
DHH K-8	
Full Day	8:20am-2:40pm (6.33)
Half Day	8:20am-11:45am (3.42)

September 2025						
	S	M	T	W	T	F S
1						
		1	2	3	4	5 6
12		7	8	9	10	11 12 13
		14	15	16	17	18 19 20
		21	22	23	24	25 26 27
		28	29	30		
21	Student Days		1 Half Days			
21	Staff Days					

December 2025						
	S	M	T	W	T	F S
5						
		1	2	3	4	5 6
22-31	7	8	9	10	11	12 13
	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
	28	29	30	31		
15	Student Days		1 Half Days			
15	Staff Days					

March 2026						
	S	M	T	W	T	F S
13						
	1	2	3	4	5	6 7
25	8	9	10	11	12	13 14
30-31	15	16	17	18	19	20 21
	22	23	24	25	26	27 28
	29	30	31			
20	Student Days		1 Half Days			
20	Staff Days					

June 2026						
	S	M	T	W	T	F S
4						
		1	2	3	4	5 6
	7	8	9	10	11	12 13
5	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
8-30	28	29	30			
4	Student Days		1 Half Days			
5	Staff Days					

Legend	
	Half Day Students/Full Day Staff
	Students 1st & Last Days
	No School
	Staff Day (No Students)

# 2025-2026 - CIY Program



July 2025										
14	Staff Only	S	M	T	W	T	F	S		
15	First Day Students			1	2	3	4	5		
		6	7	8	9	10	11	12		
		13	14	15	16	17	18	19		
		20	21	22	23	24	25	26		
		27	28	29	30	31				
11	Student Days	0	Half Days							
12	Staff Days									

October 2025									
10	1/2 day Students Full Day Staff - All WISD PD	S	M	T	W	T	F	S	
					1	2	3	4	
		5	6	7	8	9	10	11	
		12	13	14	15	16	17	18	
		19	20	21	22	23	24	25	
		26	27	28	29	30	31		
19	Student Days	1	Half Days						
19	Staff Days								

January 2026								
1-2	No School - Winter Break No School - MLK Day	S	M	T	W	T	F	S
						1	2	3
23	1/2 Day Students Records Day	4	5	6	7	8	9	10
		11	12	13	14	15	16	17
26	1/2 Day Students Full Day Staff - Program PD	18	19	20	21	22	23	24
		25	26	27	28	29	30	31
17	Student Days	2	Half Days					
17	Staff Days							

April 2026									
1-3	No School Spring Break	S	M	T	W	T	F	S	
8	Progress Reports Due				1	2	3	4	
10	1/2 Day Students	5	6	7	8	9	10	11	
	Full Day Staff - Program PD	12	13	14	15	16	17	18	
20	1/2 Day Students	19	20	21	22	23	24	25	
	Full Day Staff - Program PD	26	27	28	29	30			
16	Student Days	2	Half Days						
16	Staff Days								

Days/Hours			
180	Student Days	1098.60	Total Hours
164	Full Days	1044.68	6.37
16	Half Days	53.92	3.37
185	Staff Days		

August 2025								
18-21	Staff Only	S	M	T	W	T	F	S
							1	2
		3	4	5	6	7	8	9
29	No School	10	11	12	13	14	15	16
	Labor Day Weekend	17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						
12	Student Days		Half Days					
16	Staff Days							

November 2025								
4	Progress Reports Due	S	M	T	W	T	F	S
7	1/2 Day Students Full Day Staff - Program PD							1
17	1/2 Day Students Full Day Staff - Program PD	2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30						
13	Student Days	2	Half Days					
13	Staff Days							

February 2026								
6	1/2 Students Full Day Staff - All SE PD	S	M	T	W	T	F	S
		1	2	3	4	5	6	7
	1/2 Day Students	8	9	10	11	12	13	14
23	Full Day Staff - Program PD	15	16	17	18	19	20	21
		22	23	24	25	26	27	28
17	Student Days	2	Half Days					
17	Staff Days							

May 2026								
15	1/2 Students Full Day Staff	S	M	T	W	T	F	S
25	No School - Memorial Day						1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						
17	Student Days	1	Half Days					
17	Staff Days							

Bell Times	
CIY Program	
Full Day	8:08am - 2:30pm (6.37)
Half Day	8:08-11:30am (3.37)

September 2025								
1	No School - Labor Day	S	M	T	W	T	F	S
18	1/2 Day Students		1	2	3	4	5	6
	Full Day Staff	7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30				
17	Student Days	1	Half Days					
17	Staff Days							

December 2025									
5	1/2 Day Students Full Day Staff - All SE PD	S	M	T	W	T	F	S	
			1	2	3	4	5	6	
19	1/2 Day Students Full Day Staff - Program PD	7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	
22-31	No School - Winter Break	21	22	23	24	25	26	27	
		28	29	30	31				
12	Student Days	2	Half Days						
12	Staff Days								

March 2026									
9	1/2 Day Students Full Day Staff - Program PD	S	M	T	W	T	F	S	
		1	2	3	4	5	6	7	
27	1/2 Day Students Full Day Staff - Program PD	8	9	10	11	12	13	14	
		15	16	17	18	19	20	21	
30-31	No School - Spring Break	22	23	24	25	26	27	28	
		29	30	31					
17	Student Days	2	Half Days						
17	Staff Days								

June 2026								
19	1/2 Day Students Full Day Staff - Records	S	M	T	W	T	F	S
			1	2	3	4	5	6
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30				
12	Student Days	1	Half Days					
12	Staff Days							

