



## September 24, 2024 Board Packet

A Regular meeting of the Board of Education of Washtenaw Intermediate School District will be held beginning at 5:00 PM at the WISD Teaching and Learning Center, 1819 S. Wagner Rd. Ann Arbor, MI (734) 994-8100.

Tuesday, September 24, 2024 05:00 PM

- 1. Call To Order - President Diane Hockett**
- 2. Roll Call - TJ Greggs, Administrative Assistant to the Superintendent**
- 3. Approval of the Agenda**

### Agenda Item 1

[September 24, 2024 Agenda \(p. 3\)](#)

- 4. Communications**
- 5. Public Participation**
- 6. Financial Report**

### A. Financial Report August 2024

### B. Head Start and Early Head Start Financial Report July/August 2024

[JULY AUGUST EHS HS FISCAL REPORT \(p. 7\)](#)

- 7. Presentation**
- 8. Equity, Inclusion, and Social Justice Dialogue**
- 9. Consent Agenda**

### A. Approval: Minutes

[9-10-24 Minutes \(p. 20\)](#)

### B. Approval: Superintendent's Recommendations

#### 028-24-25 Employment Recommendations

[New Hire\\_B. Valerio \(p. 24\)](#)

[New Hire\\_K. Lilly \(p. 28\)](#)

#### 029-24-25 Reclassification Requests:

[Reclassification\\_B. Thacker \(p. 41\)](#)

[Reclassification\\_J. Fonville \(p. 47\)](#)

[Reclassification\\_K. Williams \(p. 49\)](#)

[Reclassification\\_S. Mildenstein \(p. 51\)](#)

**030-24-25 Hanover and Washtenaw ISD – 2024 Renewal Agreement:**

[Hanover 2024-2027 Agreement Memo \(p. 57\)](#)

[Hanover and Washtenaw ISD - 2024 Renewal Agreement \(p. 58\)](#)

**031-24-25 Early Literacy Coaching Contracts**

[Early Literacy Coaching Contracts Memo \(p. 60\)](#)

[Ann Arbor Early Literacy Coaching Contract \(p. 61\)](#)

[Chelsea Early Literacy Coaching Contract \(p. 67\)](#)

[Dexter Early Literacy Coaching Contract \(p. 73\)](#)

[Lincoln Early Literacy Coaching Contract \(p. 79\)](#)

[Manchester Early Literacy Coaching Contract \(p. 85\)](#)

[Milan Early Literacy Coaching Contract \(p. 91\)](#)

[Saline Early Literacy Coaching Contract \(p. 97\)](#)

[Whitmore Lake Early Literacy Coaching Contract \(p. 103\)](#)

[Ypsilanti Early Literacy Coaching Contract \(p. 109\)](#)

**10. New Business**

**A. MDE Future Proud Educator Grow Your Own Grant**

[Grow Your Own 2024 Board Memo \(p. 115\)](#)

[Grow Your Own Grant \(p. 116\)](#)

**B. TLC Building Virtual Machine Infrastructure - VM Host Upgrade/Replacement**

[VM Host Upgrade Board Memo \(p. 128\)](#)

[Trace3 - VM Host Quote \(p. 129\)](#)

**C. WISD Head Start Awareness Month Resolution 2024**

[Head Start Awareness Month Resolution Memo \(p. 135\)](#)

**11. Other Items of Business**

**12. Board of Education Reports**

**13. Administrative Reports**

**A. Superintendent's Report**

**B. Retainer Newsletter**

**14. Adjournment**

**MEMORANDUM**

**TO:** Board of Education  
**FROM:** Naomi Norman, Superintendent  
**DATE:** September 16, 2024  
**RE:** Regular Meeting September 24, 2024

**Agenda Item 3:** Approval of the Agenda: President Diane Hockett will ask for approval of the agenda.

**Agenda Item 4:** Communications: There are no communications at this time.

**Agenda Item 5:** Public Participation: Members of the public who wish to address the Board may do so at this time.

**Agenda Item 6:** Financial Report: Associate Superintendent Brian Marcel will review the financial report for August 2024 and will be available to answer questions or provide additional information. Early Childhood Programs Grant Manager LaDawn White will review the July and August 2024 Head Start Financial Reports and be available to answer questions at Tuesday’s meeting.

**Agenda Item 7:** Presentation: Dr. Edward Manuszak will review the Preschool for All state initiative.

**Agenda Item 8:** Equity, Inclusion, and Social Justice Dialogue: Superintendent Naomi Norman will facilitate the equity, inclusion, and social justice discussion.

**Agenda Item 9:** Consent Agenda

**A. Approval: Minutes:** Approval of the minutes of the September 24, 2024, regular and closed session meetings.

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

The Superintendent recommends the Board accept the following employment recommendations:

**028-24-25 Employment Recommendations:** Please see the employment recommendations for: Brandi Valerio as a Teacher Consultant. If approved Brandi Valerio’s salary will be \$90,599.00 (MA, Step 15). All other fringe benefits will be set forth in the Unit II contract.

Kara Lilly as a Mental Health Practitioner. If approved by the board Kara Lilly salary will be \$98,585 210-Grade 10 step 6. All other fringe benefits are set forth in the Non-Affiliated contract agreement.

The Superintendent recommends the Board accept the following reclassification:

**029-24-25 Reclassification Requests:** Please see the reclassification request for:

Brandon Thacker, current position: Intern, 1.0 FTE, 210 workdays, Salary: \$15.30 per hour, non-bargaining. Recommended position: Level 1 Support, 1.0 FTE, 230 workdays, Salary: \$17.33-\$20.00 per hour, non-bargaining.

Jessica Fonville, current position: General Education Social Worker, 1.0 FTE, 205 workdays, Salary: MA, 205, Step 4, Unit II. Recommended position: General Education Social Worker, 1.0 FTE, 205 workdays, Salary: MA30, 205, Step 5, Unit II.

Kara Williams, current position: Social Worker, 1.0 FTE, 205 workdays, Salary: MA 205, Step 7 Unit II. Recommended position: Social Worker, 1.0 FTE, 205 workdays, Salary: MA30, 205, Step 7, Unit II.

Simonne Mildenstein, current position: Teacher Consultant- WL, 1.0 FTE, 185 workdays, Salary: Step 15, \$94,322.00, Unit II. Recommended position: Teacher of students with severe cognitive impairments-Young Adult (205 days), 1.0 FTE, 205 workdays, Salary: Step 15, \$106,609, Unit II.

The Superintendent recommends the board authorize the administration to approve 2024 renewal agreement between Hanover and Washtenaw ISD, as presented.

**030-24-25 Hanover and Washtenaw ISD – 2024 Renewal Agreement:** Please see the memo from Superintendent Naomi Norman. Recommendation that we renew our formal agreement with Hanover Research for the purpose of conducting literature reviews, evaluation, research, data analysis and reporting for achievement-related initiatives, the Senior Exit Survey, and other WISD efforts. This three-year agreement is for \$45,000.00 00 per year which is \$135,000 over the life of the contract and runs for three years beginning October 21, 2024, and ending on October 20, 2027. The cost of the service will be paid out of our general funds, and we have the option each year to end the multi-year agreement.

The Superintendent recommends the board authorize the administration to approve contracts with Ann Arbor Public Schools, Chelsea School District, Dexter Community Schools, Lincoln Consolidated School District, Manchester Community Schools, Milan Area Schools, Saline Area Schools, Whitmore Lake Public Schools, and Ypsilanti Community Schools to provide an early literacy coach to each district for the 2024-2025 school year at a cost not to exceed \$50,000.00, as presented.

**031-24-25 Early Literacy Coaching Contracts:** Please see the memo from Supervisor of Instruction Amy Olmstead-Brayton. Ann Arbor Public Schools, Chelsea School District, Dexter Community Schools, Lincoln Consolidated School District, Manchester Community Schools, Milan Area Schools, Saline Area Schools, Whitmore Lake Public Schools, and Ypsilanti Community Schools will each provide an early literacy coach (PreK-3) who will join the Washtenaw County Coaching Collaborative (WC3) professional learning network. The coach will support their district's teachers in implementing the Essential Instructional Practices in Early Literacy. The funding source is a Michigan Department of Education Early Literacy Coaching Grant, which aligns with our commitment to high-quality literacy instruction for all.



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

**Agenda Item 10: New Business:**

**A. MDE Future Proud Educator Grow Your Own Grant:** Please see the memo from Director of Instruction Dr. Jennifer Banks. The purpose of Grow Your Own (GYO) Program grant is to provide funds to public school districts and intermediate school districts (ISDs), both traditional and charter, to develop Grow Your Own programs for support staff working in PK-12 settings to become certified teachers. The grant is intended to make teacher certification more attainable by enabling districts to cover educator preparation program tuition, books, testing fees, travel costs, and substitute employee costs. The grant will cover costs beginning March 1, 2021, through December 31, 2026. This increases the Future Proud Michigan Educator Grow Your Own initiative grant funds from \$700,811.00 to \$4,929,035.00.

**Recommendation: Motion that the Board of Education authorize administration to accept funds from MDE in the amount of \$4,228,224.00 to implement phase 3 of the Future Proud Michigan Educator Grow Your Own initiative, as presented. (Roll Call Vote)**

**B. TLC Building Virtual Machine Infrastructure - VM Host Upgrade/Replacement:** Please see the memo from Chief Information Officer Matthew Cook. To ensure the continued stability and security of our virtual servers, WISD needs to upgrade the older M4 hosts. The M4 models have reached their end of life as of February 2024. Refreshing these units is essential to maintaining a secure and efficient environment for our storage and network operations. Two of the three servers purchased will be paid for with consortium funds. The remaining server will utilize the WISD Technology funds.

**Recommendation: Motion that the Board of Education authorize administration to approve the purchase of 3 Cisco M6 Rack servers, along with infrastructure-related materials, licenses, and a service warranty, in the amount not to exceed \$73,663.00, as presented. (Roll Call Vote)**

**C. WISD Head Start Awareness Month Resolution 2024:** Please see the memo from Executive Director for Early Childhood Dr. Edward Manuszak. Washtenaw ISD has been a strong partner over the past 12 years as the federal government grantee for the Head Start Program. October has been designated as Head Start Awareness Month. The proclamation outlines our agencies support for the children and families that are served by this program. We are also very proud of our staff who support the program we coordinate that serves 395 children in our Head Start Center Based programs and 56 Early Head Start Home visiting program.

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

**Agenda Item 11: Other Items of Business:**

**Agenda Item 12: Board of Education Reports:** Reminder, October 14, 2024, Policy and MASB Annual Conference Oct 24-27, located at the Lansing Center, 333 E Michigan Ave, Lansing, MI 48933.

**Agenda Item 13: Administrative Reports:**

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

Agenda Item 14: **Adjournment**

**JULY & AUGUST 2024 Head Start Financial Summary**  
**Washtenaw ISD Head Start and Early Head Start Grant 05CH0112694-01-00**  
**Budget Period for 07/01/2024 – 06/30/2025 Grant Year**

	<b>2024-2025 EHS/HS BUDGET</b>	<b>ACTUAL EXPENSES</b>	<b>ENCUMBRANCE</b>	<b>REMAINING BUDGET REVENUE</b>	<b>% USED</b>
<b>TRAINING AND TECHNICAL ASSISTANCE</b>	\$63,216.00	0	0	\$63,216.00	0%
<b>PERSONNEL</b>	\$1,057,197.00	\$137,359.71	0	\$919,837.29	13%
<b>FRINGE BENEFITS</b>	\$641,908.00	\$98,032.30	0	\$543,875.70	15%
<b>EQUIPMENT</b>	\$8,800.00	0	0	\$8,800.00	0%
<b>TRAVEL OUT OF TOWN</b>	\$28,614.00	\$271.13	0	\$28,342.87	<1%
<b>SUPPLIES</b>	\$47,239.00	\$149.86	\$6,592.61	\$40,496.53	14%
<b>CONTRACTUAL</b>	\$3,791,169.00	\$13,356.45	\$5,765.82	\$3,772,046.73	<1%
<b>OTHER</b>	\$46,421.00	\$1,764.35	\$1,485.00	\$43,171.65	7%
<b>TOTAL</b>	\$5,684,564.00	\$250,933.80	\$13,843.43	\$5,419,786.77	~5%

Actual Grant Expenditures as a % of Award  
 4% of Head Start/EHS Award

**Revenue of Award**

**TOTAL REVENUE TO DATE: \$0**

**Grant Expenditures**

**TOTAL EXPENDITURES TO DATE: \$ 250,933.80**

**TOTAL ENCUMBERANCES: \$ 13,843.43**

**EXPENDITURES FOR JULY/AUGUST: \$250,933.80**

**EXPENSES FOR JULY/AUGUST:**

- SALARIES**
- FRINGES**
- MEMBERSHIP DUES**
- BUILDING**
- REPAIRS/MAINTENANCE(BEATTY)**
- PROPERTY INSURANCE**
- CONFERENCE**
- PROGRAM MATERIALS AND SUPPLIES**

**MEALS**

- PRINTING SERVICES**
- LEASE PAYMENT-CHAPPELL**
- TELEPHONE SERVICES**
- HEALTH SUPPLIES**
- MILEAGE**
- ELECTRICITY-BEATTY**
- WATER BILL**
- VEHICLE INSURANCE**

**JULY & AUGUST 2024 Head Start Financial Summary**  
**Washtenaw ISD Head Start and Early Head Start Grant 05CH0112694-01-00**  
**Budget Period for 07/01/2024 – 06/30/2025 Grant Year**

	Revenue	Budget	Current Month	Encumbrances	Expenditures 07/01/2024 - 06/30/2025	Remaining	% Used/Rec'd
<b>7/1/2024-8/31/2024</b>		<b>\$5,684,564.00</b>	<b>\$0.00</b>	<b>\$13,843.43</b>	<b>\$250,933.80</b>	<b>\$5,419,786.77</b>	<b>4.66%</b>

**SUB-RECIPIENTS**

G/L Account Number - Combined	Account Description	Budget	Current Month	Encumbrances	Expenditures 07/01/2024 - 06/30/2025	Remaining	% Used/Rec'd
<b>TRAINING AND TECHNICAL ASSISTANCE \$ 63,216</b>							
11.1221.3190.987.7235.90713.0000	Other Prof & Technical Services	\$6,212.00	\$0.00	\$0.00	\$0.00	\$6,212.00	0.00%
11.1221.3220.987.7235.90713.0000	Workshops and Conf Travel	\$7,468.00	\$0.00	\$0.00	\$0.00	\$7,468.00	0.00%
11.1221.6420.987.7235.90715.0000	Capital-New Equip <\$5000	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0.00%
11.1221.3190.988.7235.90713.0000	Other Prof & Technical Services	\$15,036.00	\$0.00	\$0.00	\$0.00	\$15,036.00	0.00%
11.1221.3220.988.7235.90713.0000	Workshops and Conf Travel	\$14,326.00	\$0.00	\$0.00	\$0.00	\$14,326.00	0.00%
11.1221.3430.988.7235.90715.0000	Mail/Postage Serv	\$4,874.00	\$0.00	\$0.00	\$0.00	\$4,874.00	0.00%
11.1221.5110.988.7235.90715.0000	Teaching/Testing Supplies	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
11.1221.6420.988.7235.90715.0000	Capital-New Equip <\$5000	\$4,200.00	\$0.00	\$0.00	\$0.00	\$4,200.00	0.00%
11.1221.7410.988.7235.90717.0000	Dues and Fees	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
11.1411.8220.000.7235.81020.0000	Sub-Grantee- YCS	\$6,700.00	\$0.00	\$0.00	\$0.00	\$6,700.00	0.00%
	<b>TOTAL</b>	<b>\$63,216.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$63,216.00</b>	<b>0.00%</b>

**PERSONNEL \$ 1,057,197**

G/L Account Number - Combined	Account Description	Budget	Current Month	Encumbrances	Expenditures 07/01/2024 - 06/30/2025	Remaining	% Used/Rec'd
<b>ADMINISTRATIVE SALARIES</b>							
11.1226.1160.000.7235.90711.0000	Supervision/Direction-Staff	\$34,073.00	\$0.00	\$0.00	\$4,882.99	\$29,190.01	14.33%
11.1226.1170.000.7235.90711.0000	Program/Department Direction	\$59,274.00	\$0.00	\$0.00	\$8,011.72	\$51,262.28	13.52%
11.1226.1590.000.7235.90711.0000	Other Technical	\$20,576.00	\$0.00	\$0.00	\$4,269.48	\$16,306.52	20.75%
11.1226.1620.000.7235.90711.0000	Secretary-Clerical-Bookkeeper	\$12,759.00	\$0.00	\$0.00	\$1,521.82	\$11,237.18	11.93%
11.1226.1790.000.7235.90711.0000	Other Special Payments	\$378.00	\$0.00	\$0.00	\$31.52	\$346.48	8.34%
11.1226.1160.987.7235.90711.0000	Supervision/Direction-Staff	\$14,019.00	\$0.00	\$0.00	\$1,955.73	\$12,063.27	13.95%
11.1226.1170.987.7235.90711.0000	Program/Department Direction	\$21,391.00	\$0.00	\$0.00	\$3,541.56	\$17,849.44	16.56%
11.1226.1590.987.7235.90711.0000	Other Technical	\$5,144.00	\$0.00	\$0.00	\$1,067.36	\$4,076.64	20.75%
11.1226.1620.987.7235.90711.0000	Secretary-Clerical-Bookkeeper	\$1,418.00	\$0.00	\$0.00	\$268.58	\$1,149.42	18.94%
11.1226.1790.987.7235.90711.0000	Other Special Payments	\$159.00	\$0.00	\$0.00	\$18.92	\$140.08	11.90%
	<b>SUB TOTAL</b>	<b>\$169,191.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,569.68</b>	<b>\$143,621.32</b>	<b>15.11%</b>

**INSTRUCTIONAL SALARIES**

11.1281.1160.000.7235.90711.0000	Supervision/Direction-Staff	\$14,924.00	\$0.00	\$0.00	\$1,255.24	\$13,668.76	8.41%
11.1281.1180.000.7235.90711.0000	Research	\$89,469.00	\$0.00	\$0.00	\$16,972.88	\$72,496.12	18.97%
11.1281.1790.000.7235.90711.0000	Other Special Payments	\$104.00	\$0.00	\$0.00	\$18.66	\$85.34	17.94%
11.1351.1220.000.7235.90711.0000	Counseling	\$278,496.00	\$0.00	\$0.00	\$12,412.64	\$266,083.36	4.46%
11.1351.1250.000.7235.90711.0000	Instructional Counseling	\$39,596.00	\$0.00	\$0.00	\$8,046.03	\$31,549.97	20.32%
11.1351.1440.000.7235.90711.0000	Social Work	\$54,753.00	\$0.00	\$0.00	\$9,008.40	\$45,744.60	16.45%

11.1351.1620.000.7235.90711.0000	Secretary-Clerical-Bookkeeper	\$13,688.00	\$0.00	\$0.00	\$4,253.96	\$9,434.04	31.08%
11.1281.1180.987.7235.90711.0000	Research	\$6,863.00	\$0.00	\$0.00	\$3,579.87	\$3,283.13	52.16%
11.1351.1220.987.7235.90711.0000	Counseling	\$69,010.00	\$0.00	\$0.00	\$9,410.36	\$59,599.64	13.64%
11.1351.1250.987.7235.90711.0000	Instructional Counseling	\$274,983.00	\$0.00	\$0.00	\$42,327.03	\$232,655.97	15.39%
11.1351.1440.987.7235.90711.0000	Social Work	\$44,599.00	\$0.00	\$0.00	\$4,254.72	\$40,344.28	9.54%
11.1351.1620.987.7235.90711.0000	Secretary-Clerical-Bookkeeper	\$1,521.00	\$0.00	\$0.00	\$250.24	\$1,270.76	16.45%
	<b>SUB TOTAL</b>	<b>\$888,006.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$111,790.03</b>	<b>\$776,215.97</b>	<b>12.59%</b>
<b>TOTAL</b>		<b>\$1,057,197.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$137,359.71</b>	<b>\$919,837.29</b>	<b>12.99%</b>

**FRINGES \$641908**

**ADMINISTRATIVE BENEFITS**

11.1226.2110.000.7235.90711.0000	Group Life	\$240.00	\$0.00	\$0.00	\$28.40	\$211.60	11.83%
11.1226.2120.000.7235.90711.0000	Group Disability	\$247.00	\$0.00	\$0.00	\$28.84	\$218.16	11.68%
11.1226.2130.000.7235.90711.0000	Group Health and Accident	\$6,963.00	\$0.00	\$0.00	\$942.48	\$6,020.52	13.54%
11.1226.2140.000.7235.90711.0000	Dental Health Care	\$522.00	\$0.00	\$0.00	\$72.28	\$449.72	13.85%
11.1226.2150.000.7235.90711.0000	Vision Care	\$201.00	\$0.00	\$0.00	\$29.76	\$171.24	14.81%
11.1226.2820.000.7235.90711.0000	Contribution to State and Local Retir	\$50,798.00	\$0.00	\$0.00	\$8,025.07	\$42,772.93	15.80%
11.1226.2830.000.7235.90711.0000	Employer Social Security	\$9,920.00	\$0.00	\$0.00	\$1,401.88	\$8,518.12	14.13%
11.1226.2920.000.7235.90711.0000	Cash in Lieu of Benefits	\$1,124.00	\$0.00	\$0.00	\$198.72	\$925.28	17.68%
11.1226.2110.987.7235.90711.0000	Group Life	\$92.00	\$0.00	\$0.00	\$10.08	\$81.92	10.96%
11.1226.2120.987.7235.90711.0000	Group Disability	\$87.00	\$0.00	\$0.00	\$9.92	\$77.08	11.40%
11.1226.2130.987.7235.90711.0000	Group Health and Accident	\$1,895.00	\$0.00	\$0.00	\$308.16	\$1,586.84	16.26%
11.1226.2140.987.7235.90711.0000	Dental Health Care	\$143.00	\$0.00	\$0.00	\$23.52	\$119.48	16.45%
11.1226.2150.987.7235.90711.0000	Vision Care	\$55.00	\$0.00	\$0.00	\$8.76	\$46.24	15.93%
11.1226.2820.987.7235.90711.0000	Contribution to State and Local Retir	\$15,631.00	\$0.00	\$0.00	\$2,734.51	\$12,896.49	17.49%
11.1226.2830.987.7235.90711.0000	Employer Social Security	\$3,368.00	\$0.00	\$0.00	\$517.33	\$2,850.67	15.36%
11.1226.2920.987.7235.90711.0000	Cash in Lieu of Benefits	\$411.00	\$0.00	\$0.00	\$88.32	\$322.68	21.49%
	<b>SUB TOTAL</b>	<b>\$91,697.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,428.03</b>	<b>\$77,268.97</b>	<b>15.73%</b>

**INSTRUCTIONAL BENEFITS**

**HS**

11.1281.2110.000.7235.90711.0000	Group Life	\$297.00	\$0.00	\$0.00	\$50.85	\$246.15	17.12%
11.1281.2120.000.7235.90711.0000	Group Disability	\$251.00	\$0.00	\$0.00	\$42.77	\$208.23	17.04%
11.1281.2130.000.7235.90711.0000	Group Health and Accident	\$3,739.00	\$0.00	\$0.00	\$318.63	\$3,420.37	8.52%
11.1281.2140.000.7235.90711.0000	Dental Health Care	\$1,848.00	\$0.00	\$0.00	\$285.69	\$1,562.31	15.46%
11.1281.2150.000.7235.90711.0000	Vision Care	\$420.00	\$0.00	\$0.00	\$76.86	\$343.14	18.30%
11.1281.2820.000.7235.90711.0000	Contribution to State and Local Retir	\$50,947.00	\$0.00	\$0.00	\$8,837.16	\$42,109.84	17.35%
11.1281.2830.000.7235.90711.0000	Employer Social Security	\$8,308.00	\$0.00	\$0.00	\$1,375.20	\$6,932.80	16.55%
11.1281.2920.000.7235.90711.0000	Cash in Lieu of Benefits	\$2,877.00	\$0.00	\$0.00	\$570.10	\$2,306.90	19.82%

**HS**

11.1351.2110.000.7235.90711.0000	Group Life	\$411.00	\$0.00	\$0.00	\$92.12	\$318.88	22.41%
11.1351.2120.000.7235.90711.0000	Group Disability	\$437.00	\$0.00	\$0.00	\$82.42	\$354.58	18.86%
11.1351.2130.000.7235.90711.0000	Group Health and Accident	\$33,608.00	\$0.00	\$0.00	\$5,478.84	\$28,129.16	16.30%

11.1351.2140.000.7235.90711.0000	Dental Health Care	\$3,992.00	\$0.00	\$0.00	\$813.04	\$3,178.96	20.37%
11.1351.2150.000.7235.90711.0000	Vision Care	\$966.00	\$0.00	\$0.00	\$192.00	\$774.00	19.88%
11.1351.2820.000.7235.90711.0000	Contribution to State and Local Retir	\$102,930.00	\$0.00	\$0.00	\$16,398.70	\$86,531.30	15.93%
11.1351.2830.000.7235.90711.0000	Employer Social Security	\$14,123.00	\$0.00	\$0.00	\$2,548.56	\$11,574.44	18.05%
11.1351.2920.000.7235.90711.0000	Cash in Lieu of Benefits	\$2,250.00	\$0.00	\$0.00	\$333.32	\$1,916.68	14.81%

**EHS**

11.1281.2110.987.7235.90711.0000	Group Life	\$20.00	\$0.00	\$0.00	\$9.80	\$10.20	49.00%
11.1281.2120.987.7235.90711.0000	Group Disability	\$17.00	\$0.00	\$0.00	\$7.52	\$9.48	44.24%
11.1281.2140.987.7235.90711.0000	Dental Health Care	\$157.00	\$0.00	\$0.00	\$26.12	\$130.88	16.64%
11.1281.2150.987.7235.90711.0000	Vision Care	\$37.00	\$0.00	\$0.00	\$6.16	\$30.84	16.65%
11.1281.2820.987.7235.90711.0000	Contribution to State and Local Retir	\$3,373.00	\$0.00	\$0.00	\$1,697.90	\$1,675.10	50.34%
11.1281.2830.987.7235.90711.0000	Employer Social Security	\$551.00	\$0.00	\$0.00	\$277.90	\$273.10	50.44%
11.1281.2920.987.7235.90711.0000	Cash in Lieu of Benefits	\$251.00	\$0.00	\$0.00	\$112.34	\$138.66	44.76%

**EHS**

11.1351.2110.987.7235.90711.0000	Group Life	\$761.00	\$0.00	\$0.00	\$95.44	\$665.56	12.54%
11.1351.2120.987.7235.90711.0000	Group Disability	\$932.00	\$0.00	\$0.00	\$130.16	\$801.84	13.97%
11.1351.2130.987.7235.90711.0000	Group Health and Accident	\$85,095.00	\$0.00	\$0.00	\$11,378.52	\$73,716.48	13.37%
11.1351.2140.987.7235.90711.0000	Dental Health Care	\$7,386.00	\$0.00	\$0.00	\$956.64	\$6,429.36	12.95%
11.1351.2150.987.7235.90711.0000	Vision Care	\$1,632.00	\$0.00	\$0.00	\$204.64	\$1,427.36	12.54%
11.1351.2820.987.7235.90711.0000	Contribution to State and Local Retir	\$189,902.00	\$0.00	\$0.00	\$26,638.59	\$163,263.41	14.03%
11.1351.2830.987.7235.90711.0000	Employer Social Security	\$30,057.00	\$0.00	\$0.00	\$4,127.12	\$25,929.88	13.73%
11.1351.2920.987.7235.90711.0000	Cash in Lieu of Benefits	\$2,636.00	\$0.00	\$0.00	\$439.16	\$2,196.84	16.66%
	<b>SUBTOTAL</b>	\$550,211.00	\$0.00	\$0.00	\$83,604.27	\$466,606.73	15.19%
<b>TOTAL</b>		<b>\$641,908.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$98,032.30</b>	<b>\$543,875.70</b>	<b>15.27%</b>

**TRAVEL \$28,614**

**ADMINISTRATIVE TRAVEL**

11.1226.3220.000.7234.90711.0000	Workshops and Conf Travel	\$7,179.00	\$0.00	\$0.00	\$0.00	\$7,179.00	0.00%
11.1226.3220.987.7234.90713.0000	Workshops and Conf Travel	\$7,435.00	\$0.00	\$0.00	\$0.00	\$7,435.00	0.00%
	<b>SUBTOTAL</b>	<b>\$14,614.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,614.00</b>	<b>0.00%</b>

**INSTRUCTIONAL TRAVEL**

11.1351.3220.000.7234.90713.0000	Workshops and Conf Travel	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0.00%
11.1351.3220.987.7235.90713.0000	Workshops and Conf Travel	\$7,000.00	\$0.00	\$0.00	\$271.13	\$6,728.87	3.87%
	<b>SUBTOTAL</b>	<b>\$14,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$271.13</b>	<b>\$13,728.87</b>	<b>1.94%</b>
<b>TOTAL</b>		<b>\$28,614.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$271.13</b>	<b>\$28,342.87</b>	<b>0.95%</b>

**EQUIPMENT \$8,800**

11.1351.6420.987.7235.90714.0000	Capital-New Equip <\$5000	\$8,800.00	\$0.00	\$0.00	\$0.00	\$8,800.00	0.00%
<b>TOTAL</b>		<b>\$8,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,800.00</b>	<b>0.00%</b>

**SUPPLIES \$47,239**

11.1261.5980.000.7235.90716.0000	Misc. Hardware & Tool Supp	\$15,000.00	\$0.00	\$6,592.61	\$0.00	\$8,407.39	<b>43.95%</b>
11.1351.3430.000.7235.90715.0000	Mail/Postage Serv	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00	<b>0.00%</b>
11.1351.3510.000.7235.90715.0000	Advertisement Serv	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	<b>0.00%</b>
11.1351.3610.000.7235.90716.0000	Printing Serv	\$1,500.00	\$0.00	\$0.00	\$14.12	\$1,485.88	<b>0.94%</b>
11.1351.5910.000.7235.90715.0000	Office Supplies	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	<b>0.00%</b>
11.1351.5910.000.7235.90716.0000	Office Supplies	\$5,300.00	\$0.00	\$0.00	\$0.00	\$5,300.00	<b>0.00%</b>
11.1351.5990.000.7235.90715.0000	Misc. Supp & Matls	\$5,589.00	\$0.00	\$0.00	\$0.00	\$5,589.00	<b>0.00%</b>
11.1351.3430.987.7235.90715.0000	Mail/Postage Serv	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	<b>0.00%</b>
11.1351.3510.987.7235.90715.0000	Advertisement Serv	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	<b>0.00%</b>
11.1351.3610.987.7235.90716.0000	Printing Serv	\$1,750.00	\$0.00	\$0.00	\$135.74	\$1,614.26	<b>7.76%</b>
11.1351.5910.987.7235.90715.0000	Office Supplies	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	<b>0.00%</b>
11.1351.5910.987.7235.90716.0000	Office Supplies	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	<b>0.00%</b>
11.1351.5990.987.7235.90715.0000	Misc. Supp & Matls	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	<b>0.00%</b>
<b>TOTAL</b>		<b>\$47,239.00</b>	<b>\$0.00</b>	<b>\$6,592.61</b>	<b>\$149.86</b>	<b>\$40,496.53</b>	<b>14.27%</b>

**CONTRACTUAL \$3,791,169.00**

11.1351.3190.000.7235.90716.0000	Other Prof & Technical Services	\$840.00	\$0.00	\$127.50	\$0.00	\$712.50	<b>15.18%</b>
11.1351.3190.987.7235.90716.0000	Other Prof & Technical Services	\$51,000.00	\$0.00	\$0.00	\$0.00	\$51,000.00	<b>0.00%</b>
11.1311.3130.000.7235.90716.0000	Pupil Services	\$5,500.00	\$0.00	\$1,435.70	\$0.00	\$4,064.30	<b>26.10%</b>
11.1311.3130.987.7235.90716.0000	Pupil Services	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	<b>0.00%</b>
11.1351.4140.000.7235.90716.0000	Software Maint Agmts Serv	\$13,920.00	\$0.00	\$0.00	\$0.00	\$13,920.00	<b>0.00%</b>
11.1351.3450.987.7235.90716.0000	Software Lic/Agmts Serv	\$4,455.00	\$0.00	\$0.00	\$0.00	\$4,455.00	<b>0.00%</b>
11.1351.5110.000.7235.90716.0000	Teaching/Testing Supplies	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	<b>0.00%</b>
	<b>SUBTOTAL</b>	<b>\$85,715.00</b>	<b>\$0.00</b>	<b>\$1,563.20</b>	<b>\$0.00</b>	<b>\$84,151.80</b>	<b>1.82%</b>

**BEATTY ELC**

11.1351.3830.000.7235.90717.0000	Water Sewage Serv	\$4,000.00	\$0.00	\$0.00	\$40.82	\$3,959.18	<b>1.02%</b>
11.1351.5520.000.7235.90716.0000	Electricity Supp	\$45,000.00	\$0.00	\$0.00	\$3,405.61	\$41,594.39	<b>7.57%</b>
11.1261.3910.000.7235.90716.0000	Property and Liability Insur Serv	\$9,474.00	\$0.00	\$0.00	\$9,473.76	\$0.24	<b>100.00%</b>
11.1261.4110.000.7235.90716.0000	Building Repair Serv	\$159,166.00	\$0.00	\$2,239.45	\$0.00	\$156,926.55	<b>1.41%</b>
	<b>SUBTOTAL</b>	<b>\$217,640.00</b>	<b>\$0.00</b>	<b>\$2,239.45</b>	<b>\$12,920.19</b>	<b>\$202,480.36</b>	<b>6.97%</b>

11.1411.8510.000.7234.81010.0000	Sub-Grantee / Flow through Disbursements - AAPS	\$704,228.00	\$0.00	\$0.00	\$0.00	\$704,228.00	<b>0.00%</b>
11.1411.8510.000.7234.81020.0000	Sub-Grantee / Flow through Disbursements - YCS	\$1,962,922.00	\$0.00	\$0.00	\$0.00	\$1,962,922.00	<b>0.00%</b>
11.1411.8510.000.7234.81020.0000	Sub-Grantee / Flow through Disbursements - YCS	\$213,168.00	\$0.00	\$0.00	\$0.00	\$213,168.00	<b>0.00%</b>
11.1411.8510.987.7234.81040.0000	Sub-Grantee / Flow through Disbursements - Lincoln	\$323,370.00	\$0.00	\$0.00	\$0.00	\$323,370.00	<b>0.00%</b>



11.1411.8510.000.7234.81070.0000	Sub-Grantee / Flow through Disbursements - Whitmore Lake	\$107,790.00	\$0.00	\$0.00	\$0.00	\$107,790.00	0.00%
11.1445.8510.987.7235.91004.0000-G	Sub-Grantee / Flow through Disbursements - Gretchen's House	\$172,464.00	\$0.00	\$0.00	\$0.00	\$172,464.00	0.00%
<b>SUBTOTAL</b>		<b>\$3,483,942.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,483,942.00</b>	<b>0.00%</b>
<b>SOCIALIZATION FACILITY</b>							
11.1261.4210.987.7235.90716.0000	Land/Building Rental Serv	\$3,872.00	\$0.00	\$1,963.17	\$436.26	\$1,472.57	61.97%
<b>SUBTOTAL</b>		<b>\$3,872.00</b>	<b>\$0.00</b>	<b>\$1,963.17</b>	<b>\$436.26</b>	<b>\$1,472.57</b>	<b>61.97%</b>
<b>TOTAL</b>		<b>\$3,791,169.00</b>	<b>\$0.00</b>	<b>\$5,765.82</b>	<b>\$13,356.45</b>	<b>\$3,772,046.73</b>	<b>0.50%</b>
<b>OTHER \$46,421.00</b>							
11.1226.3210.000.7235.90711.0000	Regular Duty Travel	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
11.1226.7410.000.7235.90717.0000	Dues and Fees	\$6,000.00	\$0.00	\$505.00	\$0.00	\$5,495.00	8.42%
11.1226.3210.987.7235.90717.0000	Regular Duty Travel	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
11.1226.7410.987.7235.90717.0000	Dues and Fees	\$2,101.00	\$0.00	\$980.00	\$0.00	\$1,121.00	46.64%
11.1281.3210.000.7235.90711.0000	Regular Duty Travel	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
11.1281.3210.987.7235.90717.0000	Regular Duty Travel	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
11.1351.3150.000.7235.90717.0000	Management Services	\$4,400.00	\$0.00	\$0.00	\$0.00	\$4,400.00	0.00%
11.1351.3150.987.7235.90715.0000	Management Services	\$4,070.00	\$0.00	\$0.00	\$0.00	\$4,070.00	0.00%
11.1351.3210.000.7235.90717.0000	Regular Duty Travel	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
11.1351.3210.987.7235.90717.0000	Regular Duty Travel	\$10,500.00	\$0.00	\$0.00	\$97.35	\$10,402.65	0.93%
11.1351.3930.000.7235.90717.0000	Fleet Insur Serv	\$4,000.00	\$0.00	\$0.00	\$1,367.00	\$2,633.00	34.18%
11.1351.5110.987.7235.90715.0000	Teaching/Testing Supplies	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
11.1226.3410.000.7235.90711.0000	Telephone Serv	\$792.00	\$0.00	\$0.00	\$25.00	\$767.00	3.16%
11.1226.3410.987.7235.90711.0000	Telephone Serv	\$258.00	\$0.00	\$0.00	\$15.00	\$243.00	5.81%
11.1281.3410.000.7235.90711.0000	Telephone Serv	\$1,920.00	\$0.00	\$0.00	\$10.00	\$1,910.00	0.52%
11.1281.3410.987.7235.90717.0000	Telephone Serv	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	0.00%
11.1351.3410.000.7235.90711.0000	Telephone Serv	\$3,015.00	\$0.00	\$0.00	\$130.00	\$2,885.00	4.31%
11.1351.3410.987.7235.90711.0000	Telephone Serv	\$4,305.00	\$0.00	\$0.00	\$120.00	\$4,185.00	2.79%
<b>TOTAL</b>		<b>\$46,421.00</b>	<b>\$0.00</b>	<b>\$1,485.00</b>	<b>\$1,764.35</b>	<b>\$43,171.65</b>	<b>7.00%</b>

<b>GRAND TOTAL \$5,684,564</b>
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G/L Account Number	Account Description	Budget		Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
		Adopted Budget	Amended Budget						
<b>Fund 11 - General Fund</b>									
<b>Account Type Revenue</b>									
*Function* 0000 - Revenue									
Program 000 - Unassigned									
11.0413.0000.000.7235.000000.0000	Restricted Received Directly from Federal Government	4,872,340.00	5,684,564.00	.00	.00	.00	5,684,564.00	0	.00
Program 000 - Unassigned Totals		\$4,872,340.00	\$5,684,564.00	\$0.00	\$0.00	\$0.00	\$5,684,564.00	0%	\$0.00
*Function* 0000 - Revenue Totals		\$4,872,340.00	\$5,684,564.00	\$0.00	\$0.00	\$0.00	\$5,684,564.00	0%	\$0.00
Account Type Revenue Totals		\$4,872,340.00	\$5,684,564.00	\$0.00	\$0.00	\$0.00	\$5,684,564.00	0%	\$0.00
<b>Account Type Expense</b>									
*Function* 1221 - Improvement of Instruction									
Program 987 - Early Head Start									
11.1221.3190.987.7235.90713.0000	Other Prof & Technical Services	.00	6,212.00	.00	.00	.00	6,212.00	0	.00
11.1221.3220.987.7235.90713.0000	Workshops and Conf Travel	.00	7,468.00	.00	.00	.00	7,468.00	0	.00
11.1221.6420.987.7235.90715.0000	Capital-New Equip <\$5000	.00	1,400.00	.00	.00	.00	1,400.00	0	.00
Program 987 - Early Head Start Totals		\$0.00	\$15,080.00	\$0.00	\$0.00	\$0.00	\$15,080.00	0%	\$0.00
Program 988 - Head Start Tech Assistance Alloc									
*Function* 1221 - Improvement of Instr Staff									
Program 988 - Head Start Tech Assistance Alloc									
11.1221.3190.988.7235.90713.0000	Other Prof & Technical Services	.00	15,036.00	.00	.00	.00	15,036.00	0	.00
11.1221.3220.988.7235.90713.0000	Workshops and Conf Travel	.00	14,326.00	.00	.00	.00	14,326.00	0	.00
11.1221.3430.988.7235.90715.0000	Mail/Postage Serv	.00	4,874.00	.00	.00	.00	4,874.00	0	.00
11.1221.5110.988.7235.90715.0000	Teaching/Testing Supplies	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
11.1221.6420.988.7235.90715.0000	Capital-New Equip <\$5000	.00	4,200.00	.00	.00	.00	4,200.00	0	.00
11.1221.7410.988.7235.90717.0000	Dues and Fees	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
Program 988 - Head Start Tech Assistance Alloc Totals		\$0.00	\$41,436.00	\$0.00	\$0.00	\$0.00	\$41,436.00	0%	\$0.00
*Function* 1221 - Improvement of Instr Staff Totals		\$0.00	\$56,516.00	\$0.00	\$0.00	\$0.00	\$56,516.00	0%	\$0.00
<b>*Function* 1226 - Supervision/Direction of Instr Staff</b>									
Program 000 - Unassigned									
11.1226.1160.000.7235.90711.0000	Supervision/Direction-Staff	38,804.00	34,073.00	.00	.00	4,882.99	29,190.01	14	.00
11.1226.1170.000.7235.90711.0000	Program/Department Direction	59,274.00	.00	.00	.00	8,011.72	51,262.28	14	.00
11.1226.1590.000.7235.90711.0000	Other Technical	20,576.00	.00	.00	.00	4,269.48	16,306.52	21	.00
11.1226.1620.000.7235.90711.0000	Secretary-Clerical-Bookkeeper	12,759.00	.00	.00	.00	1,521.82	11,237.18	12	.00
11.1226.1790.000.7235.90711.0000	Other Special Payments	378.00	.00	.00	.00	31.52	346.48	8	.00
11.1226.2110.000.7235.90711.0000	Group Life	261.00	(21.00)	.00	.00	28.40	211.60	12	.00
11.1226.2120.000.7235.90711.0000	Group Disability	265.00	(18.00)	.00	.00	28.84	218.16	12	.00
11.1226.2130.000.7235.90711.0000	Group Health and Accident	7,219.00	(256.00)	.00	.00	942.48	6,020.52	14	.00
11.1226.2140.000.7235.90711.0000	Dental Health Care	541.00	(19.00)	.00	.00	72.28	449.72	14	.00
11.1226.2150.000.7235.90711.0000	Vision Care	206.00	(5.00)	.00	.00	29.76	171.24	15	.00
11.1226.2820.000.7235.90711.0000	Contribution to State and Local Retirement Funds	52,498.00	(1,700.00)	.00	.00	8,025.07	42,772.93	16	.00
11.1226.2830.000.7235.90711.0000	Employer Social Security	10,214.00	(294.00)	.00	.00	1,401.88	8,518.12	14	.00
11.1226.2920.000.7235.90711.0000	Cash in Lieu of Benefits	1,193.00	(69.00)	.00	.00	198.72	925.28	18	.00
11.1226.3210.000.7235.90711.0000	Regular Duty Travel	.00	300.00	.00	.00	.00	300.00	0	.00
11.1226.3220.000.7235.90711.0000	Workshops and Conf Travel	.00	7,179.00	.00	.00	.00	7,179.00	0	.00
11.1226.3410.000.7235.90711.0000	Telephone Serv	150.00	642.00	.00	.00	25.00	767.00	3	.00
11.1226.7410.000.7235.90717.0000	Dues and Fees	.00	6,000.00	.00	.00	.00	5,495.00	8	.00
Program 000 - Unassigned Totals		\$204,338.00	\$7,008.00	\$0.00	\$505.00	\$29,469.96	\$181,371.04	14%	\$0.00
<b>Program 987 - Early Head Start</b>									
11.1226.1160.987.7235.90711.0000	Supervision/Direction-Staff	18,590.00	(4,571.00)	.00	.00	1,955.73	12,063.27	14	.00
11.1226.1170.987.7235.90711.0000	Program/Department Direction	21,391.00	.00	.00	.00	3,541.56	17,849.44	17	.00
11.1226.1590.987.7235.90711.0000	Other Technical	5,144.00	.00	.00	.00	1,067.36	4,076.64	21	.00
11.1226.1620.987.7235.90711.0000	Secretary-Clerical-Bookkeeper	1,418.00	.00	.00	.00	268.58	1,149.42	19	.00
11.1226.1790.987.7235.90711.0000	Other Special Payments	227.00	(68.00)	.00	.00	18.92	140.08	12	.00
11.1226.2110.987.7235.90711.0000	Group Life	105.00	(13.00)	.00	.00	10.08	81.92	11	.00
11.1226.2120.987.7235.90711.0000	Group Disability	98.00	(11.00)	.00	.00	9.92	77.08	11	.00