Legend	
	Half Day Students/Full Day Staff
	Students 1st & Last Days
	No School
	Staff Day (No Students)

# 2025-2026 DHH Preschool Classroom at High Point



July 2025						
	S	M	T	W	T	F S
			1	2	3	4 5
	6	7	8	9	10	11 12
	13	14	15	16	17	18 19
	20	21	22	23	24	25 26
	27	28	29	30	31	
0	Student Days		0	Half Days		
0	Staff Days					

October 2025						
	S	M	T	W	T	F S
10	All SE PD - p.m.				1	2 3 4
28	End of 1st Qtr.					
	5	6	7	8	9	10 11
	12	13	14	15	16	17 18
	19	20	21	22	23	24 25
	26	27	28	29	30	31
18	Student Days		0	Half Days		
23	Staff Days					

January 2026						
	S	M	T	W	T	F S
1-2	No School - Winter Break					
16	End of 1st Semester/2nd Qtr.				1	2 3
	4	5	6	7	8	9 10
19	No School - MLK Day				15	16 17
23	Progress Reports Due		18	19	20	21 22 23 24
	25	26	27	28	29	30 31
15	Student Days		0	Half Days		
19	Staff Days					

April 2026						
	S	M	T	W	T	F S
1-3	No School Spring Break					
8	Progress Reports Due			1	2	3 4
10	Program PD - p.m.		5	6	7	8 9 10 11
	12	13	14	15	16	17 18
	19	20	21	22	23	24 25
	26	27	28	29	30	
16	Student Days		0	Half Days		
19	Staff Days					

Days/Hours		
144 Days/360 Hrs. (Student Required)		
146	Student Days	915.5 Total Hours
143	Full Days	905.2 6.33
3	Half Days	10.26 3.42
185	Staff Days	

August 2025						
	S	M	T	W	T	F S
18-21	Staff Only					
25	First Day Students - 1/2 Day					1 2
26	1/2 Day Students		3	4	5	6 7 8 9
29	No School		10	11	12	13 14 15 16
	Labor Day Weekend		17	18	19	20 21 22 23
			24	25	26	27 28 29 30
			31			
4	Student Days		2	Half Days		
8	Staff Days					

November 2025						
	S	M	T	W	T	F S
4	Progress Reports Due					
14	Program PD - p.m.					1
26-28	No School		2	3	4	5 6 7 8
	Thanksgiving Break		9	10	11	12 13 14 15
			16	17	18	19 20 21 22
			23	24	25	26 27 28 29
			30			
14	Student Days		0	Half Days		
17	Staff Days					

February 2026						
	S	M	T	W	T	F S
6	All SE PD - p.m.					
13-16	No School		1	2	3	4 5 6 7
	Mid-Winter Break		8	9	10	11 12 13 14
			15	16	17	18 19 20 21
			22	23	24	25 26 27 28
15	Student Days		0	Half Days		
18	Staff Days					

May 2026						
	S	M	T	W	T	F S
25	No School - Memorial Day					
						1 2
			3	4	5	6 7 8 9
			10	11	12	13 14 15 16
			17	18	19	20 21 22 23
			24	25	26	27 28 29 30
			31			
15	Student Days		0	Half Days		
20	Staff Days					

Bell Times	
DHH Preschool @ High Point	
Full Day	8:20am-2:40pm (6.33)
Half Day	8:20am-11:45am (3.42)

September 2025						
	S	M	T	W	T	F S
1	No School - Labor Day					
12	Program PD - p.m.		1	2	3	4 5 6
	7	8	9	10	11	12 13
	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
	28	29	30			
17	Student Days		0	Half Days		
21	Staff Days					

December 2025						
	S	M	T	W	T	F S
5	All SE PD - p.m.					
22-31	No School - Winter Break					
	1	2	3	4	5	6
	7	8	9	10	11	12 13
	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
	28	29	30	31		
12	Student Days		0	Half Days		
15	Staff Days					

March 2026						
	S	M	T	W	T	F S
13	Program PD - p.m.					
25	End of 3rd Qtr.		1	2	3	4 5 6 7
30-31	No School - Spring Break		8	9	10	11 12 13 14
	15	16	17	18	19	20 21
	22	23	24	25	26	27 28
	29	30	31			
16	Student Days		0	Half Days		
20	Staff Days					

June 2026						
	S	M	T	W	T	F S
4	Last Day Students - 1/2 Day					
	Full Day Staff - Records		1	2	3	4 5 6
	End of 2nd Semester/4th Qtr.		7	8	9	10 11 12 13
5	Full Day Staff - Prep		14	15	16	17 18 19 20
	Progress Reports Due		21	22	23	24 25 26 27
			28	29	30	
4	Student Days		1	Half Days		
5	Staff Days					

Legend	
	Half Day Students/Full Day Staff
	Students 1st & Last Days
	No School
	Staff Day (No Students)

# 2025-2026 High Point Calendar



July 2025												
1	1st Day of ESY	S	M	T	W	T	F	S				
31	Last Dy of ESY											
		6	7	8	9	10	11	12				
		13	14	15	16	17	18	19				
		20	21	22	23	24	25	26				
		27	28	29	30	31						
20	Student Days	0	Half Days									
20	Staff Days											

October 2025												
10	1/2 day Students Full Day Staff - All WISD PD	S	M	T	W	T	F	S				
					1	2	3	4				
28	End of 1st Qtr.	5	6	7	8	9	10	11				
		12	13	14	15	16	17	18				
		19	20	21	22	23	24	25				
		26	27	28	29	30	31					
23	Student Days	1	Half Days									
23	Staff Days											

January 2026												
1-2	No School - Winter Break	S	M	T	W	T	F	S				
16	1/2 Day Students Full Day Staff - Records					1	2	3				
	End of 1st Semester/2nd Qtr.	4	5	6	7	8	9	10				
19	No School - MLK Day	11	12	13	14	15	16	17				
23	Progress Reports Due	18	19	20	21	22	23	24				
		25	26	27	28	29	30	31				
19	Student Days	1	Half Days									
19	Staff Days											

April 2026												
1-3	No School Spring Break	S	M	T	W	T	F	S				
8	Progress Reports Due				1	2	3	4				
10	1/2 Day Students Full Day Staff - Program PD	5	6	7	8	9	10	11				
		12	13	14	15	16	17	18				
		19	20	21	22	23	24	25				
		26	27	28	29	30						
19	Student Days	1	Half Days									
19	Staff Days											

Days/Hours			
200 Days/1150 Hrs./Student Required			
200	Student Days	1234.0	Total Hours
189	Full Days	1196.4	6.33
11	Half Days	37.62	3.42
205	Staff Days		

August 2025												
18-21	Staff Only	S	M	T	W	T	F	S				
25	First Day Students 1/2 Day Students/Full Day Staff											
		3	4	5	6	7	8	9				
26	1/2 Day Students/Full Day Staff	10	11	12	13	14	15	16				
29	No School Labor Day Weekend	17	18	19	20	21	22	23				
		24	25	26	27	28	29	30				
		31										
4	Student Days	2	Half Days									
8	Staff Days											

November 2025												
4	Progress Reports Due	S	M	T	W	T	F	S				
14	1/2 Day Students Full Day Staff - Program PD											
		2	3	4	5	6	7	8				
26-28	No School Thanksgiving Break	9	10	11	12	13	14	15				
		16	17	18	19	20	21	22				
		23	24	25	26	27	28	29				
		30										
17	Student Days	1	Half Days									
17	Staff Days											

February 2026												
6	1/2 Students Full Day Staff - All SE PD	S	M	T	W	T	F	S				
		1	2	3	4	5	6	7				
13-16	No School Mid-Winter Break	8	9	10	11	12	13	14				
		15	16	17	18	19	20	21				
		22	23	24	25	26	27	28				
18	Student Days	1	Half Days									
18	Staff Days											

May 2026												
25	No School - Memorial Day	S	M	T	W	T	F	S				
		3	4	5	6	7	8	9				
		10	11	12	13	14	15	16				
		17	18	19	20	21	22	23				
		24	25	26	27	28	29	30				
		31										
20	Student Days	0	Half Days									
20	Staff Days											

Bell Times	
High Point School	
Full Day	8:20am - 2:40pm (6.33 hrs.)
Half Day	8:20 - 11:45am (3.42 hrs.)

September 2025												
1	No School - Labor Day	S	M	T	W	T	F	S				
12	1/2 Day Students Full Day Staff - Program PD											
		1	2	3	4	5	6	7				
		8	9	10	11	12	13	14				
		15	16	17	18	19	20	21				
		22	23	24	25	26	27	28				
		29	30									
21	Student Days	1	Half Days									
21	Staff Days											

December 2025												
5	1/2 Day Students Full Day Staff - All SE PD	S	M	T	W	T	F	S				
			1	2	3	4	5	6				
22-31	No School - Winter Break	7	8	9	10	11	12	13				
		14	15	16	17	18	19	20				
		21	22	23	24	25	26	27				
		28	29	30	31							
15	Student Days	1	Half Days									
15	Staff Days											

March 2026												
13	1/2 Day Students Full Day Staff - Program PD	S	M	T	W	T	F	S				
		1	2	3	4	5	6	7				
25	End of 3rd Qtr.	8	9	10	11	12	13	14				
30-31	No School - Spring Break	15	16	17	18	19	20	21				
		22	23	24	25	26	27	28				
		29	30	31								
20	Student Days	1	Half Days									
20	Staff Days											

June 2026												
4	Last Day Students - 1/2 Day Full Day Staff - Records	S	M	T	W	T	F	S				
			1	2	3	4	5	6				
	End of 2nd Semester/4th Qtr.	7	8	9	10	11	12	13				
5	Full Day Staff - Prep	14	15	16	17	18	19	20				
	Progress Reports Due	21	22	23	24	25	26	27				
8-30	June Recess	28	29	30								
4	Student Days	1	Half Days									
5	Staff Days											

Legend	
	Half Day Students/Full Day Staff
	Students 1st & Last Days
	No School
	Staff Day (No Students)

# 2025-2026 - LBC - Dexter HS



July 2025									
		S	M	T	W	T	F	S	
				1	2	3	4	5	
		6	7	8	9	10	11	12	
		13	14	15	16	17	18	19	
		20	21	22	23	24	25	26	
		27	28	29	30	31			
0	Student Days	0	Half Days						
0	Staff Days								

October 2025								
10	1/2 day Students/High Point Full Day Staff - All WISD PD	S	M	T	W	T	F	S
13	No School	5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
28	End of 1st Qtr.	26	27	28	29	30	31	
22	Student Days	1	Half Days					
22	Staff Days							

January 2026								
1-2	No School - Winter Break	S	M	T	W	T	F	S
15-16	1/2 Day Students					1	2	3
	Full Day Staff - Records	4	5	6	7	8	9	10
	End of 1st Semester/2nd Qtr.	11	12	13	14	15	16	17
19	No School - MLK Day	18	19	20	21	22	23	24
23	Progress Reports Due	25	26	27	28	29	30	31
19	Student Days	2	Half Days					
19	Staff Days							