# 24-25 HS EHS FISCAL REPORT

Fiscal Year to Date 09/03/24

G/L Account Number	Account Description	Budget		Current Month		Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
		Adopted Budget	Amendments	Amended Budget	Actual				
11.1226.2130.987.7235.90711.0000	Group Health and Accident	1,895.00	.00	1,895.00	.00	308.16	1,586.84	16	.00
11.1226.2140.987.7235.90711.0000	Dental Health Care	143.00	.00	143.00	.00	23.52	119.48	16	.00
11.1226.2150.987.7235.90711.0000	Vision Care	55.00	.00	55.00	.00	8.76	46.24	16	.00
11.1226.2820.987.7235.90711.0000	Contribution to State and Local Retirement Funds	15,781.00	(150.00)	15,631.00	.00	2,734.51	12,896.49	17	.00
11.1226.2830.987.7235.90711.0000	Employer Social Security	3,638.00	(270.00)	3,368.00	.00	517.33	2,850.67	15	.00
11.1226.2920.987.7235.90711.0000	Cash in Lieu of Benefits	531.00	(120.00)	411.00	.00	88.32	322.68	21	.00
11.1226.3210.987.7235.90717.0000	Regular Duty Travel	.00	.00	500.00	.00	.00	500.00	0	.00
11.1226.3220.987.7235.90713.0000	Workshops and Conf Travel	.00	7,435.00	7,435.00	.00	.00	7,435.00	0	.00
11.1226.3410.987.7235.90711.0000	Telephone Serv	90.00	.00	90.00	.00	15.00	75.00	17	.00
11.1226.3410.987.7235.90717.0000	Telephone Serv	.00	.00	168.00	.00	.00	168.00	0	.00
11.1226.7410.987.7235.90717.0000	Dues and Fees	.00	2,101.00	2,101.00	.00	.00	1,121.00	47	.00
Program: 987 - Early Head Start		\$69,106.00	\$5,001.00	\$74,107.00	\$0.00	\$10,567.75	\$62,559.25	16%	\$0.00
Direction of Instr Staff Totals		\$273,444.00	\$12,009.00	\$285,453.00	\$0.00	\$40,037.71	\$243,330.29	15%	\$0.00
*Function* 1261 - Operating Buildings Services									
Program: 000 - Unassigned									
11.1261.3910.000.7235.90716.0000	Property and Liability Insur Serv	.00	9,474.00	9,474.00	.00	9,473.76	.24	100	.00
11.1261.4110.000.7235.90716.0000	Building Repair Serv	.00	159,166.00	159,166.00	.00	.00	156,926.55	1	.00
11.1261.5980.000.7235.90716.0000	Misc. Hardware & Tool Supp	.00	15,000.00	15,000.00	.00	.00	8,407.39	44	.00
Program: 000 - Unassigned Totals		\$0.00	\$183,640.00	\$183,640.00	\$0.00	\$9,473.76	\$165,334.18	10%	\$0.00
Program: 987 - Early Head Start									
11.1261.4210.987.7235.90716.0000	Land/Building Rental Serv	.00	3,872.00	3,872.00	.00	436.26	1,472.57	62	.00
Program: 987 - Early Head Start Totals		\$0.00	\$3,872.00	\$3,872.00	\$0.00	\$436.26	\$1,472.57	62%	\$0.00
*Function* 1261 - Operating Buildings Services									
Program: 000 - Unassigned									
*Function* 1281 - Planning, Research and Evaluation									
Program: 000 - Unassigned									
11.1281.1160.000.7235.90711.0000	Supervision/Direction-Staff	14,924.00	.00	14,924.00	.00	1,255.24	13,668.76	8	.00
11.1281.1180.000.7235.90711.0000	Research	90,962.00	(1,493.00)	89,469.00	.00	16,972.88	72,496.12	19	.00
11.1281.1790.000.7235.90711.0000	Other Special Payments	104.00	.00	104.00	.00	18.66	85.34	18	.00
11.1281.2110.000.7235.90711.0000	Group Life	297.00	.00	297.00	.00	50.85	246.15	17	.00
11.1281.2120.000.7235.90711.0000	Group Disability	251.00	.00	251.00	.00	42.77	208.23	17	.00
11.1281.2130.000.7235.90711.0000	Group Health and Accident	4,081.00	(342.00)	3,739.00	.00	318.63	3,420.37	9	.00
11.1281.2140.000.7235.90711.0000	Dental Health Care	1,873.00	(25.00)	1,848.00	.00	285.69	1,562.31	15	.00
11.1281.2150.000.7235.90711.0000	Vision Care	426.00	(6.00)	420.00	.00	76.86	343.14	18	.00
11.1281.2820.000.7235.90711.0000	Contribution to State and Local Retirement Funds	51,707.00	(760.00)	50,947.00	.00	8,837.16	42,109.84	17	.00
11.1281.2830.000.7235.90711.0000	Employer Social Security	8,401.00	(93.00)	8,308.00	.00	1,375.20	6,932.80	17	.00
11.1281.2920.000.7235.90711.0000	Cash in Lieu of Benefits	2,899.00	(22.00)	2,877.00	.00	570.10	2,306.90	20	.00
11.1281.3210.000.7235.90711.0000	Regular Duty Travel	.00	1,500.00	1,500.00	.00	.00	1,500.00	0	.00
11.1281.3410.000.7235.90711.0000	Telephone Serv	120.00	1,800.00	1,920.00	.00	10.00	1,910.00	1	.00
Program: 000 - Unassigned Totals		\$176,045.00	\$559.00	\$176,604.00	\$0.00	\$29,814.04	\$146,789.96	17%	\$0.00
Program: 987 - Early Head Start									
11.1281.1180.987.7235.90711.0000	Research	6,863.00	.00	6,863.00	.00	3,579.87	3,283.13	52	.00
11.1281.2120.987.7235.90711.0000	Group Life	20.00	.00	20.00	.00	9.80	10.20	49	.00
11.1281.2130.987.7235.90711.0000	Group Disability	17.00	.00	17.00	.00	7.52	9.48	44	.00
11.1281.2140.987.7235.90711.0000	Dental Health Care	157.00	.00	157.00	.00	26.12	130.88	17	.00
11.1281.2150.987.7235.90711.0000	Vision Care	37.00	.00	37.00	.00	6.16	30.84	17	.00
11.1281.2820.987.7235.90711.0000	Contribution to State and Local Retirement Funds	3,373.00	.00	3,373.00	.00	1,697.90	1,675.10	50	.00
11.1281.2830.987.7235.90711.0000	Employer Social Security	551.00	.00	551.00	.00	277.90	273.10	50	.00
11.1281.2920.987.7235.90711.0000	Cash in Lieu of Benefits	251.00	.00	251.00	.00	112.34	138.66	45	.00
11.1281.3210.987.7235.90717.0000	Regular Duty Travel	.00	200.00	200.00	.00	.00	200.00	0	.00
11.1281.3410.987.7235.90717.0000	Telephone Serv	.00	60.00	60.00	.00	.00	60.00	0	.00
Program: 987 - Early Head Start Totals		\$11,269.00	\$260.00	\$11,529.00	\$0.00	\$5,717.61	\$5,811.39	50%	\$0.00

GL Account Number	Account Description	Adopted Budget		Budget Amendments		Current Month		Budget - Actual		% Used/Rec'd	Prior Year Total
		Adopted Budget	Amendments	Amended Budget	Actual	Encumbrances	Actual	Budget - Actual			
*Function* 1281 - Planning, Research and Evaluation Totals											
		\$187,314.00	\$819.00	\$188,133.00	\$0.00	\$0.00	\$35,531.65	\$152,601.35		19%	\$0.00
*Function* 1311 - Community Services Direction											
Program 000 - Unassigned											
11.1311.3130.000.7235.90716.0000	Pupil Services			5,500.00				4,064.30		26	
	Program 000 - Unassigned Totals	\$0.00	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$4,064.30		26%	\$0.00
Program 987 - Early Head Start											
11.1311.3130.987.7235.90716.0000	Pupil Services			2,000.00				2,000.00		0	
	Program 987 - Early Head Start Totals	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00		0%	\$0.00
*Function* 1311 - Community Services Direction Totals											
		\$0.00	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$1,435.70	\$6,064.30		19%	\$0.00
*Function* 1351 - Custody and Care of Children											
Program 000 - Unassigned											
11.1351.1220.000.7235.90711.0000	Counseling	73,004.00	205,492.00	278,496.00				266,083.36		4	
11.1351.1250.000.7235.90711.0000	Instructional Counseling	39,596.00		39,596.00				8,046.03		20	
11.1351.1440.000.7235.90711.0000	Social Work	54,753.00		54,753.00				45,744.60		16	
11.1351.1620.000.7235.90711.0000	Secretary-Clerical-Bookkeeper	13,688.00		13,688.00				9,434.04		31	
11.1351.2110.000.7235.90711.0000	Group Life	411.00		411.00				318.88		22	
11.1351.2120.000.7235.90711.0000	Group Disability	437.00		437.00				354.58		19	
11.1351.2130.000.7235.90711.0000	Group Health and Accident	33,608.00		33,608.00				28,129.16		16	
11.1351.2140.000.7235.90711.0000	Dental Health Care	3,992.00		3,992.00				3,178.96		20	
11.1351.2150.000.7235.90711.0000	Vision Care	966.00		966.00				774.00		20	
11.1351.2820.000.7235.90711.0000	Contribution to State and Local Retirement Funds	87,958.00	14,972.00	102,930.00				86,531.30		16	
11.1351.2830.000.7235.90711.0000	Employer Social Security	14,123.00		14,123.00				11,574.44		18	
11.1351.2920.000.7235.90711.0000	Cash in Lieu of Benefits	2,250.00		2,250.00				1,916.68		15	
11.1351.3150.000.7235.90717.0000	Management Services		4,400.00	4,400.00				4,400.00		0	
11.1351.3190.000.7235.90716.0000	Other Prof & Technical Services		840.00	840.00				712.50		15	
11.1351.3210.000.7235.90717.0000	Regular Duty Travel		1,500.00	1,500.00				1,500.00		0	
11.1351.3220.000.7235.90713.0000	Workshops and Conf Travel		7,000.00	7,000.00				7,000.00		0	
11.1351.3410.000.7235.90711.0000	Telephone Serv	720.00		720.00				2,885.00		4	
11.1351.3430.000.7235.90715.0000	Mail/Postage Serv		850.00	850.00				850.00		0	
11.1351.3510.000.7235.90715.0000	Advertisement Serv		2,500.00	2,500.00				2,500.00		0	
11.1351.3610.000.7235.90716.0000	Printing Serv		1,500.00	1,500.00				1,485.88		1	
11.1351.3830.000.7235.90717.0000	Water Sewage Serv		4,000.00	4,000.00				3,959.18		1	
11.1351.3930.000.7235.90717.0000	Fleet Insur Serv		4,000.00	4,000.00				2,633.00		34	
11.1351.4140.000.7235.90716.0000	Software Maint Agmts Serv		13,920.00	13,920.00				13,920.00		0	
11.1351.5110.000.7235.90716.0000	Teaching/Testing Supplies		8,000.00	8,000.00				8,000.00		0	
11.1351.5520.000.7235.90716.0000	Electricity Supp		45,000.00	45,000.00				44,268.19		2	
11.1351.5910.000.7235.90715.0000	Electricity Supp							(2,673.80)		+++	
11.1351.5910.000.7235.90715.0000	Office Supplies		2,500.00	2,500.00				2,500.00		0	
11.1351.5910.000.7235.90716.0000	Office Supplies		5,300.00	5,300.00				5,300.00		0	
11.1351.5990.000.7235.90715.0000	Misc. Supp & Mats		5,589.00	5,589.00				5,589.00		0	
	Program 000 - Unassigned Totals	\$325,506.00	\$329,858.00	\$655,164.00	\$0.00	\$0.00	\$127.50	\$590,418.92		10%	\$0.00
Program 987 - Early Head Start											
11.1351.1220.987.7235.90711.0000	Counseling	69,010.00		69,010.00				59,599.64		14	
11.1351.1250.987.7235.90711.0000	Instructional Counseling	297,517.00	(22,534.00)	274,983.00				232,655.97		15	
11.1351.1440.987.7235.90711.0000	Social Work	68,933.00	(24,334.00)	44,599.00				40,344.28		10	
11.1351.1620.987.7235.90711.0000	Secretary-Clerical-Bookkeeper	1,521.00		1,521.00				1,270.76		16	
11.1351.2110.987.7235.90711.0000	Group Life	804.00	(43.00)	761.00				665.56		13	
11.1351.2120.987.7235.90711.0000	Group Disability	1,032.00	(100.00)	932.00				801.84		14	
11.1351.2130.987.7235.90711.0000	Group Health and Accident	90,862.00	(5,767.00)	85,095.00				73,716.48		13	
11.1351.2140.987.7235.90711.0000	Dental Health Care	7,831.00	(445.00)	7,386.00				6,429.36		13	
11.1351.2150.987.7235.90711.0000	Vision Care	1,732.00	(100.00)	1,632.00				1,427.36		13	
11.1351.2820.987.7235.90711.0000	Contribution to State and Local Retirement Funds	209,758.00	(19,856.00)	189,902.00				163,263.41		14	
11.1351.2830.987.7235.90711.0000	Employer Social Security	33,809.00	(3,752.00)	30,057.00				25,929.88		14	



G/L Account Number	Account Description	Budget		Current Month		Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
		Adopted Budget	Amendments	Actual	Amended Budget				
11.1351.2920.987.7235.90711.0000	Cash in Lieu of Benefits	2,636.00	.00	.00	2,636.00	439.16	2,196.84	17	.00
11.1351.3150.987.7235.90715.0000	Management Services	.00	4,070.00	.00	4,070.00	.00	4,070.00	0	.00
11.1351.3190.987.7235.90716.0000	Other Prof & Technical Services	.00	51,000.00	.00	51,000.00	.00	51,000.00	0	.00
11.1351.3210.987.7235.90717.0000	Regular Duty Travel	.00	10,500.00	.00	10,500.00	97.35	10,402.65	1	.00
11.1351.3220.987.7235.90713.0000	Workshops and Conf Travel	.00	7,000.00	.00	7,000.00	271.13	6,728.87	4	.00
11.1351.3410.987.7235.90711.0000	Telephone Serv	1,908.00	.00	.00	1,908.00	120.00	1,788.00	6	.00
11.1351.3410.987.7235.90717.0000	Telephone Serv	.00	2,397.00	.00	2,397.00	.00	2,397.00	0	.00
11.1351.3430.987.7235.90715.0000	Mail/Postage Serv	.00	750.00	.00	750.00	.00	750.00	0	.00
11.1351.3450.987.7235.90716.0000	Software Lic/Agmts Serv	.00	4,455.00	.00	4,455.00	.00	4,455.00	0	.00
11.1351.3510.987.7235.90715.0000	Advertisement Serv	.00	1,500.00	.00	1,500.00	.00	1,500.00	0	.00
11.1351.3610.987.7235.90716.0000	Printing Serv	.00	1,750.00	.00	1,750.00	135.74	1,614.26	8	.00
11.1351.5110.987.7235.90715.0000	Teaching/Testing Supplies	.00	1,000.00	.00	1,000.00	.00	1,000.00	0	.00
11.1351.5910.987.7235.90715.0000	Office Supplies	.00	1,000.00	.00	1,000.00	.00	1,000.00	0	.00
11.1351.5990.987.7235.90716.0000	Office Supplies	.00	4,000.00	.00	4,000.00	.00	4,000.00	0	.00
11.1351.5990.987.7235.90715.0000	Misc. Supp & Mats	.00	5,000.00	.00	5,000.00	.00	5,000.00	0	.00
11.1351.6420.987.7235.90714.0000	Capital-New Equip <\$5000	.00	8,800.00	.00	8,800.00	.00	8,800.00	0	.00
Program 987 - Early Head Start Totals		\$787,353.00	\$26,291.00	\$0.00	\$813,644.00	\$100,836.84	\$712,807.16	12%	\$0.00
Function 1351 - Custody and Care of Children Totals		\$1,112,859.00	\$355,949.00	\$0.00	\$1,468,808.00	\$165,454.42	\$1,303,353.58	11%	\$0.00
*Function 1411 - Pmts to Other Mich Publ Schools									
Program 000 - Unassigned									
11.1411.8220.000.7235.81010.0000	Pmt to Another Public School	1,115,310.00	.00	.00	1,115,310.00	.00	1,115,310.00	0	.00
11.1411.8220.000.7235.81020.0000	Pmt to Another Public School	2,078,100.00	6,700.00	.00	2,084,800.00	.00	2,084,800.00	0	.00
11.1411.8220.000.7235.81080.0000	Pmt to Another Public School	105,313.00	.00	.00	105,313.00	.00	105,313.00	0	.00
11.1411.8510.000.7235.81010.0000	Sub-Grantee / Flow through	.00	(411,082.00)	.00	(411,082.00)	.00	(411,082.00)	0	.00
11.1411.8510.000.7235.81020.0000	Sub-Grantee / Flow through	.00	(115,178.00)	.00	(115,178.00)	.00	(115,178.00)	0	.00
11.1411.8510.000.7235.81070.0000	Sub-Grantee / Flow through	.00	107,790.00	.00	107,790.00	.00	107,790.00	0	.00
11.1411.8510.000.7235.81080.0000	Sub-Grantee / Flow through	.00	(105,313.00)	.00	(105,313.00)	.00	(105,313.00)	0	.00
11.1411.8510.000.7235.81140.0000	Sub-Grantee / Flow through	.00	323,370.00	.00	323,370.00	.00	323,370.00	0	.00
Program 000 - Unassigned Totals		\$3,298,723.00	(\$193,713.00)	\$0.00	\$3,105,010.00	\$0.00	\$3,105,010.00	0%	\$0.00
*Function 1445 - Pmts to Not for Profit Entities									
Program 987 - Early Head Start									
11.1445.8510.987.7235.91004.0000	Sub-Grantee / Flow through	.00	213,168.00	.00	213,168.00	.00	213,168.00	0	.00
Disbursements		\$0.00	\$213,168.00	\$0.00	\$213,168.00	\$0.00	\$213,168.00	0%	\$0.00
Program 987 - Early Head Start Totals		\$3,298,723.00	\$19,455.00	\$0.00	\$3,318,178.00	\$0.00	\$3,318,178.00	0%	\$0.00
*Function 1445 - Pmts to Not for Profit Entities									
Program 987 - Early Head Start									
11.1445.8510.987.7235.91004.0000	Sub-Grantee / Flow through	.00	172,464.00	.00	172,464.00	.00	172,464.00	0	.00
Disbursements		\$0.00	\$172,464.00	\$0.00	\$172,464.00	\$0.00	\$172,464.00	0%	\$0.00
Program 987 - Early Head Start Totals		\$0.00	\$172,464.00	\$0.00	\$172,464.00	\$0.00	\$172,464.00	0%	\$0.00
*Function 1445 - Pmts to Not for Profit Entities									
Program 987 - Early Head Start									
11.1445.8510.987.7235.91004.0000	Sub-Grantee / Flow through	\$4,872,340.00	\$812,224.00	\$0.00	\$5,684,564.00	\$250,933.80	\$5,419,786.77	5%	\$0.00
Expense Totals		\$4,872,340.00	\$812,224.00	\$0.00	\$5,684,564.00	\$250,933.80	\$5,419,786.77	5%	\$0.00
Revenue Totals		\$4,872,340.00	\$812,224.00	\$0.00	\$5,684,564.00	\$250,933.80	\$5,419,786.77	5%	\$0.00
Expense Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$250,933.80)	\$264,777.23	0%	\$0.00
Revenue Totals		\$4,872,340.00	\$812,224.00	\$0.00	\$5,684,564.00	\$0.00	\$5,684,564.00	0%	\$0.00
Expense Totals		\$4,872,340.00	\$812,224.00	\$0.00	\$5,684,564.00	\$250,933.80	\$5,419,786.77	5%	\$0.00
Revenue Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$13,843.43)	\$264,777.23	0%	\$0.00
Expense Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$13,843.43	\$264,777.23	0%	\$0.00
Revenue Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$13,843.43)	\$264,777.23	0%	\$0.00
Expense Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$13,843.43	\$264,777.23	0%	\$0.00



Bank of Montreal Account Statement

**BMO Statement for Edward Manuszak II**  
 Statement Period 06/28/2024 to 07/27/2024

Printed On: 09/03/2024

Current Balance: **\$4,892.41**  
 Previous Balance: **\$0.00**  
 Card Number: xxxx-xxxx-xxxx-3039  
 Company Unit: **WASHTENAW ISD**



Trans Date	Trans Detail	Receipt	Amount(USD)
	Tax Code	Tax Amt	Tax Excl. Amt
06/27/2024	Sp Osakiusa	<input checked="" type="checkbox"/>	\$ 2,199.00
	--	0.00	\$ 779.03
Fund: 11	Function: 1351	Object: 5990	
Program: 000	Grant: 7234	Location: 90715	
Other: 0000	Project: --		
	--	0.00	\$ 57.04
Fund: 11	Function: 1351	Object: 5910	
Program: 000	Grant: 7234	Location: 90715	
Other: 0000	Project: --		
	--	0.00	\$ 690.87
Fund: 11	Function: 1351	Object: 5910	
Program: 987	Grant: 7234	Location: 90715	
Other: 0000	Project: --		
	--	0.00	\$ 672.06
Fund: 11	Function: 1221	Object: 5990	
Program: 000	Grant: 3404	Location: 00000	
Other: 0000	Project: --		
Purchase Sp Osakiusa - chair for wellness room			
06/27/2024	Tst Ichiban Restauran	<input checked="" type="checkbox"/>	\$ 433.06
	--	0.00	\$ 390.05
Fund: 11	Function: 1351	Object: 3150	
Program: 000	Grant: 7234	Location: 90715	
Other: 0000	Project: --		
	--	0.00	\$ 43.01
Fund: 11	Function: 1351	Object: 3150	
Program: 987	Grant: 7234	Location: 90715	
Other: 0000	Project: --		
Purchase Tst Ichiban Restauran - Policy Council dinner.			
07/12/2024	Michigan Head Start	<input checked="" type="checkbox"/>	\$ 198.00
	--	0.00	\$ 178.20
Fund: 11	Function: 1226	Object: 3220	
Program: 000	Grant: 7235	Location: 90711	
Other: 0000	Project: --		
	--	0.00	\$ 19.80
Fund: 11	Function: 1226	Object: 3220	
Program: 987	Grant: 7235	Location: 90713	
Other: 0000	Project: --		
Purchase Michigan Head Start - MHSA Virtual Workshop-Eddie/LaDawn			
07/16/2024	American Assoc Of Scho	<input checked="" type="checkbox"/>	\$ 1,260.00
	--	0.00	\$ 1,260.00
Fund: 11	Function: 1351	Object: 3190	
Program: 000	Grant: 0000	Location: 00000	
Other: 3200	Project: --		
Purchase American Assoc Of Scho - Eddie			
07/21/2024	Amazon Mar 114-342704	<input checked="" type="checkbox"/>	\$ 142.35
	--	0.00	\$ 128.02
Fund: 11	Function: 1351	Object: 5990	
Program: 987	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
	--	0.00	\$ 14.33
Fund: 11	Function: 1351	Object: 5990	
Program: 000	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
Purchase Amazon Mar 114-342704 - Wellness room materials.			
07/23/2024	Michassocsa	<input checked="" type="checkbox"/>	\$ 660.00
	--	0.00	\$ 660.00
Fund: 11	Function: 1351	Object: 3190	
Program: 000	Grant: 0000	Location: 00000	
Other: 3200	Project: --		
Purchase Michassocsa - MASA Annual membership.			

\* Indicates a personal transaction

**On Completion:**

ALL receipts should be attached to this form and then forwarded to your Accounts Administrator



Bank of Montreal Account Statement

**BMO Statement for Alicia Kruk**

Statement Period 06/28/2024 to 07/27/2024

Printed On: 09/03/2024

Current Balance: **\$1,149.43**

Previous Balance: **\$0.00**



Card Number: xxx-xxxx-xxxx-8653

Company Unit: WASHTENAW ISD

Trans Date	Trans Detail	Receipt	Amount(USD)
	Tax Code	Tax Amt	Tax Excl. Amt
07/07/2024	Amazon Mar 114-381459	<input checked="" type="checkbox"/>	\$ 354.69
	--	0.00	\$ 319.22
Fund: 11	Function: 1351	Object: 5990	
Program: 000	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
	--	0.00	\$ 35.47
Fund: 11	Function: 1351	Object: 5990	
Program: 987	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
Purchase Amazon Mar 114-381459 - Bubbles for HS/EHS outreach events.			
07/17/2024	Amzn Mktp US Rs06j1x51	<input checked="" type="checkbox"/>	\$ 29.22
	--	0.00	\$ 29.22
Fund: 11	Function: 1351	Object: 5910	
Program: 987	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
Purchase Amzn Mktp US Rs06j1x51 - Printer ink for Julie L.			
07/17/2024	Cottage Inn Pizza - An	<input checked="" type="checkbox"/>	\$ 235.10
	--	0.00	\$ 235.10
Fund: 11	Function: 1351	Object: 5990	
Program: 987	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
Purchase Cottage Inn Pizza - An - Critical Friends training lunch.			
07/17/2024	Gfs Ecomm #0868	<input checked="" type="checkbox"/>	\$ 97.88
	--	0.00	\$ 97.88
Fund: 11	Function: 1351	Object: 5990	
Program: 987	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
Purchase Gfs Ecomm #0868 - Food items for ice cream social.			
07/22/2024	Amazon.Com Rj9ua93m1	<input checked="" type="checkbox"/>	\$ 26.98
	--	0.00	\$ 26.98
Fund: 11	Function: 1351	Object: 5990	
Program: 000	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
Purchase Amazon.Com Rj9ua93m1 - Ink pens			
07/22/2024	Paypal Mphi	<input checked="" type="checkbox"/>	\$ 75.00
	--	0.00	\$ 75.00
Fund: 11	Function: 1351	Object: 3220	
Program: 987	Grant: 7235	Location: 90713	
Other: 0000	Project: --		
Purchase Paypal Mphi - Conference registration for Margaret L.			
07/23/2024	Noodle Soup	<input checked="" type="checkbox"/>	\$ 204.16
	--	0.00	\$ 183.75
Fund: 11	Function: 1351	Object: 5990	
Program: 000	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
	--	0.00	\$ 20.41
Fund: 11	Function: 1351	Object: 5990	
Program: 987	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
Purchase Noodle Soup - Plastic bags for Diana's health fair/events.			
07/25/2024	Amazon Mktpl Rv3n47112	<input checked="" type="checkbox"/>	\$ 16.98
	--	0.00	\$ 16.98
Fund: 11	Function: 1351	Object: 5990	
Program: 000	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
Purchase Amazon Mktpl Rv3n47112 - New Year's centerpieces for Entrance Meeting.			
07/25/2024	Amazon Mktpl Rv56g2I72	<input checked="" type="checkbox"/>	\$ 119.98
	--	0.00	\$ 99.98
Fund: 11	Function: 1351	Object: 5990	
Program: 000	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
	--	0.00	\$ 20.00
Fund: 11	Function: 1351	Object: 5990	
Program: 987	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
Purchase Amazon Mktpl Rv56g2I72 - Notebooks for Diana's health expo/events.			
07/25/2024	Noodle Soup	<input checked="" type="checkbox"/>	\$ -10.56
	--	0.00	\$ -10.56
Fund: 11	Function: 1351	Object: 5990	
Program: 000	Grant: 7235	Location: 90715	
Other: 0000	Project: --		
Credit Voucher Noodle Soup - credit for health fair supplies			

\* Indicates a personal transaction

**On Completion:**

ALL receipts should be attached to this form and then forwarded to your Accounts Administrator



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

**Tuesday, September 10, 2024**

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, September 10, 2024 in Washtenaw ISD's Teaching and Learning Center Board Room at 1819 South Wagner Road in Ann Arbor, Michigan.

**CALL TO ORDER**

The meeting was called to order at 5:00 PM by President Diane Hockett.

**ATTENDANCE**

**The following members were present:**

Diane Hockett, President  
Mary Jane Tramontin, Vice President  
Sarena Shivers, Treasurer  
Steve Olsen, Trustee

**The following member was absent:**

Theresa Saunders, Secretary

**Quorum was met.**

**Also present:**

Naomi Norman, Superintendent  
Cherie Vannatter, Deputy Superintendent  
Brian Marcel, Associate Superintendent  
Matthew Cook, Chief of Information Officer  
Melissa Paschall, Special Education Supervisor/Principal  
TJ Greggs, Administrative Assistant to the Superintendent

**APPROVAL OF THE AGENDA**

**Steve Olsen moved, Mary Jane Tramontin seconded, to approve the agenda, as presented.**

**Ayes: Diane Hockett, Mary Jane Tramontin, Sarena Shivers, Steve Olsen**

**Nays: None.**

**Motion carried.**

**COMMUNICATIONS:** Superintendent Naomi Norman shared about a donation from C3 industries for Washtenaw's My Brother's Keeper in the amount of \$5,000.00.

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

**FINANCIAL REPORTS –** Associate Superintendent Brian Marcel reviewed the financial reports for July 2024.

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



- Superintendent Naomi Norman shared her experience meeting with Secretary of Education Miguel Cardona during his bus tour through Michigan.
- Superintendent Norman shared the about the Talent Together discussion between Secretary Cardona and teaching apprentices and mentors from East Lansing Public Schools who are involved with the Talent Together program.

**CONSENT AGENDA**

**Sarena Shivers moved, Steve Olsen seconded, that the Board of Education approve the minutes and Superintendent’s recommendations in the Consent Agenda, as presented.**

**Voting yes: Diane Hockett, Mary Jane Tramontin, Sarena Shivers, Steve Olsen**

**Voting no: None.**

**Motion carried.**

**Approval of Minutes**

The Board approved the minutes of the August 20, 2024, regular meeting.

**024-24-25**

The Board approved the following employment recommendations:

- Aiden Brady as an Intern in the Technology Department.
- Armeka Richey as an Office Professional II.
- Anna Varitek as a Teaching Assistant – Dexter High School Local Based Program.
- David Biesiada as an Intern in the Technology Department.
- Elisabeth Clapp as a Teaching Assistant.

**025-24-25**

The Board approved the following reclassification requests:

- Ann Hockenberry, Teacher Consultant - WL, .50 FTE, 185 Workdays, Unit II to Teacher Consultant WL, 1.0 FTE, 185 Workdays, Unit II.
- Steven Hall, General Education Social Worker, 1.0 FTE, 205 Workdays, Non-Affiliated to General Education Social Worker, 1.0 FTE, 185 Workdays, Non-Affiliated.
- Vacant, GSRP Early Childhood Specialist, .50 FTE, 230 Workdays, Non-Affiliated to GSRP Early Childhood Specialist, 1.0 FTE, 230 Workdays, Non-Affiliated.

**026-24-25**

The Board approved the following staff resignations:

- Christian Kosky, effective August 26, 2024.
- Kimberly Danger, effective August 22, 2024.

**027-24-25**

The Board approved the following staff retirements:

- Lee O’Neal Jr, changing his retirement effective date from December 31, 2024, to August 31, 2025.

**UNFINISHED BUSINESS – WISD Vision Statement:** Superintendent Naomi Norman shared the current progress of the revamping of the WISD’s vision statement. The Board of Education along with Deputy Superintendent Cherie Vannatter shared their thoughts and discussed the next steps for the vision statement.

**NEW BUSINESS – Honey Creek Lease Renewal 2024-2029:** Associate Superintendent Brian Marcel addressed the Board regarding the new lease for the space occupied by Honey Creek in High Point. The lease is for a five-year term from July 1, 2024, through June 30, 2029.

**Mary Jane Tramontin moved, Steve Olsen seconded, that the Board of Education authorize the administration to execute the attached five-year lease with Honey Creek Community School, as presented.**

**Voting yes: Diane Hockett, Mary Jane Tramontin, Sarena Shivers Steve Olsen**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Rescheduling October 8 and October 22, 2024, Board Meetings:** Superintendent Norman addressed the Board regarding rescheduling the October 8, 2024 Board meeting to October 15, 2024 and rescheduling the October 22, 2024 board meeting to October 29, 2024.

**Steve Olsen moved, Sarena Shivers seconded, that the Board of Education authorize the rescheduling of the October 8, 2024, and October 22, 2024 meetings, as presented.**

**Voting yes: Diane Hockett, Mary Jane Tramontin, Sarena Shivers, Steve Olsen**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Authorization of Closed Session**

**Sarena Shivers moved, Steve Olsen seconded, that the Board of Education convene in closed session under Section 8(1)(a) for the purpose of conducting the Superintendent’s evaluation, as presented.**

**Voting yes: Diane Hockett, Mary Jane Tramontin, Sarena Shivers, Steve Olsen**

**Voting no: None.**

**Motion carried.**

**RECESS**

The Board went into recess for Closed Session at 6:49 PM under Section 8(1)(a) for the purpose of conducting the Superintendent’s evaluation.

**RECONVENE**

The board reconvened at 7:55 PM to continue open session.

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

**BOARD OF EDUCATION REPORTS:** President Hockett shared the information about the MASB Regional Policy Advocacy Meeting on October 14, 2024 at Livingston ESA and encouraged trustees to attend.

**ADMINISTRATIVE REPORTS - Superintendent’s Report:** Superintendent Naomi Norman addressed the Board, speaking about the following:

- Update on the special education millage information campaign

**ADJOURNMENT.**

The meeting was adjourned at 8:01 PM

Respectfully submitted,

Theresa Saunders, Secretary  
Washtenaw ISD Board of Education



# Washtenaw I S D

A REGIONAL EDUCATIONAL SERVICE AGENCY

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TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Cherie Vannatter, Deputy Superintendent

DATE: September 4, 2024

RE: New Hire Recommendation – 1.0 Teacher Consultant - Ypsilanti

I would like to recommend Brandi Valerio for employment as a Teacher Consultant. Ms. Valerio received her BS degree in Elementary Education from Eastern Michigan University and her MA in Special Education from the University of Michigan - Dearborn and has most recently been employed as a Special Education Teacher at Ann Arbor Public Schools.

If approved by the Board, Ms. Valerio's salary will be \$90,599.00 (MA, Step 15). All other fringe benefits will be set forth in the Unit II contract.

# Brandi Valerio

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## Education

### University of Michigan ~ Dearborn, Michigan

Master of Education in Special Education ~ Learning Disabilities December 2011  
7.80/8.00

### Eastern Michigan University ~ Ypsilanti, Michigan

Bachelor of Science ~ June, 2004 *Magna Cum Laude*  
Concentration in Elementary Education

Minors: Elementary Group Science, Group Mathematics, and Structure of Discipline  
Michigan Literacy Progress Profile Certification

Dean's List  
GPA 3.78/4.00

## Honors

Golden Key National Honor Society  
Kappa Delta Pi (International Honor Society in Education)

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## Teaching Experience

### Ann Arbor Public School

- ~ Resource Room Teacher ~ August 2023 - Present
- ~ Designed and implemented Individualized Education Plan for students with the special education team. Facilitated weekly special education team meeting.
- ~ Built relationships with families. 100% of families participated in the IEP meeting for their students.

### Ypsilanti Community Schools/ Ypsilanti Public Schools

- ~ Resource Room Teacher/ Elementary Teacher ~ August 2010 ~ June 2023
- Designed and implemented Individualized Education Plan for students with the special education team. Facilitated weekly special education team meeting. Wrote school improvement goals to meet the needs of all students. Served as the Leader in Me lighthouse coach.
- ~ Served as the School Improvement Chair to improve school improvement goals. Co-wrote school improvement report. Kept and recorded all data for school.
- ~ Served as MTSS Co-Facilitator to improve teachers' skills. Planned professional developments and data keeping meetings.

- ~ Facilitated Professional Learning Community to look at data including NWEA, Everyday Math pre/post test, DRA, and other summative and formative assessment data to inform instruction.
- ~ Helped develop and implement a positive behavior intervention support (PBIS) classroom and individualized plan.
- ~ Helped plan Title 1 nights, book fair, family nights, and March is reading month activities.
- ~ Increased stakeholder involvement by forging partnerships with 826 of MI, the Michigan Theater, Ypsilanti Public Library, and Leslie Science Center.
- ~ Served as mentor teacher to both new teachers and student teachers from the University of Michigan.

### **Lincoln Park Public Schools**

Teacher ~ First, Third, and Sixth Grade October 2005 ~ June 2008

- ~ Aligned all curriculum in core areas to match state standards. Continued to develop learning centers using differentiated instruction to meet the needs of all students. Worked with grade level teams to align curriculum both at a school and district level. Help to develop and implement a PBIS system at an elementary level.
- ~ Participated on the school and district improvement committee to improve academic success for all students.
- ~ Develop a school wide plan and activities for March is Reading Month.
- ~ Worked collaboratively with a special education teacher, occupational therapist, and assistive technological expert to help assure all students received and benefited from additional support.

### **Star International Academy**

- ~ Teacher ~ Fourth Grade October 2004 ~ October 2005 Implemented fourth grade curriculum in all core areas including; Language Arts, Math, Science, and Social Studies. Created a successful learning environment by developing and implementing learning centers to meet student's specific needs. Collaborated with fourth grade teachers to increase student's literacy levels and self-confidence through level reading groups. Generated all lesson planning, attendance, grade records, exam design and administration. Assisted in the curriculum mapping for the 2005-2006 school year.
- ~ Participated on the school improvement committee to improve academic success for all students. Plan field trips designed around curriculum to enhance student's learning.
- ~ Implemented hands-on and minds-on learning for all areas of curriculum.

### **Plymouth/ Canton Community Schools District -**

Substitute Teacher - April 2004 ~ October 2004

**Irbister Elementary School ~ Plymouth, MI** Student Teacher ~ Second Grade  
January 2004 ~ April 2004 Assumed all responsibilities of regular classroom teacher, including professional development communicating with parents, assessment of

students, and attending staff meetings. Collaborated with classroom teacher and team teachers to design and implement units and lesson plans; performed basic administrative duties such as recording attendance and organizing students' records; provided individual assistance to students, as needed.

~ Assisted in the launch of the *Motor Mom's and Dad's* volunteer program that helped K-3 students with their fine motor skills.

~Co-directed students space program allowing students a creative output of learning.

~ Researched and taught from the Four Blocks Language Arts curriculum.

~ Established and maintained positive relationships with students, parents, and colleagues fostering a positive environment of open communication and support.