April 2026									
1-3	No School Spring Break	S	M	T	W	T	F	S	
6	No Students Full Day Staff - PD				1	2	3	4	
8	Progress Reports Due	5	6	7	8	9	10	11	
10	1/2 Day Students/High Point Full Day Staff - Program PD	12	13	14	15	16	17	18	
		19	20	21	22	23	24	25	
		26	27	28	29	30			
18	Student Days	1	Half Days						
19	Staff Days								

Days/Hours		180 Days/1098 Hrs. (Student Required)	
179	Student Days	1183.1	Total Hours
165	Full Days	1135.2	6.88
14	Half Days	47.88	3.42
185	Staff Days		

August 2025								
18-21	Staff Only	S	M	T	W	T	F	S
29	No School						1	2
	Labor Day Weekend	3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						
0	Student Days	0	Half Days					
4	Staff Days							

November 2025		S	M	T	W	T	F	S
4	Progress Reports Due							
6-7	1/2 Day Students Full Day Staff - P/T Conferences	2	3	4	5	6	7	8
14	1/2 Day Students/High Point Full Day Staff - Program PD	9	10	11	12	13	14	15
26-28	No School Thanksgiving Break	23	24	25	26	27	28	29
		30						
17	Student Days	3	Half Days					
17	Staff Days							

February 2026								
6	1/2 Students/High Point Full Day Staff -All SE PD	S	M	T	W	T	F	S
		1	2	3	4	5	6	7
13-16	No School Mid-Winter Break	8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
18	Student Days	1	Half Days					
18	Staff Days							

May 2026								
25	No School - Memorial Day	S	M	T	W	T	F	S
							1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						
20	Student Days	0	Half Days					
20	Staff Days							

Bell Times	
Dexter High School	
Full Day	8:00 a.m. - 2:53 p.m.
Half Day	8:00 a.m. - 11:25 a.m.

September 2025								
1	No School - Labor Day	S	M	T	W	T	F	S
2	1st Day Students 1/2 Day Full Day Staff	1	2	3	4	5	6	
12	1/2 Day Students/High Point Full Day Staff - Program PD	7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30				
21	Student Days	2	Half Days					
21	Staff Days							

December 2025								
5	1/2 Day Students/High Point Full Day Staff - All SE PD	S	M	T	W	T	F	S
		1	2	3	4	5	6	
22-31	No School - Winter Break	7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31			
15	Student Days	1	Half Days					
15	Staff Days							

March 2026								
13	1/2 Day Students Full Day Staff - Program PD	S	M	T	W	T	F	S
		1	2	3	4	5	6	7
25	End of 3rd Qtr.	8	9	10	11	12	13	14
30-31	No School - Spring Break	15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				
20	Student Days	1	Half Days					
20	Staff Days							

June 2026								
10	1/2 Day Students Full Day Staff	S	M	T	W	T	F	S
		1	2	3	4	5	6	
	End of 2nd Semester/4th Qtr.	7	8	9	10	11	12	13
11	1/2 Day - Last Day Students Full Day Staff	14	15	16	17	18	19	20
12	Full Day Staff - Prep	21	22	23	24	25	26	27
		28	29	30				
9	Student Days	2	Half Days					
10	Staff Days							

Legend	
	Half Day Students/Full Day Staff
	High Point Day
	Students 1st & Last Days
	No School
	Staff Day (No Students)

# 2025-2026 - LBC - Eberwhite



July 2025								
		S	M	T	W	T	F	S
				1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		
0	Student Days	0	Half Days					
0	Staff Days							

October 2025									
10	1/2 day Students/High Point Full Day Staff - All WISD PD	S	M	T	W	T	F	S	
13	No School	5	6	7	8	9	10	11	
28	End of 1st Qtr.	12	13	14	15	16	17	18	
31	1/2 Day Students	19	20	21	22	23	24	25	
	Full Day Staff	26	27	28	29	30	31		
22	Student Days	2	Half Days						
22	Staff Days								

January 2026								
1-2	No School - Winter Break	S	M	T	W	T	F	S
16	1/2 Day Students					1	2	3
	Full Day Staff - Records	4	5	6	7	8	9	10
	End of 1st Semester/2nd Qtr.	11	12	13	14	15	16	17
19	No School - MLK Day	18	19	20	21	22	23	24
23	Progress Reports Due	25	26	27	28	29	30	31
19	Student Days	1	Half Days					
19	Staff Days							

April 2026								
1-3	No School Spring Break	S	M	T	W	T	F	S
8	Progress Reports Due				1	2	3	4
10	1/2 Day Students/High Point	5	6	7	8	9	10	11
	Full Day Staff - Program PD	12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30		
19	Student Days	1	Half Days					
19	Staff Days							

Days/Hours			
180 Days/1098 Hrs. (Student Required)			
179	Student Days	1170.6	Total Hours
166	Full Days	1133.8	6.83
13	Half Days	36.79	2.83
185	Staff Days		

August 2025								
18-21	Staff Only	S	M	T	W	T	F	S
25	First Day Students						1	2
	1/2 Day Students/Full Day Staff	3	4	5	6	7	8	9
26	1/2 Day Students/Full Day Staff	10	11	12	13	14	15	16
29	No School	17	18	19	20	21	22	23
	Labor Day Weekend	24	25	26	27	28	29	30
		31						
4	Student Days	2	Half Days					
8	Staff Days							

November 2025								
4	No School Progress Reports Due	S	M	T	W	T	F	S
								1
14	1/2 Day Students/High Point Full Day Staff - Program PD	2	3	4	5	6	7	8
		9	10	11	12	13	14	15
26-28	No School Thanksgiving Break	16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30						
16	Student Days	1	Half Days					
16	Staff Days							