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### **Professional Development**

Leader in Me - Coach

Restorative Practices

Justice Leaders

NCI - Nonviolent Crisis Intervention

Conscious Discipline

Trained to Facilitate ICT and RTI

MTSS Coordinator

Trained in Meeting Mechanics

Participating in SOEL- Study of Early Literacy



# Washtenaw I S D

A REGIONAL EDUCATIONAL SERVICE AGENCY

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DATE: 08/23/2024

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

FROM: DarNesha Green- Mental Health Clinical Supervisor

RE: New Hire Recommendation – Mental Health Practitioner

I would like to recommend Kara Lilly for employment as a Mental Health Practitioner. Kara Lilly received her Master's in Social Work from University of Michigan. Kara Lilly is currently employed as an School Social Worker at East Pointe Community Schools. If approved by the Board, Kara Lilly salary will be \$98,585 210-Grade 10 step 6. All other fringe benefits are set forth in the Non-Affiliated Staff Manual.

Please let me know if you require additional information.

Thank you,  
DarNesha Green



## **KARA A. LILLY**

734-330-0514 • [KARAALILLY@GMAIL.COM](mailto:KARAALILLY@GMAIL.COM)

### **OBJECTIVE**

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To obtain a victim services specialist position, allowing me to gain valuable experience in the field while developing and utilizing skills and education that are relevant, as well as demonstrate my work ethic, reliability and responsibility.

### **EDUCATION**

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University of Michigan, Ann Arbor, Michigan  
Master of Social Work, August 2010  
Practice Method: Interpersonal Practice  
Concentration: Aging in Families and Society

McDaniel College, Westminster, Maryland  
Bachelor of Arts, May 2009  
Major: Social Work

### **LICENSE**

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LISW (Ohio) July 2018  
LMSW (Licensed Master of Social Work-Michigan)  
February 2016  
School Social Work license completed March 2022

### **EDUCATIONAL HONORS**

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Geriatric Endowed Scholarship, 2009-2010

Vivian A. and James L. Curtis Endowed Scholarship for Geriatric Social Work 2009-2010  
Member of Phi Alpha, National Honor Society for Social Work Students  
Mc Daniel College, April 2008, Honors  
McDaniel College, December 2008 High Honors  
Member of Alpha Lambda Delta National Honor Society

## EMPLOYMENT

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### **Maxim Staffing Agency-Eastpointe Community Schools**

#### **Remote School Social Worker**

March 2024-June 2024

- Provided direct and consultative school social work services to students with an IEP (Individualized Educational Plan) that have social or emotional difficulties impacting their academic achievement
- Provide individual and group therapeutic counseling to students based on their individual goals
- Identify and assesses academic problems through analysis of factors impinging on student adjustment including factors in the home, school, and community
- Complete psychosocial assessments to assist in the determination of special education eligibility
- Coordinate and facilitate crisis intervention
- Work and collaborate with an interdisciplinary team to identify, meet and address students' needs

## **Monroe Public Schools-Riverside Learning Center**

### **SOAR (Service, Opportunity, Achievement and Respect) Coordinator**

September 2022-Januanry 2024

- Developed and implemented a short-term intensive program to address the needs of students with behavioral, social-emotional and academic struggles for students in grades 9-12
- Social skills practice, community service involvement, goal-setting and vocational exploration is woven into the overall academic program
- Students who are credit deficient can recover credits through project-based learning
- Academic plan is tailored to students' individual needs and skills
- Connect students and families to community resources

## **Monroe Public Schools-Orchard Center High School**

Student Service Provider August 25, 2014-January 10, 2022

- Serving as part of an interdisciplinary team providing social work services to students in an alternative school within the Monroe Public Schools district

- Identify/assess students in need of behavioral and mental interventions
- Identify, provide and/or link students/families with appropriate services
- Assist team in developing behavior plan and implementing interventions
- Address attendance issues daily
- Identifies chronically absent students
- Once students are identified, attempts to contact students/parents via phone calls, home visits, letters etc., for the purpose of improving student attendance and increasing student achievement
- Work with students and parents to develop a goal-oriented plan for increasing student attendance and achievement
- Maintains a variety of records and contact logs to document all parent/student contacts
- Assessing and addressing mental health crises that arise with students during the school day
- Work with students in the expelled student's program to increase their social emotional functioning, with the goal of being reinstatement to Monroe Public Schools
- Maintains confidentiality while carrying out tasks
- Serves as a liaison to students/parents for the purpose of removing barriers that impact students' attendance and educational success

- Contact parents to serve on school committees and/or attend special events at the school to increase parental involvement
- Serve as the contact person for parents to call with questions about school services
- Participate in ongoing activities/events to increase school improvement efforts
- Work to identify community resources that will assist students/families
- Collaborates with the special education teacher to be an advocate for special education students and their families
- Address discipline issues and determine consequences throughout the school day utilizing Monroe Public School discipline mandates
- Works with students to address their social emotional needs that may impact their success at school
- Works to identify and follow up with McKinney Vento students
- Attend homeless collaboration meetings in the Monroe community
- Works on special projects to increase student achievement and meet the needs of the Monroe public school community
- Serves as the Monroe Public Schools district substance abuse liaison, working with students/families K-12
- Utilize and implement restorative practices in response to student discipline as a way of reducing harm to all

stakeholders involved

**Monroe County Community Mental Health Authority  
(Part-Time-20 hrs per week)**

Client Services Manager (Children's Services and  
Developmentally Disabled Department) January 19, 2015-  
May 29, 2016

- Assessed the needs of consumers
- Arranged, coordinated, linked, monitored, evaluated, and advocated for consumers based on individual needs
- linking consumers with external systems to provide additional services, resources, and opportunities
- Worked with consumers to develop an individual plan of service
- Completed all necessary documentation, while maintaining confidential records
- Problem solved crises as they arise

**Monroe County Community Mental Health Authority**

Client Services Manager (Adult Mental Illness Department)  
February 10, 2014-August 22, 2014

- Assessed the needs of consumers
- Arranged, coordinated, linked, monitored, evaluated

- and advocated for consumers based on individual needs
- linking consumers with external systems to provide additional services, resources, and opportunities
  - Worked with consumers to develop an individual plan of service
  - Completed all necessary documentation, while maintaining confidential records
  - Problem solved crises as they arise/crisis management

## **State of Michigan Department of Corrections (Manpower)**

### **Woodland Center Correctional Facility**

Clinical Social Worker September 3, 2013-February 7, 2014

- Works as a member of the interdisciplinary treatment team providing a full range of social work services to prisoners in the Residential Treatment Services (RTS) unit that are diagnosed with severe mental disorders
- Provides crisis intervention, suicide interventions and evaluation
- Performs individual and group psychotherapy to all prisoners assigned to caseload
- Documents all treatment in the medical record or institutional file in a timely manner as required
- Attends regularly scheduled treatment team meetings and actively participates as a cooperative treatment

- team member in diagnosing problems, planning and implementing treatment and other team decisions
- Writes treatment plans, reviews, summaries, discharge plans, management plans, parole board reports and coordinates services for assigned cases and other duties assigned by the supervisor
  - Participates on clinical panels to determine mentally ill prisoners' need of involuntary treatment
  - Administer the BSI (Brief Symptom Inventory) and the BPRS (Brief Psychiatric Rating Scale)
  - Works as a member of the medical unit team addressing medical issues that prevent prisoners from stepping down to a lower level of care
  - Assessed level of care changes with interdisciplinary team

**R'House Maternal Infant Health Program Romulus, MI (Part-Time 25-30 hours per week)**

Care Coordinator February 7, 2012-June 27, 2014

- Provide education, support and referrals to pregnant women and infants
- Conduct weekly home visits
- Assess client's needs by conducting comprehensive assessments
- Collaborate with community agencies to refer and obtain resources for clients



- Collaborate with CPS workers to develop plan for mothers at risk of losing custody of children
- Complete all required documentation
- Administer the Ages and Stages Questionnaire (ASQ) to identify abnormalities in development
- Administer the Ages and Stages Questionnaire (ASQ:SE) to identify abnormalities in social and emotional development

### **Michigan Prisoner Re-entry Initiative Adrian, MI (Manpower)**

Gus Harrison Correctional Facility Clinical Social Worker  
April 18, 2011-December 7, 2011

- Provide comprehensive needs assessments to mentally ill prisoners eligible for parole
- Assess prisoners needs by conducting one on one interviews
- Collaborate with treatment teams and vendor to coordinate services upon discharge
- Assess the need for involuntary treatment orders
- Prepare comprehensive reports based on client's needs (physical health, social, emotional, housing, transportation etc.) to be sent to the parole board

### **Michigan Prisoner Re-entry Initiative Adrian, MI**

## **(State of Michigan)**

Gus Harrison Correctional Facility Clinical Social Worker  
April 16, 2012-July 20, 2012

- Provide comprehensive needs assessments to mentally ill prisoners eligible for parole
- Assess prisoners needs by conducting one on one interviews
- Collaborate with treatment teams and vendor to coordinate services upon discharge
- Assess the need for involuntary treatment orders
- Prepare comprehensive reports based on client's needs to be sent to the parole board
- **\*\*\*\*Resigned due to illness**

## **Detroit Central City Community Mental Health, Detroit, MI**

Housing Specialist/Case Manager January 16, 2012-April  
13, 2012

- Assists mentally ill clients relocating from Adult Foster Care Homes into Independent/Semi-independent living
- Locate and identify housing opportunities in the community
- Locate, refer and coordinate support services in the community to sustain clients independently

- Provide clinical assessments and case management services for identified clients
- Establish relationships with landlords, managers and community members to locate suitable as well as affordable housing for clients

## **University of Michigan Health Systems-Housing Bureau for Seniors**

Housing Bureau for Seniors Intern September 8, 2009-  
August 26, 2010

- Assisted older adults in Washtenaw County at risk of, or facing eviction
- Conducted initial intake and comprehensive assessments
- Assisted in developing sustainable plans to promote housing stability
- Conducted utility request intakes
- Advocated and located community resources to assist clients
- Assisted clients filling out DHS applications (e.g., food assistance)
- Provided information, education and referrals
- Provided relocation assistance
- Participated in interagency meetings and interdisciplinary team meetings (SCIP-Senior Crisis Intervention Program, Washtenaw County Hoarding

Taskforce and Barrier Busters)

- Managed client cases throughout the year alongside other staff in the HomeShare and Housing Counseling programs

### **Baltimore Behavioral Health, Baltimore, MD**

Clinical Intern/Group-Co Facilitator and Intake Specialist  
September 17, 2008-May 27, 2009

- Assisted the group facilitator in conducting task oriented, didactic, psycho-therapeutic groups to dual diagnosis (mentally ill/substance abuse) clients.
- Responsible for providing initial bio-psychosocial assessment of clients entering the intensive dual diagnosis program.

**Washtenaw ISD Position Change / Upgrade Form**

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

**Change Recommended**

Please select all that apply

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

**Employee Name:**

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

Brandon Thacker

**Department**

Technology

**Current Account 1**

11.1284.1510.000.0000.00000.5900

**Current Account 1 Split**

25

**Current Account 2**

11.1284.1510.000.0000.00000.5800

**Current Account 2 Split**

25

**Current Account 3**

22.1284.1510.000.0000.00000.5900

**Current Account 3 Split**

25

**Current Account 4**

22.1284.1510.000.0000.00000.5800

**Supervisor**

Solomon Zheng

**Current Position Title**

Intern

**Recommended Position Title**

Level 1 Support

**Current Position Number**

90.00.284.08

**Recommended Position Number**

90.00.284.05

**Current Bargaining Unit**

Non-Bargaining

**Recommended Bargaining Unit**

Non-Bargaining

**Current Account 4 Split**

25

**Recommended Account 1**

11.1284.1510.000.9660.81020.0000

**Recommended Account 1 Split**

50

**Recommended Account 2**

11.1284.1510.000.9660.81070.0000

**Recommended Account 2 Split**

50

**Recommended Account 3**

**Recommended Account Split 3**

**Current Pay Rate/ Salary Level**

15.30

**Recommended Pay Rate/ Salary Level**

17.33-20.00

**Current FTE**

1

**Recommended FTE**

1

**Current Number of Work Days**

210

**Recommended Number of Work Days**

230

**Should the Current Position Remain?**

- Remain
- Delete

**Recommended Account 4**

**Recommended Account 4 Split**

**Current Location**

Worksite/Desk Location

LEA Sites - Ypsilanti Community Schools and Lincoln Consolidated Schools

**Recommended Location**

Worksite/Desk Location

YCS and LCS

**Rational for Position Change**

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

Applied for and qualified for the Level 1 position.

Effective Date

Date new duties were assigned or changes made

09/09/2024

List Positions/Employees Performing Similar Work

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

Jason Burbo

Department Head Comments

Start at \$17.33 as per conversation with Solomon on 8/28/24.

Department Head

*Matthew Cook*

08/28/2024

Finance Approval

- Approve
- Adjust, See Comments

Finance Comments

Finance

*SAP*

09/04/2024

Human Resources Approval

- Approve
- Adjust, See Comments

Human Resources Comments

\$17.33/hr rate discussed/approved by Supt at HR Meeting on 8/29/24.

Human Resources / Executive Admin Review

*CD Harmon-Higgins*

08/30/2024

Superintendent Comments

Superintendent

*Naomi Norman*

09/06/2024

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Level 1 Support  
**Department:** Technology Department  
**Reports To:** LEA Director of Technology  
**FLSA Status:** Non-Exempt  
**Prepared By:** Solomon Zheng  
LEA Technology Director  
**Prepared Date:** July 15, 2024  
**Approved By:** Cassandra D. Harmon-Higgins, Esq.  
Executive Director, Human Resources and Legal Services  
**Approved Date:** July 16, 2024

**The WISD's Mission** is to promote the continuous improvement of achievement for every student while providing high-quality service to our customers through leadership, innovation, and collaboration.

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

**SUMMARY:**

Provides end user support for agency technology devices for both Instructional and Administrative Technology

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Triage and responds to help desk requests.
- Deploys complex computer images.
- Participates in help desk/end user support activities for the department.
- Provides support for printing.
- Deploys network client distribution, management agents and related components.
- Provides information resources on instructional technology for teachers and other interested school personnel.
- Deploys wireless computer equipment including set-up and support.
- Moves and relocates equipment both in-house and at out center locations.
- Manages asset inventory of equipment and devices.
- Installs and configures software for end users such as Office 365.
- Demonstrates excellent customer service skills.
- Maintains and updates end user documentation for desktop support.

- Provides technology training for WISD and local district staff in the areas of administrative and instructional technology.
- Supports all WISD and local district standard technologies.
- Maintains regular, predictable attendance.
- **OTHER RELATED DUTIES AS ASSIGNED.**

**QUALIFICATIONS:**

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

**EDUCATION and/or EXPERIENCE:**

- Possesses a high school diploma with some college/university credits or certifications in the area technical support.
- Demonstrates ability, customer service, training and experience in supporting PC and Macintosh computers as well as the associated operating systems (Windows and macOS) including associated productivity and online tools.
- Possesses experience supporting, maintaining, and upgrading Windows, macOS, iPadOS/iOS, and ChromeOS.
- Demonstrates ability to upgrade computer hardware (A+ certification or equivalent preferred).
- Microsoft experience.
- Demonstrates excellent troubleshooting skills.
- Demonstrates ability and willingness to learn new instructional technology and administrative applications.
- Demonstrates ability to train others in the classroom or office in the use of various hardware and applications.
- Demonstrates ability to work as part of a team, to communicate clearly, think creatively and relate well with other team members.

**LANGUAGE SKILLS:**

- Demonstrates ability to work effectively and collaboratively with other departments, agencies and individuals.
- Demonstrates ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Possesses ability to write routine reports and correspondence.
- Demonstrates ability to speak effectively before groups of customers or employees.

**MATHEMATICAL SKILLS:**

- Demonstrates ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Demonstrates ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.



- Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates ability to learn independently from sources such as manuals, internal documentation, etc.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- A+ or Microsoft certification preferred.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, see and hear. The employee is occasionally required to stoop, kneel, crouch, crawl and reach with hands and arms. The employee is continuously repeating the same hand, arm or finger motion many times. The employee must occasionally lift and/or move up to 50 pounds such as books and training material. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. This position requires the individual to travel and/or drive to various off-site locations. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

**ENVIRONMENTAL ADAPTABILITY:**

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

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

**FUNCTIONS OF POSITION DESCRIPTION:**

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

This position description is not a contract for employment.

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

**TERMS:**

Salary and other employment conditions are set forth by the Board of Education. This is a Non-Bargaining position. Starting salary (dependent upon experience) \$16.99 - \$18.00 / Hour

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

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment at the District.

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

**Washtenaw ISD Position Change / Upgrade Form**

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

**Change Recommended**

Please select all that apply

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

**Employee Name:**

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

Jessica Fonville

**Department**

Community & School Partnerships

**Supervisor**

DarNesha Green

**Current Position Title**

General Education Social Worker

**Current Position Number**

26.00.216.12

**Current Bargaining Unit**

Unit II

**Current Pay Rate/ Salary Level**

MA, 205, Step 4

**Recommended Pay Rate/ Salary Level**

MA30, 205, Step 5

**Current FTE**

1

**Recommended FTE**

1

**Current Number of Work Days**

205

**Recommended Number of Work Days**

205

**Should the Current Position Remain?**

- Remain
- Delete

**Current Account 1**

11.1216.1440.000.2252.00000.0000

**Current Account 1 Split**

100

**Current Account 2**

**Current Account 2 Split**

**Current Account 3**

**Current Account 3 Split**

**Current Account 4**

**Current Account 4 Split**

**Recommended Account 1**

11.1216.1440.000.2252.00000.0000

**Recommended Account 1 Split**

100

**Recommended Account 2**

**Recommended Account 2 Split**

**Recommended Account 3**

**Recommended Account Split 3**

**Recommended Account 4**

**Recommended Account 4 Split**

**Current Location**

Worksite/Desk Location

TLC

**Rational for Position Change**

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

Position change reviewed and agreed upon by C. Harmon-Higgins, N. Norman, H. Heaviland, and D. Green on 7/30/2024. Staff did not receive one year credit for her base MSW. Change is to take her from MA Step 4 to MA30 Step 5, with pay retroactive to start date of 1/29/2024.

**Effective Date**

Date new duties were assigned or changes made

01/29/2024

**List Positions/Employees Performing Similar Work**

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

There are six current clinicians serving in this same capacity, all as social workers. Employees include Gina VanDuinen, Steve Hall, Kanika Spears, Kara Williams, Sarah LaVar. Jessica is the sixth member of this team.

Department Head Comments

[Empty text box for Department Head Comments]

Department Head

*Holly Heaviland*

08/07/2024

Finance Approval

- Approve
- Adjust, See Comments

Finance Comments

[Empty text box for Finance Comments]

Finance

*SAP*

09/04/2024

Human Resources Approval

- Approve
- Adjust, See Comments

Human Resources Comments

MA +30, UM MSW 60 credits (4/30/15) No Step increase; standard annual step increase.

Human Resources / Executive Admin Review

*CD Harmon-Higgins*

09/04/2024

Superintendent Comments

[Empty text box for Superintendent Comments]

Superintendent

*Naomi Norman*

09/06/2024

**Washtenaw ISD Position Change / Upgrade Form**

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

**Change Recommended**

Please select all that apply

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

**Employee Name:**

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

**Department**

**Current Account 2 Split**

**Current Account 3**

**Current Account 3 Split**

**Current Account 4**

**Current Account 4 Split**

**Recommended Account 1**

**Recommended Account 1 Split**

**Supervisor**

**Current Position Title**

**Current Position Number**

**Current Bargaining Unit**

**Current Pay Rate/ Salary Level**

**Recommended Pay Rate/ Salary Level**

**Current FTE**

**Recommended Account 2**

**Recommended Account 2 Split**

**Recommended Account 3**

**Recommended Account Split 3**

**Recommended Account 4**

**Recommended Account 4 Split**

**Recommended FTE**

**Current Number of Work Days**

**Recommended Number of Work Days**

**Should the Current Position Remain?**

- Remain
- Delete

**Current Account 1**

**Current Account 1 Split**

**Current Account 2**

**Current Location**

Worksite/Desk Location

**Rational for Position Change**

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

**Effective Date**

Date new duties were assigned or changes made

**List Positions/Employees Performing Similar Work**

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

Department Head Comments

[Empty text box for Department Head Comments]

Department Head

*Holly Heaviland*

08/07/2024

Finance Approval

- Approve
- Adjust, See Comments

Finance Comments

[Empty text box for Finance Comments]

Finance

*SAP*

09/04/2024

Human Resources Approval

- Approve
- Adjust, See Comments

Human Resources Comments

MA +30, Employee has MSW (12/20/18) with 68 credits; no change in Step.

Human Resources / Executive Admin Review

*CD Harmon-Higgins*

09/04/2024

Superintendent Comments

[Empty text box for Superintendent Comments]

Superintendent

*Naomi Norman*

09/06/2024

**Washtenaw ISD Position Change / Upgrade Form**

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

**Change Recommended**

Please select all that apply

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

**Employee Name:**

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

Simonne Mildenstein

**Department**

Special Education

**Supervisor**

Jennifer Parrelly

**Current Position Title**

Teacher Consultant- WL

**Recommended Position Title**

Teacher of students with severe cognitive impairments- Young Adult (205 days)

**Current Position Number**

28.00.218.33

**Recommended Position Number**

20.47.122.10

**Current Bargaining Unit**

Unit II

**Recommended Bargaining Unit**

Unit II

**Current Pay Rate/ Salary Level**

Step 15, \$94,322.00

**Recommended Pay Rate/ Salary Level**

Step 15, \$106,609

**Current FTE**

1

**Recommended FTE**

1

**Current Number of Work Days**

185

**Recommended Number of Work Days**

205

**Should the Current Position Remain?**

- Remain
- Delete

**Current Account 1**

22.1218.1250.000.0000.00000.3100

**Current Account 1 Split**

100

**Current Account 2**

**Current Account 2 Split**

**Current Account 3**

**Current Account 3 Split**

**Current Account 4**

**Current Account 4 Split**

**Recommended Account 1**

22.1122.1240.190.0000.06147.2400

**Recommended Account 1 Split**

100

**Recommended Account 2**

**Recommended Account 2 Split**

**Recommended Account 3**

**Recommended Account Split 3**

**Recommended Account 4**

**Recommended Account 4 Split**

**Current Location**

Worksite/Desk Location

Whitmore Lake

**Recommended Location**

Worksite/Desk Location

High Point Room 33

**Rational for Position Change**

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

Simonne requested a transfer to an open position that was posted.

Effective Date

Date new duties were assigned or changes made

09/03/2024

List Positions/Employees Performing Similar Work

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

Deanna Pena, SCI Teacher

Department Head Comments

Department Head

*Deborah Hester-Washington*

08/30/2024

Finance Approval

- Approve
- Adjust, See Comments

Finance Comments

Finance

*SAP*

09/04/2024

Human Resources Approval

- Approve
- Adjust, See Comments

Human Resources Comments

Approved as submitted (MA +30, Step 15 - 185 days to 205 days)

Human Resources / Executive Admin Review

*CD Harmon-Higgins*

08/30/2024

Superintendent Comments

Superintendent

*Naomi Norman*

09/06/2024



**Washtenaw Intermediate School District  
Position Description**

**Job Title:** Teacher of Students with Severe Cognitive Impairments – Young Adult 205-Day  
**Department:** Special Education Services  
**Reports To:** Supervisor, Special Education Services  
**FLSA Status:** Exempt  
**Prepared By:** Jennifer Parrelly  
Special Education Principal  
**Prepared Date:** May 21, 2019  
**Revised By:** Nicole Hubler  
Human Resources Specialist  
**Revised Date:** August 15, 2024  
**Approved By:** Cassandra D. Harmon-Higgins, Esq.  
Executive Director of Human Resources and Legal Services  
**Approved Date:** August 15, 2024

**The WISD's Mission** is to promote the continuous improvement of achievement for every student while providing high-quality service to our customers through leadership, innovation, and collaboration.

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

**SUMMARY:**

The Teacher of Students with Severe Cognitive Impairments is responsible for the instructional program and implementation of activities for the students in the assigned classroom. The teacher is also responsible for the coordination of the activities of the assigned paraprofessional and support staff providing services for students in the assigned area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.
- Engages in reflection and ongoing learning and development on critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Provides and coordinates the instructional program for students in the assigned area of responsibility.
- Assesses students' achievement and develops instructional strategies to meet individual educational needs of students in the assigned area of responsibility.
- Implements developmentally appropriate curriculum and strategies for students assigned to the classroom.
- Participates in Multidisciplinary Evaluation Team (MET) meetings and prepares reports for assigned students.
- Participates in Individualized Education Program Team (IEPT) meetings and prepares draft/proposed IEP's based on individual student needs.
- Participates in the implementation of health care procedures in accordance with administrative operating procedures.
- Implements school-wide and classroom Positive Behavior Interventions and Supports.
- Coordinates and implements behavior intervention plans in accordance with District policy, administrative operating procedures and state/federal rules and regulations.

- Works cooperatively and communicates with District and constituent district staff, students and parents/guardians.
- Demonstrate operational knowledge of Internet and Web-related technologies
- Demonstrates skills and comfort using the latest instructional online tools and technology
- Directs Teaching Assistant(s) on a day-to-day basis.
- Participates in extracurricular and physical education activities as required for students in the assigned area of responsibility.
- Maintains accurate attendance, student records and appropriate reports.
- Prepares and implements daily lesson plans using District approved curriculum that meets the State of Michigan benchmark standards and consistent with each student's IEP.
- Participates in staff meetings, in-service activities, staff development/special programs, school improvement teams and planning and curriculum development committees as appropriate to the assignment.
- Documents student progress using assessment tools, monitoring through observations/evaluation and/or collecting data.
- Develops opportunities for students to interact with the general education population.
- Develops and implements behavior management plans and functional behavior assessments.
- Supervises students in classroom, as well as the activities assigned to classroom staff.
- Confers with parents, paraprofessionals, related service providers and administration regarding student educational progress.
- Confers with staff regarding program development for individualized educational plans.
- Maintains accurate records in a manner consistent with state and federal law as required by the District and local educational agency, including monthly caseload reports.
- Establishes and maintains open communications with parents, staff, administration and outside agencies.
- Performs billing functions for Medicaid reimbursement.
- Attends regularly scheduled staff meetings.
- Adheres to District health and safety rules, policies and procedures.
- Keeps a safe and hazard free work environment.
- Exhibits emotional stability, exercises good judgment and makes decisions in accordance with board policies and administrative guidelines, with minimum supervision.
- Performs such other tasks as may from time to time be assigned by the supervisor.
- Regular and predictable attendance.
- **OTHER DUTIES MAY BE ASSIGNED.**

**SUPERVISORY RESPONSIBILITIES:**

- Directs Teaching Assistant(s) on a day to day basis.

**QUALIFICATIONS:**

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

**EDUCATION and/or EXPERIENCE:**

- Minimum of an earned Bachelor's Degree.
- Demonstrated successful student teaching experience required; two years of experience preferred.
- Experience working with students significantly impacted by autism preferred.
- Must be able to provide medical care under supervision of RN.
- Experience with computer instruction and technology.
- Skills and desire to work in a collaborative team with others.
- Knowledge and awareness of community agencies and services.

- Ability to demonstrate initiative and understanding in working with students, staff and parents/guardians.
- Experience working in a virtual online instructional setting.
- Ability to work creatively and skillfully with students.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid Michigan teacher's certificate with necessary endorsement(s) to teach cognitively impaired, required.
- Crisis Prevention Institute (CPI) certification, preferred

**LANGUAGE SKILLS:**

- Ability to explain and demonstrate appropriate teaching techniques.
- Ability to read, analyze and interpret information including periodicals and professional journals.
- Ability to effectively present information and respond to questions from groups of educators, students, and the general public.
- Ability to write lesson plans, IEP's and other related correspondence.
- Ability to direct the activities of others to execute student IEP goals.

**TECHNICAL SKILLS:**

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

**MATHEMATICAL SKILLS:**

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

**REASONING ABILITY:**

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

**INTERPERSONAL SKILLS:**

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

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. While performing the duties of this job the employee is frequently required to assist with lifting and moving students up to 26 years of age. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

**ENVIRONMENTAL ADAPTABILITY:**

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

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

**FUNCTIONS OF POSITION DESCRIPTION:**

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

This position description is not a contract for employment.

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

**TERMS:**

This position is subject to terms, conditions, and calendar of the Master Agreement between the District and Unit II AFT Local 3760. Starting salary (dependent upon experience) ranging from \$52,281 - \$112,824.

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

*The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the district.*

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



# Washtenaw I S D

A REGIONAL EDUCATIONAL SERVICE AGENCY

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DATE: September 5, 2024  
TO: Members of the Board of Education  
FROM: Naomi Norman, Superintendent  
RE: Hanover Service Agreement for 2024-2027

I am recommending that we renew our formal agreement with Hanover Research for the purpose of conducting literature reviews, evaluation, research, data analysis and reporting for achievement-related initiatives, the Senior Exit Survey, and other WISD efforts. We have been working with Hanover for over ten years, so this is an ongoing partnership where projects are extending over multiple years.

This three-year agreement is for \$45,000.00 per year which is \$135,000 over the life of the contract and runs for three years beginning October 21, 2024, and ending on October 20, 2027. The cost of the service will be paid out of our general fund and we have the option each year to end the multi-year agreement.

We have found the Hanover research contract to be invaluable in providing program evaluation, research, literature reviews and survey services.

# Hanover Research

4401 Wilson Blvd, 4th Floor, Arlington VA 22203  
 Phone: (202) 559-0057 Fax: (202) 204-5802

# Services Agreement

Order Form Information			
<b>Date</b>	8/30/2024	<b>Valid Until</b>	9/30/2024
<b>Quotation #</b>	Q-09077	<b>Prepared By</b>	Mary Kate Taylor

Bill-to Information		Contact Information	
<b>Customer Name</b>	Washtenaw Intermediate School District	<b>Contact Name and Email</b>	Naomi Norman nnorman@washtenawisd.org
<b>Billing Contact Name and Email</b>	Naomi Norman nnorman@washtenawisd.org	<b>Address</b>	1819 South Wagner Road, PO Box 1406 Ann Arbor, MI 48106-1406

Quantity	Description	Start Date	End Date	Amount
1.00	Custom Research Queue	10/21/2024	10/20/2027	\$45,000.00 (Annual Fee)
If you have any questions concerning this quotation, please contact: <b>Mary Kate Taylor mtaylor@hanoverresearch.com</b>				\$45,000.00 (Annual Fee)
Thank you for your business!				

Invoicing Schedule	
Payment Due Date	Amount
11/19/2024	\$45,000.00
11/19/2025	\$45,000.00
11/19/2026	\$45,000.00

**STANDARD TERMS & CONDITIONS:**

1. This order form is made effective this day and shall remain valid until **9/30/2024** after which, if not accepted by the Client by signature below, it shall become null and void.
2. All prices are in US dollars.
3. Prices do not include taxes. Client shall be responsible for any applicable taxes. Please forward tax-exempt certificate for new Clients, as appropriate.
4. Failure to pay promptly will result in project postponement or suspension of service.
5. Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, infographic development costs, postage/printing for mass mailings, etc. With prior written approval, Client agrees to pay for all such Additional Services to either Hanover or directly to such third-party vendor if requested. If Additional Services are estimated to cost exceed \$10,000, Client shall either (1) contract directly with the third-party vendor(s) for such Additional

Services, or (2) execute an additional order form stating the estimated fees and pre-pay to Hanover Research such estimated fees for the Additional Services prior to the project kick-off.

**SPECIAL TERMS AND CONDITIONS:**

This Agreement may be terminated without cause by Client prior to the end of each twelve month period during the Term, so long as Client provides prior written notice to Hanover at least 60 days prior to the end of such twelve month period. This Agreement shall renew automatically unless either party provides written notice to the other party at least 60 days prior to the end of the then current Term.

**SIGNATURE:**

Does Customer require a Purchase Order (PO)?

If Yes, please provide PO#:

This Order Form between The Hanover Research Council LLC (“Hanover Research”) and **Washtenaw Intermediate School District** hereby incorporates by reference the following terms and conditions (“Client Services Terms – K12”) that are available for review by Client online at: [\(http://www.hanoverresearch.com/client-services-terms-conditions-K12/\)](http://www.hanoverresearch.com/client-services-terms-conditions-K12/) (collectively with any applicable Order Forms, the “Agreement”). Client’s signature below shall be deemed its acceptance and acknowledgement of the Agreement. Each person signing this Order Form represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Order Form and the Agreement.

Please check the box below if you elect to receive your Deliverables under this Agreement via our client portal, Hanover Digital. For more information, and to register for Hanover Digital, please visit: <https://hanoverresearch.secure.force.com/customerportal/>.

Client will receive Deliverables through Hanover Digital.

Client Name	Washtenaw Intermediate School District	Hanover Research	Hanover Research Council LLC
Client Signature		Hanover Research Signature	
Date Signed		Date Signed	

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives and Dr. Jennifer Banks, Director of Instruction, Achievement Initiatives

DATE: September 17, 2024

SUBJECT: Early Literacy Coaching Contract with Washtenaw County Schools

We recommend that the WISD Board of Education approve contracts with Ann Arbor Public Schools, Chelsea School District, Dexter Community Schools, Lincoln Consolidated School District, Manchester Community Schools, Milan Area Schools, Saline Area Schools, Whitmore Lake Public Schools, and Ypsilanti Community Schools to provide an early literacy coach to each district for the 2024-2025 school year at a cost not to exceed \$50,000.00.

Ann Arbor Public Schools, Chelsea School District, Dexter Community Schools, Lincoln Consolidated School District, Manchester Community Schools, Milan Area Schools, Saline Area Schools, Whitmore Lake Public Schools, and Ypsilanti Community Schools will each provide an early literacy coach (PreK-3) who will join the Washtenaw County Coaching Collaborative (WC3) professional learning network. The coach will support their district's teachers in implementing the Essential Instructional Practices in Early Literacy. The funding source is a Michigan Department of Education Early Literacy Coaching Grant, which aligns with our commitment to high-quality literacy instruction for all.

The \$50,000.00 cost covers time for coaching services from the date of contract approval through June 30, 2025. Erica Rodriguez-Hatt, Coordinator for Early Literacy and Literacy Coaching Initiatives, will supervise the coach's work. This contract will advance early literacy, a key priority in our EISJ policy. Additionally, improving early literacy outcomes for all students regardless of race, gender, or socioeconomic status supports our equity, inclusion, and social justice commitments. Early intervention can help close achievement gaps and ensure all students are reading proficiently by third grade.





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

This agreement is made this 1st day of July, 2024 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Ann Arbor Public Schools, hereinafter referred to as Contractor.

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

**SECTION I – SCOPE OF  
SERVICES**

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than July 1, 2024. Once this contract is implemented, the ending date for providing services shall be June 30, 2025.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

**Description of Services:**

The WISD's Mission is to promote the continuous improvement of achievement for every student while providing high-quality service to our customers through leadership, innovation, and collaboration.

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

**Essentials of the Position:**

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities in accordance with WISD's Mission and Vision (listed above).
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.

- Demonstrates a commitment to and takes responsibility for co-constructing a county wide culture of coaching; a culture that prioritizes:
  - anti-oppression, anti-racism, and ultimately a more equitable educational system and learning pursuits for our students and our teachers.
  - collaborative learning: Encouraging shared learning and regular professional development.
  - continuous improvement: promoting a growth mindset and reflective practices.
  - student-centered approaches: focusing on individual student needs using data-driven methods.
  - strong relationships: building trustful relationships and encouraging mentorship.
- Engages in professional learning with the Washtenaw Coaching Collaborative (WC3) on the dates listed below QR through FAME.

**Expectations of FAME**

- Develop personal expertise in using the formative assessment process in the classroom.
  - Practice to improve their skills in coaching. Coaches will participate in all scheduled sessions for Adaptive Schools Foundation training in year 1 and Cognitive Coaching Foundation Seminar® Part 1 (Days 1-4) and Part 2 (Days 5-8) in subsequent school years.
  - Ensure that the learning team meets on a regular basis throughout each school year.
  - Ensure that the team covers the formative assessment process topics of greatest interest and need. While the structure of this professional learning model is flexible, we expect that each learning team will cover several topics (e.g., about three) each year over the course of the three years of participation. MDE and its contractors will provide resources to engage and support learning teams over this period of time.
  - Complete surveys administered throughout each academic year as part of the underlying research on formative assessment practices.
- Maintains and shares a coaching log to allow for tracking progress and impact, reflection, and feedback. WC3 will share a recommended log, however coaches can use their own as long as similar information is included.

[https://docs.google.com/spreadsheets/d/16PKIqyFMNsiaW824zS-acmw9E\\_SlUNetuYhDy7f1mJU/edit?gid=7009056#gid=7009056](https://docs.google.com/spreadsheets/d/16PKIqyFMNsiaW824zS-acmw9E_SlUNetuYhDy7f1mJU/edit?gid=7009056#gid=7009056)

**Per 35a Grant Assurances:**

- Attend the pre-K-3 Essential Instructional Practices Institute, Literacy Coaching Network Professional Learning Opportunities, Coaching Intensives, Quarterly Meetings, and Monthly Meetings to support learning around the Essentials.
- Use the Coaching Modules and the pre-K-3 Essential Instructional Practices modules to support their learning around the Essentials.
- Must have already received or be making progress toward receiving LETRS training.
- Engage in Assessment Literacy professional learning.



**2024-25 Early Literacy Coaching Network Dates for the State of Michigan Network**

- Wednesday, October 16, 2024, 9:00 am-3:00 pm
- Wednesday, December 4, 2025, 9:00 am-3:00 pm
- Wednesday, February 5, 2025, 9:00 am-3:00 pm
- Thursday, May 1, 2025, 9:00 am-3:00 pm

**2024-25 Washtenaw County Coaching Collaborative Dates**

- Thursday, October 3, 2024 - 9:00 am-12:00 pm
- Thursday, November 7, 2024 - 9:00 am-12:00 pm
- Thursday, December 5, 2024 - 9:00 am-12:00 pm
- Thursday, January 9, 2025 - 9:00 am-12:00 pm
- Thursday, February 6, 2025 - 9:00 am-12:00 pm
- Thursday, March 6, 2025 - 9:00 am-12:00 pm
- Thursday, April 3, 2025 - 9:00am-12:00pm
- Thursday, May 8, 2025 - 9:00 am-12:00 pm

**NOTE:** As the coach named on your district contract receiving part of the Early Literacy Coaching Grant monies, the state coordinators expect your attendance at all of these dates above.

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

**SECTION II -COMPENSATION**

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be **\$50,000.00** including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.



3. The Contract is retained by WISD only for the purposes and to the extent set forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
4. The contractor has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

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

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

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



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

#### **SECTION IV – INSURANCE COVERAGE**

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

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

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

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

**SIGNATURES**

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

Agreed to on \_\_\_\_\_, 2024

\_\_\_\_\_  
Jazz Parks, Superintendent  
Ann Arbor Public Schools

DATE \_\_\_\_\_

*Jennifer Banks*  
Jennifer Banks (Sep 3, 2024 17:01 EDT)

DATE Sep 3, 2024

Jennifer Banks, Ph.D., Director of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

*Erica Rodriguez-Hatt*  
Erica Rodriguez-Hatt (Sep 3, 2024 09:34 EDT)

DATE Sep 3, 2024

Erica Rodriguez-Hatt, Early Literacy Coaching Coordinator  
Washtenaw Intermediate School District

*Amy Olmstead-Brayton*  
Amy Olmstead-Brayton (Sep 3, 2024 09:56 EDT)

DATE Sep 3, 2024

Amy Olmstead-Brayton, Supervisor of Instric  
Washtenaw Intermediate School District

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

DATE \_\_\_\_\_

\_\_\_\_\_  
Diane Hockett, Board President  
Washtenaw Intermediate School District

DATE \_\_\_\_\_





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

This agreement is made this 1st day of July, 2024 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and the Chelsea School District, hereinafter referred to as Contractor.

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

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3. The Contract is retained by WISD only for the purposes and to the extent set forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
4. The contractor has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
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8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

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

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of the Contractor. However, WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this Contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including expense submission dates and inclusion of detailed receipts.
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  - i. The WISD expressly directs the Contractor to create a specified work (electronic or otherwise) or the work is a specific requirement of the contract;
  - ii. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or

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



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

#### **SECTION IV - INSURANCE COVERAGE**

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

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

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

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

**SIGNATURES**

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

Agreed to on \_\_\_\_\_, 2024

\_\_\_\_\_  
DATE \_\_\_\_\_  
Mike Kapolka, Superintendent  
Chelsea School District

Jennifer Banks  
Jennifer Banks (Sep 17, 2024 14:09 EDT)  
DATE Sep 17, 2024  
Jennifer Banks, Ph.D., Director of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

Erica Rodriguez-Hatt  
Erica Rodriguez-Hatt (Sep 17, 2024 13:38 EDT)  
DATE Sep 17, 2024  
Erica Rodriguez-Hatt, Early Literacy Coaching Coordinator, Achievement Initiatives  
Washtenaw Intermediate School District

Amy Olmstead-Brayton  
Amy Olmstead-Brayton (Sep 17, 2024 14:04 EDT)  
DATE Sep 17, 2024  
Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Naomi Norman, Superintendent  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Diane Hockett, Board President  
Washtenaw Intermediate School District





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

This agreement is made this 1<sup>st</sup> day of July, 2024 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and the Dexter Community Schools, hereinafter referred to as Contractor.

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

**SECTION I – SCOPE OF SERVICES**

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than July 1, 2024. Once this contract is implemented, the ending date for providing services shall be June 30, 2025.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

**Description of Services:**

The WISD's Mission is to promote the continuous improvement of achievement for every student while providing high-quality service to our customers through leadership, innovation, and collaboration.

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

**Essentials of the Position:**

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities in accordance with WISD's Mission and Vision (listed above).
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.

- Demonstrates a commitment to and takes responsibility for co-constructing a county wide culture of coaching; a culture that prioritizes:
  - anti-oppression, anti-racism, and ultimately a more equitable educational system and learning pursuits for our students and our teachers.
  - collaborative learning: Encouraging shared learning and regular professional development.
  - continuous improvement: promoting a growth mindset and reflective practices.
  - student-centered approaches: focusing on individual student needs using data-driven methods.
  - strong relationships: building trustful relationships and encouraging mentorship.
- Engages in professional learning with the Washtenaw Coaching Collaborative (WC3) on the dates listed below OR through FAME.