February 2026							
6	1/2 Students/High Point Full Day Staff -All SE PD	S	M	T	W	T	F
		1	2	3	4	5	6
13-17	No School Mid-Winter Break	8	9	10	11	12	13
		15	16	17	18	19	20
		22	23	24	25	26	27
17	Student Days	1	Half Days				
17	Staff Days						

May 2026								
5	No Students Full Day Staff - PD	S	M	T	W	T	F	S
14	1/2 Day Students Full Day Staff	3	4	5	6	7	8	9
25	No School - Memorial Day	10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						
19	Student Days	0	Half Days					
20	Staff Days							

Bell Times	
Eberwhite Elementary	
Full Day	8:40 a.m. - 3:30 p.m.
Half Day	8:40 a.m. - 11:30 a.m.

September 2025								
1	No School - Labor Day	S	M	T	W	T	F	S
12	1/2 Day Students/High Point	1	2	3	4	5	6	
	Full Day Staff - Program PD	7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30				
21	Student Days	1	Half Days					
21	Staff Days							

December 2025								
5	1/2 Day Students/High Point Full Day Staff - All SE PD	S	M	T	W	T	F	S
		1	2	3	4	5	6	
22-31	No School - Winter Break	7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31			
15	Student Days	1	Half Days					
15	Staff Days							

March 2026							
10	1/2 Day Students Full Day Staff	S 1	M 2	T 3	W 4	T 5	F 6 7
13	1/2 Day Students/High Point Full Day Staff - Program PD	8 15	9 16	10 17	11 18	12 19	13 20 21
25	End of 3rd Qtr.	22	23	24	25	26	27
30-31	No School - Spring Break	29	30	31			
20	Student Days	2	Half Days				
20	Staff Days						

June 2026								
9	Last Day Students - 1/2 Day Full Day Staff - Records End of 2nd Semester/4th Qtr.	S	M	T	W	T	F	S
		1	2	3	4	5	6	
		7	8	9	10	11	12	13
10	Full Day Staff - Prep Progress Reports Due	14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30				
7	Student Days	1	Half Days					
8	Staff Days							

Legend	
	Half Day Students/Full Day Staff
	High Point Day
	Students 1st & Last Days
	No School
	Staff Day (No Students)

# 2025 - 2026 - LBC - Milan Middle School



July 2025							
	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
0	Student Days		0	Half Days			
0	Staff Days						

October 2025							
	S	M	T	W	T	F	S
10				1	2	3	4
13	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
28	19	20	21	22	23	24	25
	26	27	28	29	30	31	
22	Student Days		1	Half Days			
23	Staff Days						

January 2026							
	S	M	T	W	T	F	S
1-2	No School - Winter Break						
16					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
19	18	19	20	21	22	23	24
23	25	26	27	28	29	30	31
19	Student Days		1	Half Days			
19	Staff Days						

April 2026							
	S	M	T	W	T	F	S
1-3	No School Spring Break						
6				1	2	3	4
	5	6	7	8	9	10	11
8	12	13	14	15	16	17	18
10	19	20	21	22	23	24	25
	26	27	28	29	30		
18	Student Days		1	Half Days			
19	Staff Days						

Days/Hours		
180 Days/1098 Hrs. (Student Required)		
179	Student Days	1156.1 Total Hours
168	Full Days	1122.2 6.68
11	Half Days	33.88 3.08
185	Staff Days	

August 2025							
	S	M	T	W	T	F	S
18-21	Staff Only						
25					1	2	
	3	4	5	6	7	8	9
26	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
4	Student Days		2	Half Days			
8	Staff Days						

November 2025							
	S	M	T	W	T	F	S
4	Progress Reports Due						
14							1
	2	3	4	5	6	7	8
26-28	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
17	Student Days		1	Half Days			
17	Staff Days						

February 2026							
	S	M	T	W	T	F	S
6							1
	2	3	4	5	6	7	8
13-16	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
18	Student Days		1	Half Days			
18	Staff Days						

May 2026							
	S	M	T	W	T	F	S
25	No School - Memorial Day						
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
20	Student Days		0	Half Days			
20	Staff Days						

Bell Times	
Milan Middle School	
Full Day	7:45 a.m. - 2:26 p.m.
Half Day	7:45 a.m. - 10:50 a.m.

September 2025							
	S	M	T	W	T	F	S
1	No School - Labor Day						
12		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				
21	Student Days		1	Half Days			
21	Staff Days						

December 2025							
	S	M	T	W	T	F	S
5							1
	2	3	4	5	6	7	8
22-31	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
15	Student Days		1	Half Days			
15	Staff Days						

March 2026							
	S	M	T	W	T	F	S
13							1
	2	3	4	5	6	7	8
25	9	10	11	12	13	14	15
30-31	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
20	Student Days		1	Half Days			
20	Staff Days						

June 2026							
	S	M	T	W	T	F	S
5							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
5	Student Days		1	Half Days			
5	Staff Days						

Legend	
	Half Day Students/Full Day Staff
	High Point Day
	Students 1st & Last Days
	No School
	Staff Day (No Students)

# 2025-2026 Progress Park



July 2025							
	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
0	Student Days		0	Half Days			
0	Staff Days						

October 2025							
	S	M	T	W	T	F	S
10				1	2	3	4
28	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
23	Student Days		1	Half Days			
23	Staff Days						

January 2026							
	S	M	T	W	T	F	S
1-2	No School - Winter Break						
16					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
19	18	19	20	21	22	23	24
23	25	26	27	28	29	30	31
19	Student Days		1	Half Days			
19	Staff Days						