**Expectations of FAME**

- Develop personal expertise in using the formative assessment process in the classroom.
  - Practice to improve their skills in coaching. Coaches will participate in all scheduled sessions for Adaptive Schools Foundation training in year 1 and Cognitive Coaching Foundation Seminar® Part 1 (Days 1-4) and Part 2 (Days 5-8) in subsequent school years.
  - Ensure that the learning team meets on a regular basis throughout each school year.
  - Ensure that the team covers the formative assessment process topics of greatest interest and need. While the structure of this professional learning model is flexible, we expect that each learning team will cover several topics (e.g., about three) each year over the course of the three years of participation. MDE and its contractors will provide resources to engage and support learning teams over this period of time.
  - Complete surveys administered throughout each academic year as part of the underlying research on formative assessment practices.
- Maintains and shares a coaching log to allow for tracking progress and impact, reflection, and feedback. WC3 will share a recommended log, however coaches can use their own as long as similar information is included.  
[https://docs.google.com/spreadsheets/d/16PKJqyFMNsiaW824zS-acmw9E\\_SlUNetuYhDy7f1mJU/edit?gid=7009056#gid=7009056](https://docs.google.com/spreadsheets/d/16PKJqyFMNsiaW824zS-acmw9E_SlUNetuYhDy7f1mJU/edit?gid=7009056#gid=7009056)

**Per 35a Grant Assurances:**

- Attend the pre-K-3 Essential Instructional Practices Institute, Literacy Coaching Network Professional Learning Opportunities, Coaching Intensives, Quarterly Meetings, and Monthly Meetings to support learning around the Essentials.
- Use the Coaching Modules and the pre-K-3 Essential Instructional Practices modules to support their learning around the Essentials.
- Must have already received or be making progress toward receiving LETRS training.
- Engage in Assessment Literacy professional learning.



**2024-25 Early Literacy Coaching Network Dates for the State of Michigan Network**

- Wednesday, October 16, 2024, 9:00 am-3:00 pm
- Wednesday, December 4, 2025, 9:00 am-3:00 pm
- Wednesday, February 5, 2025, 9:00 am-3:00 pm
- Thursday, May 1, 2025, 9:00 am-3:00 pm

**2024-25 Washtenaw County Coaching Collaborative Dates**

- Thursday, October 3, 2024 - 9:00 am-12:00 pm
- Thursday, November 7, 2024 - 9:00 am-12:00 pm
- Thursday, December 5, 2024 - 9:00 am-12:00 pm
- Thursday, January 9, 2025 - 9:00 am-12:00 pm
- Thursday, February 6, 2025 - 9:00 am-12:00 pm
- Thursday, March 6, 2025 - 9:00 am-12:00 pm
- Thursday, April 3, 2025 - 9:00am-12:00pm
- Thursday, May 8, 2025 - 9:00 am-12:00 pm

**NOTE:** As the coach named on your district contract receiving part of the Early Literacy Coaching Grant monies, the state coordinators expect your attendance at all of these dates above.

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

**SECTION II -COMPENSATION**

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be **\$50,000.00** including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.



3. The Contract is retained by WISD only for the purposes and to the extent set forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
4. The contractor has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

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

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

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



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

#### **SECTION IV - INSURANCE COVERAGE**

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

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

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


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


**SIGNATURES**

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

Agreed to on \_\_\_\_\_, 2024

\_\_\_\_\_  
DATE \_\_\_\_\_  
Christopher Timmis, Ed.D., Superintendent  
Dexter Community Schools

  
\_\_\_\_\_  
DATE Sep 17, 2024  
Jennifer Banks (Sep 17, 2024 14:08 EDT)  
Jennifer Banks, Ph.D., Director of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

  
\_\_\_\_\_  
DATE Sep 17, 2024  
Erica Rodriguez-Hatt (Sep 17, 2024 13:39 EDT)  
Erica Rodriguez-Hatt, Early Literacy Coaching Coordinator, Achievement Initiatives  
Washtenaw Intermediate School District

Amy Olmstead-Brayton  
\_\_\_\_\_  
DATE Sep 17, 2024  
Amy Olmstead-Brayton (Sep 17, 2024 14:06 EDT)  
Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Naomi Norman, Superintendent  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Diane Hockett, Board President  
Washtenaw Intermediate School District





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

This agreement is made this 1st day of July, 2024 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and the Lincoln Consolidated Schools, hereinafter referred to as Contractor.

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

**SECTION I – SCOPE OF SERVICES**

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

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**Description of Services:**

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- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities in accordance with WISD's Mission and Vision (listed above).
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  - anti-oppression, anti-racism, and ultimately a more equitable educational system and learning pursuits for our students and our teachers.
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  - continuous improvement: promoting a growth mindset and reflective practices.
  - student-centered approaches: focusing on individual student needs using data-driven methods.
  - strong relationships: building trustful relationships and encouraging mentorship.
- Engages in professional learning with the Washtenaw Coaching Collaborative (WC3) on the dates listed below OR through FAME.

**Expectations of FAME**

- Develop personal expertise in using the formative assessment process in the classroom.
  - Practice to improve their skills in coaching. Coaches will participate in all scheduled sessions for Adaptive Schools Foundation training in year 1 and Cognitive Coaching Foundation Seminar® Part 1 (Days 1-4) and Part 2 (Days 5-8) in subsequent school years.
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  - Ensure that the team covers the formative assessment process topics of greatest interest and need. While the structure of this professional learning model is flexible, we expect that each learning team will cover several topics (e.g., about three) each year over the course of the three years of participation. MDE and its contractors will provide resources to engage and support learning teams over this period of time.
  - Complete surveys administered throughout each academic year as part of the underlying research on formative assessment practices.
- Maintains and shares a coaching log to allow for tracking progress and impact, reflection, and feedback. WC3 will share a recommended log, however coaches can use their own as long as similar information is included.

[https://docs.google.com/spreadsheets/d/16PKJqvFMNsiaW824zS-acmw9E\\_SlUNetuYhDy7f1mJU/edit?gid=7009056#gid=7009056](https://docs.google.com/spreadsheets/d/16PKJqvFMNsiaW824zS-acmw9E_SlUNetuYhDy7f1mJU/edit?gid=7009056#gid=7009056)

**Per 35a Grant Assurances:**

- Attend the pre-K-3 Essential Instructional Practices Institute, Literacy Coaching Network Professional Learning Opportunities, Coaching Intensives, Quarterly Meetings, and Monthly Meetings to support learning around the Essentials.
- Use the Coaching Modules and the pre-K-3 Essential Instructional Practices modules to support their learning around the Essentials.
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**2024-25 Early Literacy Coaching Network Dates for the State of Michigan Network**

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**NOTE:** As the coach named on your district contract receiving part of the Early Literacy Coaching Grant monies, the state coordinators expect your attendance at all of these dates above.

3. The Contractor shall provide, at the request of WISD, periodic progress reports (coaching log – see above) detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
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5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

**SECTION II -COMPENSATION**

WISD does hereby agree as follows:

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2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.



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4. The contractor has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
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### **SECTION III – OTHER CONSIDERATIONS**

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of the Contractor. However, WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this Contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including expense submission dates and inclusion of detailed receipts.
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  - i. The WISD expressly directs the Contractor to create a specified work (electronic or otherwise) or the work is a specific requirement of the contract;
  - ii. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or

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



- iii. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
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#### **SECTION IV - INSURANCE COVERAGE**

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

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


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


**SIGNATURES**

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

Agreed to on \_\_\_\_\_, 2024

\_\_\_\_\_  
DATE \_\_\_\_\_  
Robert Jansen, Superintendent  
Lincoln Consolidated Schools

  
Jennifer Banks (Sep 17, 2024 14:08 EDT)  
DATE Sep 17, 2024  
Jennifer Banks, Ph.D., Director of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

  
Erica Rodriguez-Hatt (Sep 17, 2024 13:40 EDT)  
DATE Sep 17, 2024  
Erica Rodriguez-Hatt, Early Literacy Coaching Coordinator, Achievement Initiatives  
Washtenaw Intermediate School District

Amy Olmstead-Brayton  
Amy Olmstead-Brayton (Sep 17, 2024 14:07 EDT)  
DATE Sep 17, 2024  
Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Naomi Norman, Superintendent  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Diane Hockett, Board President  
Washtenaw Intermediate School District





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

This agreement is made this 1st day of July, 2024 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and the Manchester Community Schools, hereinafter referred to as Contractor.

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

**SECTION I – SCOPE OF SERVICES**

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than July 1, 2024. Once this contract is implemented, the ending date for providing services shall be June 30, 2025.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

**Description of Services:**

The WISD's Mission is to promote the continuous improvement of achievement for every student while providing high-quality service to our customers through leadership, innovation, and collaboration.

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

**Essentials of the Position:**

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities in accordance with WISD's Mission and Vision (listed above).
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.

- Demonstrates a commitment to and takes responsibility for co-constructing a county wide culture of coaching; a culture that prioritizes:
  - anti-oppression, anti-racism, and ultimately a more equitable educational system and learning pursuits for our students and our teachers.
  - collaborative learning: Encouraging shared learning and regular professional development.
  - continuous improvement: promoting a growth mindset and reflective practices.
  - student-centered approaches: focusing on individual student needs using data-driven methods.
  - strong relationships: building trustful relationships and encouraging mentorship.
- Engages in professional learning with the Washtenaw Coaching Collaborative (WC3) on the dates listed below OR through FAME.

**Expectations of FAME**

- Develop personal expertise in using the formative assessment process in the classroom.
  - Practice to improve their skills in coaching. Coaches will participate in all scheduled sessions for Adaptive Schools Foundation training in year 1 and Cognitive Coaching Foundation Seminar® Part 1 (Days 1-4) and Part 2 (Days 5-8) in subsequent school years.
  - Ensure that the learning team meets on a regular basis throughout each school year.
  - Ensure that the team covers the formative assessment process topics of greatest interest and need. While the structure of this professional learning model is flexible, we expect that each learning team will cover several topics (e.g., about three) each year over the course of the three years of participation. MDE and its contractors will provide resources to engage and support learning teams over this period of time.
  - Complete surveys administered throughout each academic year as part of the underlying research on formative assessment practices.
- Maintains and shares a coaching log to allow for tracking progress and impact, reflection, and feedback. WC3 will share a recommended log, however coaches can use their own as long as similar information is included.

[https://docs.google.com/spreadsheets/d/16PKJqyFMNsiaW824zS-acmw9E\\_SlUNetuYhDy7f1mJU/edit?gid=7009056#gid=7009056](https://docs.google.com/spreadsheets/d/16PKJqyFMNsiaW824zS-acmw9E_SlUNetuYhDy7f1mJU/edit?gid=7009056#gid=7009056)

**Per 35a Grant Assurances:**

- Attend the pre-K-3 Essential Instructional Practices Institute, Literacy Coaching Network Professional Learning Opportunities, Coaching Intensives, Quarterly Meetings, and Monthly Meetings to support learning around the Essentials.
- Use the Coaching Modules and the pre-K-3 Essential Instructional Practices modules to support their learning around the Essentials.
- Must have already received or be making progress toward receiving LETRS training.
- Engage in Assessment Literacy professional learning.



**2024-25 Early Literacy Coaching Network Dates for the State of Michigan Network**

- Wednesday, October 16, 2024, 9:00 am-3:00 pm
- Wednesday, December 4, 2025, 9:00 am-3:00 pm
- Wednesday, February 5, 2025, 9:00 am-3:00 pm
- Thursday, May 1, 2025, 9:00 am-3:00 pm

**2024-25 Washtenaw County Coaching Collaborative Dates**

- Thursday, October 3, 2024 - 9:00 am-12:00 pm
- Thursday, November 7, 2024 - 9:00 am-12:00 pm
- Thursday, December 5, 2024 - 9:00 am-12:00 pm
- Thursday, January 9, 2025 - 9:00 am-12:00 pm
- Thursday, February 6, 2025 - 9:00 am-12:00 pm
- Thursday, March 6, 2025 - 9:00 am-12:00 pm
- Thursday, April 3, 2025 - 9:00am-12:00pm
- Thursday, May 8, 2025 - 9:00 am-12:00 pm

**NOTE:** As the coach named on your district contract receiving part of the Early Literacy Coaching Grant monies, the state coordinators expect your attendance at all of these dates above.

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

**SECTION II -COMPENSATION**

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be **\$50,000.00** including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.



3. The Contract is retained by WISD only for the purposes and to the extent set forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
4. The contractor has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

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

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

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



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

#### **SECTION IV - INSURANCE COVERAGE**

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

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

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


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


**SIGNATURES**

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

Agreed to on \_\_\_\_\_, 2024

\_\_\_\_\_  
DATE \_\_\_\_\_  
Dr. Brad Bezeau, Superintendent  
Manchester Community Schools

  
\_\_\_\_\_  
DATE Sep 17, 2024  
Jennifer Banks (Sep 17, 2024 14:09 EDT)  
Jennifer Banks, Ph.D., Director of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

  
\_\_\_\_\_  
DATE Sep 17, 2024  
Erica Rodriguez-Hatt (Sep 17, 2024 13:41 EDT)  
Erica Rodriguez-Hatt, Early Literacy Coaching Coordinator, Achievement Initiatives  
Washtenaw Intermediate School District

Amy Olmstead-Brayton  
\_\_\_\_\_  
DATE Sep 17, 2024  
Amy Olmstead-Brayton (Sep 17, 2024 14:08 EDT)  
Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Naomi Norman, Superintendent  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Diane Hockett, Board President  
Washtenaw Intermediate School District





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CONTRACTED SERVICES AGREEMENT - COMPANY**

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

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4. The contractor has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
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<sup>1</sup> Verified via the government System for Award Management (SAM) website; <https://www.sam.gov/portal/SAM/#1>



- iii. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
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The Contractor shall maintain at his/her own expense during the term of this Contract, the following insurance:

- 1.) Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;
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Agreed to on \_\_\_\_\_, 2024

\_\_\_\_\_  
DATE \_\_\_\_\_  
Bryan Girbach, Superintendent  
Milan Area Schools

  
DATE Sep 17, 2024  
Jennifer Banks (Sep 17, 2024 14:11 EDT)  
Jennifer Banks, Ph.D., Director of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

  
DATE Sep 17, 2024  
Erica Rodriguez-Hatt (Sep 17, 2024 13:42 EDT)  
Erica Rodriguez-Hatt, Early Literacy Coaching Coordinator, Achievement Initiatives  
Washtenaw Intermediate School District

*Amy Olmstead-Brayton*  
DATE Sep 17, 2024  
Amy Olmstead-Brayton (Sep 17, 2024 14:09 EDT)  
Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Naomi Norman, Superintendent  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Diane Hockett, Board President  
Washtenaw Intermediate School District





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**Per 35a Grant Assurances:**

- Attend the pre-K-3 Essential Instructional Practices Institute, Literacy Coaching Network Professional Learning Opportunities, Coaching Intensives, Quarterly Meetings, and Monthly Meetings to support learning around the Essentials.
- Use the Coaching Modules and the pre-K-3 Essential Instructional Practices modules to support their learning around the Essentials.
- Must have already received or be making progress toward receiving LETRS training.
- Engage in Assessment Literacy professional learning.



**2024-25 Early Literacy Coaching Network Dates for the State of Michigan Network**

- Wednesday, October 16, 2024, 9:00 am-3:00 pm
- Wednesday, December 4, 2025, 9:00 am-3:00 pm
- Wednesday, February 5, 2025, 9:00 am-3:00 pm
- Thursday, May 1, 2025, 9:00 am-3:00 pm

**2024-25 Washtenaw County Coaching Collaborative Dates**

- Thursday, October 3, 2024 - 9:00 am-12:00 pm
- Thursday, November 7, 2024 - 9:00 am-12:00 pm
- Thursday, December 5, 2024 - 9:00 am-12:00 pm
- Thursday, January 9, 2025 - 9:00 am-12:00 pm
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- Thursday, March 6, 2025 - 9:00 am-12:00 pm
- Thursday, April 3, 2025 - 9:00am-12:00pm
- Thursday, May 8, 2025 - 9:00 am-12:00 pm

**NOTE:** As the coach named on your district contract receiving part of the Early Literacy Coaching Grant monies, the state coordinators expect your attendance at all of these dates above.

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

**SECTION II -COMPENSATION**

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be **\$50,000.00** including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.



3. The Contract is retained by WISD only for the purposes and to the extent set forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
4. The contractor has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

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

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

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



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

#### **SECTION IV - INSURANCE COVERAGE**

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

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

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


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


**SIGNATURES**

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

Agreed to on \_\_\_\_\_, 2024

\_\_\_\_\_  
Stephen Laatsch, Ph.D., Superintendent  
Saline Area Schools  
DATE \_\_\_\_\_

  
Jennifer Banks (Sep 17, 2024 14:11 EDT)  
\_\_\_\_\_  
Jennifer Banks, Ph.D., Director of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District  
DATE Sep 17, 2024

  
Erica Rodriguez-Hatt (Sep 17, 2024 13:42 EDT)  
\_\_\_\_\_  
Erica Rodriguez-Hatt, Early Literacy Coaching Coordinator, Achievement Initiatives  
Washtenaw Intermediate School District  
DATE Sep 17, 2024

*Amy Olmstead-Brayton*  
Amy Olmstead-Brayton (Sep 17, 2024 14:10 EDT)  
\_\_\_\_\_  
Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District  
DATE Sep 17, 2024

\_\_\_\_\_  
Naomi Norman, Superintendent  
Washtenaw Intermediate School District  
DATE \_\_\_\_\_

\_\_\_\_\_  
Diane Hockett, Board President  
Washtenaw Intermediate School District  
DATE \_\_\_\_\_





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

This agreement is made this 1st day of July, 2024 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and the Whitmore Lake Public Schools, hereinafter referred to as Contractor.

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

**SECTION I – SCOPE OF SERVICES**

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

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than July 1, 2024. Once this contract is implemented, the ending date for providing services shall be June 30, 2025.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

**Description of Services:**

The WISD's Mission is to promote the continuous improvement of achievement for every student while providing high-quality service to our customers through leadership, innovation, and collaboration.

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

**Essentials of the Position:**

- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities in accordance with WISD's Mission and Vision (listed above).
- Demonstrates the ability to examine how his/her/their position (directly or indirectly) impacts educational inequities in student achievement outcomes.

- Demonstrates a commitment to and takes responsibility for co-constructing a county wide culture of coaching; a culture that prioritizes:
  - anti-oppression, anti-racism, and ultimately a more equitable educational system and learning pursuits for our students and our teachers.
  - collaborative learning: Encouraging shared learning and regular professional development.
  - continuous improvement: promoting a growth mindset and reflective practices.
  - student-centered approaches: focusing on individual student needs using data-driven methods.
  - strong relationships: building trustful relationships and encouraging mentorship.
- Engages in professional learning with the Washtenaw Coaching Collaborative (WC3) on the dates listed below OR through FAME.

**Expectations of FAME**

- Develop personal expertise in using the formative assessment process in the classroom.
  - Practice to improve their skills in coaching. Coaches will participate in all scheduled sessions for Adaptive Schools Foundation training in year 1 and Cognitive Coaching Foundation Seminar® Part 1 (Days 1-4) and Part 2 (Days 5-8) in subsequent school years.
  - Ensure that the learning team meets on a regular basis throughout each school year.
  - Ensure that the team covers the formative assessment process topics of greatest interest and need. While the structure of this professional learning model is flexible, we expect that each learning team will cover several topics (e.g., about three) each year over the course of the three years of participation. MDE and its contractors will provide resources to engage and support learning teams over this period of time.
  - Complete surveys administered throughout each academic year as part of the underlying research on formative assessment practices.
- Maintains and shares a coaching log to allow for tracking progress and impact, reflection, and feedback. WC3 will share a recommended log, however coaches can use their own as long as similar information is included.

[https://docs.google.com/spreadsheets/d/16PKJqyFMNsiaW824zS-acmw9E\\_SlUNetuYhDy7f1mJU/edit?gid=7009056#gid=7009056](https://docs.google.com/spreadsheets/d/16PKJqyFMNsiaW824zS-acmw9E_SlUNetuYhDy7f1mJU/edit?gid=7009056#gid=7009056)

**Per 35a Grant Assurances:**

- Attend the pre-K-3 Essential Instructional Practices Institute, Literacy Coaching Network Professional Learning Opportunities, Coaching Intensives, Quarterly Meetings, and Monthly Meetings to support learning around the Essentials.
- Use the Coaching Modules and the pre-K-3 Essential Instructional Practices modules to support their learning around the Essentials.
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**NOTE:** As the coach named on your district contract receiving part of the Early Literacy Coaching Grant monies, the state coordinators expect your attendance at all of these dates above.

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

**SECTION II -COMPENSATION**

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be **\$50,000.00** including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.