April 2026							
	S	M	T	W	T	F	S
1-3	No School Spring Break						
8				1	2	3	4
10	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
19	Student Days		1	Half Days			
19	Staff Days						

Days/Hours			
180 Days/1098 Hrs. (Student Required)			
180	Student Days	1131.5	Total Hours
169	Full Days	1098.5	6.50
11	Half Days	33.00	3.00
185	Staff Days		

August 2025							
	S	M	T	W	T	F	S
18-21	Staff Only						
25						1	2
	3	4	5	6	7	8	9
26	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
4	Student Days		2	Half Days			
8	Staff Days						

November 2025							
	S	M	T	W	T	F	S
4	Progress Reports Due						
14							1
	2	3	4	5	6	7	8
26-28	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
17	Student Days		1	Half Days			
17	Staff Days						

February 2026							
	S	M	T	W	T	F	S
6							1
	2	3	4	5	6	7	8
13-16	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
18	Student Days		1	Half Days			
18	Staff Days						

May 2026							
	S	M	T	W	T	F	S
25	No School - Memorial Day						
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
20	Student Days		0	Half Days			
20	Staff Days						

Bell Times	
Progress Park	
Full Day	8:30am-3:00pm (6.5 hrs.)
Half Day	8:30-11:30am (3.0 hrs.)

September 2025							
	S	M	T	W	T	F	S
1	No School - Labor Day						
12							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
21	Student Days		1	Half Days			
21	Staff Days						

December 2025							
	S	M	T	W	T	F	S
5							1
	2	3	4	5	6	7	8
22-31	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
15	Student Days		1	Half Days			
15	Staff Days						

March 2026							
	S	M	T	W	T	F	S
13							1
	2	3	4	5	6	7	8
25	9	10	11	12	13	14	15
30-31	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
20	Student Days		1	Half Days			
20	Staff Days						

June 2026							
	S	M	T	W	T	F	S
4							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
5	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
4	Student Days		1	Half Days			
5	Staff Days						

Legend	
	Half Day Students/Full Day Staff
	Students 1st & Last Days
	No School
	Staff Day (No Students)



# 2025-2026 Young Adult Out-Centers and Red Oak



July 2025								
		S	M	T	W	T	F	S
				1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		
0	Student Days	0	Half Days					
0	Staff Days							

October 2025									
10	1/2 day Students Full Day Staff - All WISD PD	S	M	T	W	T	F	S	
28	End of 1st Qtr.	5	6	7	8	9	10	11	
		12	13	14	15	16	17	18	
		19	20	21	22	23	24	25	
		26	27	28	29	30	31		
23	Student Days	1	Half Days						
23	Staff Days								

January 2026												
1-2	No School - Winter Break				S	M	T	W	T	F	S	
16	1/2 Day Students Full Day Staff - Records End of 1st Semester/2nd Qtr.									1	2	3
					4	5	6	7	8	9	10	
					11	12	13	14	15	16	17	
19	No School - MLK Day				18	19	20	21	22	23	24	
23	Progress Reports Due				25	26	27	28	29	30	31	
19	Student Days				1	Half Days						
19	Staff Days											

April 2026									
1-3	No School Spring Break	S	M	T	W	T	F	S	
8	Progress Reports Due				1	2	3	4	
10	1/2 Day Students	5	6	7	8	9	10	11	
	Full Day Staff - Program PD	12	13	14	15	16	17	18	
		19	20	21	22	23	24	25	
		26	27	28	29	30			
19	Student Days	1	Half Days						
19	Staff Days								

Days/Hours			
180Days/1098 Hrs. (Student Required)			
180	Student Days	1108.27	Total Hours
169	Full Days	1069.77	6.33
11	Half Days	38.50	3.50
185	Staff Days		

August 2025								
18-21	Staff Only	S	M	T	W	T	F	S
25	First Day Students 1/2 Day Students/Full Day Staff						1	2
26	1/2 Day Students/Full Day Staff	3	4	5	6	7	8	9
29	No School Labor Day Weekend	10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						
4	Student Days	2	Half Days					
8	Staff Days							

November 2025													
4	Progress Reports Due						S	M	T	W	T	F	S
14	1/2 Day Students												1
	Full Day Staff - Program PD						2	3	4	5	6	7	8
26-28	No School						9	10	11	12	13	14	15
	Thanksgiving Break						16	17	18	19	20	21	22
							23	24	25	26	27	28	29
							30						
17	Student Days						1	Half Days					
17	Staff Days												

February 2026							
6	1/2 Students Full Day Staff -All SE PD	S	M	T	W	T	F S
		1	2	3	4	5	6 7
13-16	No School Mid-Winter Break	8	9	10	11	12	13 14
		15	16	17	18	19	20 21
		22	23	24	25	26	27 28
18	Student Days	1	Half Days				
18	Staff Days						

May 2026									
25	No School - Memorial Day	S	M	T	W	T	F	S	
							1	2	
		3	4	5	6	7	8	9	
		10	11	12	13	14	15	16	
		17	18	19	20	21	22	23	
		24	25	26	27	28	29	30	
		31							
20	Student Days	0	Half Days						
20	Staff Days								

Bell Times	
Young Adult Out-Centers	
	Full Day 6.33
	Half Day 3.5

September 2025								
1	No School - Labor Day 1/2 Day Students Full Day Staff - Program PD	S	M	T	W	T	F	S
12		1	2	3	4	5	6	
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30				
21	Student Days	1	Half Days					
21	Staff Days							

December 2025									
5	1/2 Day Students Full Day Staff - All SE PD	S	M	T	W	T	F	S	
		1	2	3	4	5	6		
22-31	No School - Winter Break	7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	
		21	22	23	24	25	26	27	
		28	29	30	31				
15	Student Days	1	Half Days						
15	Staff Days								

March 2026								
13	1/2 Day Students Full Day Staff - Program PD	S	M	T	W	T	F	S
		1	2	3	4	5	6	7
25	End of 3rd Qtr.	8	9	10	11	12	13	14
30-31	No School - Spring Break	15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				
20	Student Days	1	Half Days					
20	Staff Days							

June 2026									
4	Last Day Students - 1/2 Day Full Day Staff - Records	S	M	T	W	T	F	S	
		1	2	3	4	5	6		
	End of 2nd Semester/4th Qtr.	7	8	9	10	11	12	13	
5	Full Day Staff - Prep Progress Reports Due	14	15	16	17	18	19	20	
		21	22	23	24	25	26	27	
		28	29	30					
4	Student Days	1	Half Days						
5	Staff Days								

Legend	
	Half Day Students/Full Day Staff
	Students 1st & Last Days
	No School
	Staff Day (No Students)



# Help, when you need it most

With your Employee Assistance Program and work-life balance services, confidential assistance is as close as your phone or computer.



## Employee Assistance Program (EAP)

Your EAP is designed to help you lead a happier and more productive life at home and at work. Call for confidential access to a Licensed Professional Counselor\* who can help you.

### A Licensed Professional Counselor can help you with:

- Stress, depression, anxiety
- Relationship issues, divorce
- Anger, grief, loss
- Job stress, work conflicts
- Family, parenting problems
- And more



## Work-life balance

You can also reach out to a specialist for help with balancing work and life issues. Just call and one of our work-life Specialists can answer your questions and help you find resources in your community.

### Ask our work-life Specialists about:

- Child care
- Elder care
- Financial services, debt management, credit report issues
- Identity theft
- Legal questions\*\*
- Even reducing your medical/dental bills
- And more

## Who is covered?

EAP services are available to all eligible partners and employees, their spouses or domestic partners, dependent children, parents and parents-in-law.

## Always by your side

- Expert support 24/7
- Convenient website
- Short-term help
- Referrals for additional care
- Monthly webinars
- Medical Bill Saver® — helps you save on medical bills

## Help is easy to access:

**Phone support:** 1-800-854-1446

**Online support:** [unum.com/lifebalance](https://unum.com/lifebalance)

**In-person:** You can get up to three visits available at no additional cost to you with a Licensed Professional Counselor. Your counselor may refer you to resources in your community for ongoing support.

**Better  
benefits  
at work.™**

[unum.com](https://unum.com)

\* The counselors must abide by federal regulations regarding duty to warn of harm to self or others. In these instances, the consultant may be mandated to report a situation to the appropriate authority.

\*\*State mandated restrictions for legal services in WA apply.

Work-life balance employee assistance programs may not be available in New York. Other state-specific restrictions may apply based on the product offering.

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EN-2058-3 FOR EMPLOYEES (9-24)

The Unum Employee Assistance Program and Work/Life Balance services, provided by HealthAdvocate, are available with select Unum insurance offerings. Terms and availability of service are subject to change. Service provider does not provide legal advice; please consult your attorney for guidance. Services are not valid after coverage terminates. Please contact your Unum representative for details. Insurance products are underwritten by the subsidiaries of Unum Group.



# Don't forget this travel essential!

Pack your worldwide emergency travel assistance phone number and leave travel worries at home.



## If you experienced a medical emergency while traveling, would you know whom to call?

Whenever you travel 100 miles or more from home — to another country or just another city — be sure to pack your worldwide emergency travel assistance phone number. Travel assistance speaks your language, helping you locate hospitals, embassies and other “unexpected” travel destinations. Add the number to your cell phone contacts, so it’s always close at hand. Just one phone call connects you and your family to medical and other important services 24 hours a day.

## Use your travel assistance phone number to access:

- Hospital admission assistance\*
- Emergency medical evacuation
- Prescription replacement assistance
- Transportation for a friend or family member to join a hospitalized patient
- Care and transport of unattended minor children
- Assistance with the return of a vehicle
- Emergency message services
- Critical care monitoring
- Emergency trauma counseling
- Referrals to Western-trained, English-speaking medical providers
- Legal and interpreter referrals
- Passport replacement assistance

## Whether traveling for business or pleasure, one phone call connects you to:

- Multilingual, medically certified crisis management professionals
- A state-of-the-art global response operations center
- Qualified medical providers around the world

### With the Assist America Mobile App, you can:

- Call Assist America’s Operation Center from anywhere in the world with the touch of a button.
- Access pre-trip information and country guides.
- Search for local pharmacies (U.S. only).
- Download a membership card.
- View a list of services.
- Search for the nearest U.S. embassy.
- Read Assist Alerts.



Download and activate the app today from the Apple® App Store or Google Play™.

Reference Number: 01-AA-UN-762490

## 24/7 services anywhere in the world

Unum travel assistance services are provided by Assist America, Inc., a leading provider of global emergency assistance services through employee benefit plans. Assist America's medically certified personnel are ready to help 24 hours a day, 365 days a year, and can connect you with pre-qualified, English-speaking and Western-trained medical providers anywhere in the world.



You can access travel assistance services through the phone number on your travel assistance wallet card. If you have misplaced your card, contact your human resources department and ask for a replacement.

If you need travel assistance anywhere in the world, contact us day or night.



**Within the U.S.**  
1-800-872-1414



**Outside the U.S.**  
(U.S. access code) +609-986-1234



**Via e-mail:**  
medservices@assistamerica.com

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## Travel assistance FAQs

### Which countries can I travel to?

Assist America's services have no geographical exclusions. Its worldwide network stands ready to help wherever your travels take you.

### Is my family covered?

Your spouse and dependent children up to age 19 (or the age specified by your medical plan) are covered.\*\*

### Are pre-existing conditions excluded?

No. Whether your medical emergency is the result of a new or pre-existing condition, Assist America's trained representatives will help you find qualified medical care and facilities.

### What about sports-related injuries?

Whether you've been involved in recreational or extreme sporting, worldwide emergency travel assistance will provide support for all your medical needs.

### Who pays for the services I use if I have a travel emergency?

Assist America arranges and pays for 100% of the services the company provides, with no caps or charge-backs to either you or your employer. But you must call Assist America first — you can't be reimbursed for services you arrange on your own.\*



**Better  
benefits  
at work.™**

unum.com

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\* Hospital admission is coordinated by Assist America, Inc. It may require a validation of your medical insurance or an advance of funds to the foreign medical facility. You must repay any expenses related to emergency hospital admissions to Assist America, Inc. within 45 days. Worldwide emergency travel assistance services, provided by Assist America, Inc., are available with select Unum insurance offerings. Terms and availability of service are subject to change and prior notification requirements. Services are not valid after coverage terminates. Please contact your Unum representative for details. All emergency travel assistance must be arranged by Assist America, which pays for all services it provides. Medical expenses, such as prescriptions or physician, lab or medical facility fees are paid by the employee or the employee's health insurance.

\*\*Spouses and children traveling on business for their employers are not eligible to access these services during those trips.

Insurance products are underwritten by the subsidiaries of Unum Group.

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EN-1935-2 FOR EMPLOYEES (12-22)



## ISSUES THE OMBUDS OFFICE CAN HELP ADDRESS:

### Career Management

Promotion, performance management, end of appointment, layoff, reorganization, hostile environment, overwork, compensation, and benefits.

### Work Relationships

Conflict with a colleague or supervisor, difficult staff, inappropriate or disrespectful behavior, abuse of power, and bullying.

### Policies and Requirements

Employment guidelines, disciplinary process and decisions, grievance and complaint procedures, academic policy or procedure concerns.

### Illness and Disability

Disability services, accommodation request, disability plans, leave options, internal and outside resources.

### Discrimination and Sexual Harassment

Unwelcome and inappropriate behavior, and inappropriate relationships.

### OTHER CONCERNS

Safety, unethical behavior, and compliance.

## CONTACT THE OMBUDS OFFICE IF YOU:

- Have a problem or conflict involving the school district or department and don't know where to go to solve it.
- Feel your concerns are not being heard.
- Need information about policies and procedures affecting your work environment.
- Believe your rights have been violated or you have not been given due process.
- Need help to resolve or mediate a dispute.
- Feel you have been treated unfairly or insensitively or that you are being subjected to intimidation, bullying, or emotionally "toxic" behavior.
- Think that the school district has made an error, but has not acknowledged it.

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## Contact

Gregory A. Peoples. M. Ed.

Ombuds Development Director

State Certified Mediator

✉ gpeoples@washtenawisd.org

📞 Office: (734) 994-8100 ext. 1317

☎ Cell: (734) 368-8536

📍 1819 S. Wagner Road

Ann Arbor, MI 48106



## OMBUDS OFFICE

## CONFIDENTIALITY

Confidentiality is a key  
characteristic of the Ombuds  
Office

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## TLC BUILDING

1819 S. Wagner Road  
Ann Arbor, MI 48106  
(734)994- 8100 x1317



## THE ROLE OF THE OMBUDS

The roll of Ombuds is to help staff, students and their families in identifying and evaluating their options for resolving and managing conflict, provide mediation support, and make referrals to other appropriate departments, offices, and/or community resources.

### The Ombuds:

- Provides a completely confidential and neutral resolution service independent of the human resources department for all members of the WISD community.
- May advise an individual on how to make an official complaint to the WISD Board of Education or Superintendent about a problem.
- Can identify problem and conflict areas within the school district and recommend improvements to the district leadership.

## WHAT THE OMBUDS CAN DO FOR YOU

- 1.) Listen and discuss questions, concerns, and complaints of clients about the functioning of the school district.
- 2.) Help staff develop problem solving skills and promote critical thinking so that staff is better able it act on their own behalf in resolving conflict.
- 3.) Assist clients in in evaluating and assessing a variety of options to address their own concerns.
- 4.) Answer questions, help clients formulate appropriate questions and find others who can provide the concert answers.
- 5.) Identify problems and conflict area within the school district and recommended improvements.
- 6.) Make referrals or mediation. counseling and dispute resolution service, and assist in the creating helping network for clients.
- 7.) Provide a safe and confidential setting where clients feel respected and where they can be candid and forthright.

## WHAT THE OMBUDS CANNOT DO FOR YOU

- 1.) Take part in any formal grievance process, hearing, or judicial process.
- 2.) Make administrative or academic decisions for any other part of the school district.
- 3.) Assign sanctions.
- 4.) Give legal advice.

## Private and Confidential

Confidentiality is a key characteristic of the Ombuds Office. The office does not divulge a client's name or the nature of the issue being discussed without the client's consent.

With the client's permission, individuals whose help is necessary to resolve a specific problem may be contacted. The office only acts with your permission except in the unusual situations of imminent risks of serious harm where it appears to be no responsible options except to act without permission.