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4. The contractor has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
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1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of the Contractor. However, WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this Contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including expense submission dates and inclusion of detailed receipts.
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  - ii. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or

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



- iii. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
4. The work done by the Contractor shall be to the entire satisfaction of WISD. Should the Contractor unsatisfactorily perform the duties, WISD may cancel the Agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
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The Contractor shall maintain at his/her own expense during the term of this Contract, the following insurance:

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

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**SIGNATURES**

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


Agreed to on \_\_\_\_\_, 2024

\_\_\_\_\_  
Tom DeKeyser, Superintendent  
Whitmore Lake Public Schools


DATE \_\_\_\_\_

\_\_\_\_\_  
Jennifer Banks, Ph.D., Director of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

DATE \_\_\_\_\_

  
\_\_\_\_\_  
Erica Rodriguez-Hatt (Sep 17, 2024 13:43 EDT)  
Erica Rodriguez-Hatt, Early Literacy Coaching Coordinator, Achievement Initiatives  
Washtenaw Intermediate School District

DATE Sep 17, 2024

  
\_\_\_\_\_  
Amy Olmstead-Brayton (Sep 17, 2024 14:11 EDT)  
Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

DATE Sep 17, 2024

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

DATE \_\_\_\_\_

\_\_\_\_\_  
Diane Hockett, Board President  
Washtenaw Intermediate School District

DATE \_\_\_\_\_





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

This agreement is made this 1st day of July, 2024 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and the Ypsilanti Community Schools, hereinafter referred to as Contractor.

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

**SECTION I – SCOPE OF SERVICES**

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

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1. The maximum consideration for the Contractor's services as described in Section I shall be **\$50,000.00** including all related expenses, including travel expenses outlined in Section III.
2. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.



3. The Contract is retained by WISD only for the purposes and to the extent set forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
4. The contractor has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
6. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

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

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

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



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

#### **SECTION IV - INSURANCE COVERAGE**

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

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

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

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

**SIGNATURES**

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

Agreed to on \_\_\_\_\_, 2024

\_\_\_\_\_  
DATE \_\_\_\_\_  
Dr. Alena Zachery-Ross, Superintendent  
Ypsilanti Community Schools

Jennifer Banks  
Jennifer Banks (Sep 17, 2024 15:53 EDT)  
DATE Sep 17, 2024  
Jennifer Banks, Ph.D., Director of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

Erica Rodriguez-Hatt  
Erica Rodriguez-Hatt (Sep 17, 2024 13:44 EDT)  
DATE Sep 17, 2024  
Erica Rodriguez-Hatt, Early Literacy Coaching Coordinator, Achievement Initiatives  
Washtenaw Intermediate School District

Amy Olmstead-Brayton  
Amy Olmstead-Brayton (Sep 17, 2024 15:43 EDT)  
DATE Sep 17, 2024  
Amy Olmstead-Brayton, Supervisor of Instruction, Achievement Initiatives  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Naomi Norman, Superintendent  
Washtenaw Intermediate School District

\_\_\_\_\_  
DATE \_\_\_\_\_  
Diane Hockett, Board President  
Washtenaw Intermediate School District

TO: Naomi Norman, Superintendent and WISD Board of Education

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

DATE: September 17, 2024

RE: MDE Future Proud Educator Grow Your Own Grant

We are requesting approval to accept funds from MDE in the amount of \$4,228,224.00 to implement phase 3 of the Future Proud Michigan Educator Grow Your Own initiative. The grant will cover costs beginning March 1, 2021, through December 31, 2026. This increases the Future Proud Michigan Educator Grow Your Own initiative grant funds from \$700,811.00 to \$4,929,035.00.

The purpose of Grow Your Own (GYO) Program grant is to provide funds to public school districts and intermediate school districts (ISDs), both traditional and charter, to develop Grow Your Own programs for support staff working in PK-12 settings to become certified teachers. The grant is intended to make teacher certification more attainable by enabling districts to cover educator preparation program tuition, books, testing fees, travel costs, and substitute employee costs.

The Michigan Department of Education (MDE)'s Future Proud Michigan Educator (Future PME) initiative is a grant opportunity for districts to support K-12 school personnel. This grant is an extension of Michigan's efforts to grow and diversify the educator workforce and reduce educator shortages through the Future PME initiative.

CC: Dr. Jennifer Banks




**MICHIGAN DEPARTMENT OF EDUCATION**

608 W. Allegan P.O. Box 30008  
Lansing, Michigan 48909

**GRANT AWARD NOTIFICATION**

<p><b>1 Recipient Entity Name and Address:</b> Washtenaw ISD 1819 S Wagner Rd Ann Arbor, MI 48103  <b>District/Recipient Code:</b> 81000</p>	<p><b>5 Recipient Business Contact:</b>  <b>Name:</b> Naomi Norman <b>Position:</b> Superintendent <b>Telephone:</b> 734-994-8100 <b>Email:</b> nnorman@washtenawisd.org</p>									
<p><b>2 Award Information</b>  <b>Grant Title:</b> Grow Your Own Program (ARPA)  <b>Fiscal Year:</b> 2023-2024  <b>Funding Source (check one):</b> <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Other: _____  <b>Subaward Type (select):</b> Competitive  <b>Grant Number – Project Number:</b> 232423-20231  <b>Grant Code:</b> 445</p>	<p><b>6 Authorized Funds:</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><b>Date:</b></th> <th style="text-align: center;"><b>Amount:</b></th> </tr> </thead> <tbody> <tr> <td>Original Approved Amount:</td> <td style="text-align: center;">5/8/2023</td> <td style="text-align: right;">\$700,811</td> </tr> <tr> <td>Amendments:</td> <td style="text-align: center;">8/26/2024</td> <td style="text-align: right;">\$4,228,224</td> </tr> </tbody> </table> <p><b>Current Authorized Amount:</b> \$4,929,035</p>		<b>Date:</b>	<b>Amount:</b>	Original Approved Amount:	5/8/2023	\$700,811	Amendments:	8/26/2024	\$4,228,224
	<b>Date:</b>	<b>Amount:</b>								
Original Approved Amount:	5/8/2023	\$700,811								
Amendments:	8/26/2024	\$4,228,224								
<p><b>3 Report Due Dates:</b>  <b>Semi-Annual Expenditure Reports Due On:</b> 12/29/23, 6/29/24, 12/29/24, 6/29/25, 12/29/25, 6/29/26  <b>FER (Final Expenditure Report) Due On:</b> 8/29/26  <b>Annual Performance Reports Due on:</b> 8/29/24, 8/29/25, 8/29/26, 3/1/27</p>	<p><b>7 Expenditure Period:</b>  <b>Beginning date:</b> 3/3/2021 <b>Obligation date:</b> 12/31/2024 <b>Ending date:</b> 12/31/2026</p>									
<p><b>4 MDE Program Staff Contact:</b>  <b>Name:</b> Jenni Dickens <b>MDE Office:</b> Office of Educator Excellence <b>Telephone:</b> 517-648-5860 <b>Email:</b> MDE-EdWorkforceGrants@michigan.gov</p>	<p><b>8 Method of Obtaining Payment:</b>  NexSys at: <a href="https://milogintp.michigan.gov">https://milogintp.michigan.gov</a>  <b>Payment Contact:</b> Same as MDE Program Staff</p>									
<p><b>9 Legislative Authority Pertaining to Award:</b>  Section 602(b) of the Social Security Act (the Act), as added by section 9901 of the American Rescue Plan (ARPA), Pub. L. No. 117-2 (March 11, 2021) / / Section 27b of Public Act 144 of 2022</p>										

10	<p><b>Authorizing Official: Michael F. Rice, Ph.D., State Superintendent</b></p>  <p style="text-align: right;"><b>Date: 8/26/2024</b></p>	
	<p><b>The following information pertains to federal subawards for MDE subrecipients.</b></p>	
11	<p><b>RECIPIENT INFORMATION:</b>  <b>UEI Number:</b> LZE5SQ78LQ95  <b>UEI Name:</b> Washtenaw ISD  <b>Indirect Cost Rate:</b> 11.68%</p>	
12	<p><b>FEDERAL AWARD INFORMATION</b></p> <p><b>Federal Awarding Agency:</b> Department of Treasury  <b>Pass-through entity:</b> Michigan Department of Education (MDE)  <b>Identification Number (FAIN):</b> SLFRP0127  <b>Total Amount of Federal Award to MDE:</b> \$6.54 billion  <b>Federal Award Signature Date:</b> 3/11/2021  <b>Description:</b> Coronavirus State and Local Fiscal Recovery Funds</p>	
13	<p><b>CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)</b></p> <p><b>Assistance Listing Number/CFDA Number:</b> 21.027  <b>Assistance Listing Title/CFDA Title:</b> CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS  <b>Assistance Listing Number Website/CFDA Website:</b> <a href="https://sam.gov/fal/68467c9ed71e498aa904d8ef4970f5ee/view">https://sam.gov/fal/68467c9ed71e498aa904d8ef4970f5ee/view</a></p>	
14	<p><b>ADDITIONAL REGULATIONS PERTAINING TO AWARD:</b></p> <p>2 CFR 200 as applicable: 2 CFR 200 as applicable: Go to <a href="http://www.ecfr.gov">www.ecfr.gov</a>, select Title 2 – Grants and Agreements from the dropdown list, press “Go” then select 200-299 for OFFICE OF MANAGEMENT AND BUDGET GUIDANCE and select 200 for UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS</p>	
15	<p><b>ADDITIONAL REQUIREMENTS:</b></p> <p>A fiscal agency that expends \$750,000 or more of federal funds during its fiscal year is required to have a Single Audit performed for that year.</p> <p>The grant recipient must permit MDE and auditors to have access to its records and financial statements as necessary to meet audit requirements.</p> <p><b>SPECIFIC AWARD CONDITIONS:</b></p> <p><b>CLOSEOUT TERMS AND CONDITIONS:</b></p> <p>The grant recipient is required to submit project and financial reports by the deadlines indicated in box 3 of this Grant Award Notification.</p>	
16	<p><b>NOTICES:</b>  Research &amp; Development Grant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

## **PROJECT SPECIFIC REQUIREMENTS**

### **Project Description and Purpose**

The purpose of Grow Your Own (GYO) Program grant is to provide funds to public school districts and intermediate school districts (ISDs), both traditional and charter, to develop Grow Your Own programs for support staff working in PK-12 settings to become certified teachers. The grant is intended to make teacher certification more attainable by enabling districts to cover educator preparation program tuition, books, testing fees, travel costs, and substitute employee costs. Districts may also use a portion of the funds for programs intended to recruit students in grades 6-12 into teaching.

### **Subrecipient Unique Entity Identification**

Subrecipient Unique Entity ID (transition from DUNS) number will be included in the grant award notification document assigned individually to each grant recipient.

### **Subrecipient Application**

The application for the Grow Your Own (GYO) Program grant is in the GEMS/MARS electronic system at Michigan Department of Education (MDE).

### **Eligible Subrecipients**

Districts and Intermediate Districts

### **Recipient Relationship in Grant Agreement**

Grantees are classified as subrecipients.

### **How are funds distributed?**

Reimbursement

### **General SLFRF Eligibility**

The funding being used for this project is Federal State and Local Fiscal Recovery Funds (SLFRF). As a result, additional provisions apply and are included in this Attachment. The information contained in this Attachment supersedes the General Provisions of the Agreement as related to all activities undertaken with SLFRF funding.

Payments from the SLFRF may only be used to cover expenditures that are:

1. Responding to the public health and negative economic impacts of the pandemic (which includes several sub-categories); and/or
2. Providing premium pay to essential workers; and/or
3. Providing government services to the extent of revenue loss due to the pandemic; and/or
4. Making necessary investments in water, sewer, and broadband infrastructure

Usage of these funds must comply with the federal requirements of the Federal Fiscal Relief Fund. The purpose of this 2022-2023 Future Proud Michigan Educator – 2.36 Aid to Other Impacted Industries, is to assist the public school districts and intermediate school districts (ISDs), both traditional and public school academies, develop Grow Your Own programs for support staff working in PK-12 settings to become certified teachers. Public school districts and intermediate school districts (ISDs), both traditional and charter, will be expected to coordinate, not to supplant, funding with other partners, Agency local office, and other SLFRF funding.

SLFRF can fund expenses and services accrued during the pandemic; however, the cost incurred to address the eligible uses of SLFRF must have occurred after March 3, 2021. Funds must be obligated by December 31, 2024, and expended by December 31, 2026.



SLFRF is federal funding and, as such, funds from this project cannot be used to pay expenses that will be or have been reimbursed by another federal program.

Each recipient should review program requirements, including Treasury’s [SLFRF Final Rule](#), [Final Rule Overview](#), and the Uniform Guidance along with the recipient’s Award Terms and Conditions, to determine and record eligible uses of SLFRF funds. Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations.

Treasury’s Final Rule also provides more information on important restrictions on use of SLFRF award funds:

1. Recipients may not deposit SLFRF funds into a pension fund.
2. Recipients may not use SLFRF funds as non-Federal match where prohibited.
3. In addition, the Final Rule clarifies certain uses of SLFRF funds outside the scope of eligible uses, including that recipients generally may not use SLFRF funds directly to service debt, satisfy a judgment or settlement, or contribute to a “rainy day” fund. Recipients should refer to Treasury’s Final Rule for more information on these restrictions.

### **Recordkeeping Requirements**

Generally, your organization must maintain records and financial documents until at least December 31, 2031. Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Your organization must agree to provide or make available such records to Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office (“GAO”), Treasury’s Office of Inspector General (“OIG”), and the Pandemic Relief Accountability Committee (“PRAC”).

### **Single Audit Requirements**

Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements. Recipients and subrecipients may also refer to the Office of Management and Budget (OMB) Compliance Supplements for audits of federal funds and related guidance and the Federal Audit Clearinghouse to see examples and single audit submissions.

### **Civil Rights Compliance**

Civil Rights Compliance. Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department’s implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department’s implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23. In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, Treasury will collect and review information from recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. Treasury’s implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42, provide for the collection of data and information from recipients (see 28 CFR 42.406). Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status.

### **Termination/Recovery of Funds**

Any funds received under this grant and expended in a manner that does not comply with the American Rescue Plan Act (Public Law 117-2) and the regulations and guidance promulgated thereunder the Uniform Guidance (2 CFR 200), Michigan state law and regulations, and/or the terms and conditions of this award, as applicable, shall be returned to the State of Michigan. Should any grant funds that are provided by the State of Michigan under this agreement found to be based on incomplete, inaccurate, nonqualifying, or fraudulent information, in whole or in part, all grant funds provided to the recipient shall be returned to the State of Michigan. Fiscal Recovery Funds provided by the State of Michigan must adhere to the US Department of Treasury's Interim Final Rule, and such other federal regulations and federal guidance as may be issued regarding use of funds, eligible expenditures and proper grant administration. In accordance with the Uniform Guidance (including but not limited to, sections §200.332 and §§200.339-200.343), the State of Michigan reserves the right to monitor the recipient and take such corrective action for noncompliance as it deems necessary and appropriate, including but not limited to, termination of the grant agreement and return of funds previously provided to the recipient. Any amounts subject to recovery must be repaid within 120 calendar days of receipt of any notice of recoupment.

### **Protective Personally Identifiable Information (PII) and the Privacy Act**

In accordance with the Uniform Guidance (including but not limited to, sections §200.303 and §200.338) and the Privacy Act of 1974 (5 U.S.C. § 552a), the recipient is required to take reasonable measures to safeguard protected personally identifiable information and other information the US Department of Treasury or State of Michigan designates as sensitive or the recipient considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

### **Debarment and Suspension**

The Grantee will comply with federal regulation 2 CFR 180 and certifies to the best of its knowledge and belief that it, its employees, and its subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or contractor.
2. Have not within a five-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) or private transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in section 2.
4. Have not within a five-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default; and
5. Have not committed an act of so serious or compelling a nature that it affects the Grantee's present responsibilities.

### **Administrative Costs**

MDE does permit the use of SLFRF to cover administrative costs. If a recipient has a current Negotiated Indirect Cost Rate Agreement (NICRA), they may use the current NICRA. If the recipient does not have a NICRA, the recipient may elect to use the de minimis rate capped at 10 percent of the modified total direct costs (MTDC).

### **Labor Reporting**

Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than

the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

*Contract Work Hours and Safety Standards (only applicable for projects with capital expenditures greater than or equal to \$10M)*

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Publications

Any publications produced with funds from this award must display the following language: “This project [is being] [was] supported, in whole or in part, by federal award number SLFRP0127 awarded to The State of Michigan by the U.S. Department of the Treasury.”

**Eligible SLFRF expenditures under this project**

This project intends to increase the number of teacher candidates prepared to enter the profession in response to Michigan’s teacher shortage, which has been exacerbated by the COVID-19 pandemic and has become the state’s most urgent educational need. Enrollment in teacher preparation programs remains at just over half the levels of ten years previous (13,171 students in 2021, down from 23,203 in 2011). Meanwhile, the percentage of positions remaining vacant or filled by temporarily assigned or inappropriately credentialed individuals has doubled in the past five years (from 5.8% to 11.5%). The number of newly certificated teachers not employed as public school teachers increased by 50% in four years (1465 in 2020, up from 980 in 2016). Such vacancies, temporary assignments and enrollment levels evince failing educator pipelines that ultimately engender staffing shortages. Protracted teacher shortages, in turn, adversely impact PreK-12 student opportunity and achievement – a consequence intensified by learning loss associated with the COVID-19 pandemic. Students of color, students with disabilities and students in low-income communities are disproportionately represented in, and thus disproportionately impacted by, understaffed schools.

The project’s funding level is a function of the number of individual eligible candidates targeted in the initiative. The amount is not only proportionate to the need, but also to the demand. Districts’ overwhelming interest in this project was made evident in the project’s first iteration in 2022, in which a \$1 million grant call yielded \$7 million in requests. Such a collaborative effort will support thousands of teachers and teacher candidates, revitalizing the profession and improving outcomes for students statewide in the wake of the COVID-19 public health emergency.

Indirect costs are allowable; If applicant does not have an approved Federal rate, 10% can be applied.



Allowable expenses for Aid to Other Impacted Industries include, but are not limited to:

- Tuition and fees for attendance at a state-approved education preparation provider for an accelerated degree, for a traditional bachelor's degree for current staff who are not teachers, or for an advanced degree.
- Books
- Testing fees
- Travel to and from coursework
- Substitute employee salary and wages for the duration of the educator preparation program attended by the recipient staff of the district or intermediate district.
- Costs for curriculum, materials, professional development, and hands-on-learning experiences to implement a program within the district or intermediate district to encourage students in any of grades 6 through 12 to consider a career in education. Not more than 10% of funds received by a district or intermediate district may be used for this purpose.

### **Ineligible SLFRF expenditures under this project:**

Expenditures must be associated with and necessary to the no-cost pathway for an individual support staff member; ancillary and administrative expenditures beyond those covered by the current Negotiated Indirect Costs Rate Agreement ("NICRA") are ineligible. If recipient does not have a NICRA, the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f) may be used.

### **Period of Performance**

03/03/2021 – 12/31/2026

### **Project Contact Information**

Jenni Dickens, GYO Consultant, Office of Educator Excellence, Michigan Department of Education, [MDE-EdWorkforceGrants@michigan.gov](mailto:MDE-EdWorkforceGrants@michigan.gov).

### **Reporting Requirements**

All recipients of federal funds must complete financial, performance, and compliance reporting as required and outlined in Part 2 of this guidance. Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied. Reporting must be consistent with the definition of expenditures pursuant to 2 CFR 200.1. Your organization should appropriately maintain accounting records for compiling and reporting accurate, compliant financial data, in accordance with appropriate accounting standards and principles.

In addition, where appropriate, your organization needs to establish controls to ensure completion and timely submission of all mandatory performance and/or compliance reporting.

There are two types of reporting requirements that subrecipients must report against each quarter – project and expenditure requirements and programmatic data requirements. The program lead will provide additional details on the specific requirements including a detailed reporting plan and template based on the reporting requirements specific to your program and the expenditure category.

SLFRF expenditure categories also determine the reporting requirements for the programmatic data report. The expenditure categories above also determine the reporting requirements for the programmatic data report. This information and associated templates will be communicated to you in the reporting plan which will inform the programmatic data requirements.

## **Section II. Standard Provisions: Program Requirements**

Funds were added under sections 602 and 603 of section 9901 of the Social Security Act of section 9901 of Public Law No. 117-2, known as American Rescue Plan Act of 2021 (“ARPA”), signed into law on March 11, 2021

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds> as the Coronavirus State and Local Fiscal Recovery Funds . The State of Michigan was awarded \$6.54 billion dollars under the Fiscal Recovery Fund.

**Assistance Listing** (formerly CFDA #): 21.027

**FAIN #:** SLFRP0127

2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards apply to this funding.

Each eligible subrecipient must register with the Federal System for Award Management (SAM) by the time of award disbursement. The SAM website is <https://sam.gov/content/home>. The direct hyperlink for SAM.gov registration is <https://sam.gov/content/entity-registration>

### **OMB Uniform Guidance for Non-federal Agencies Receiving These Funds**

The U.S. Department of Treasury has indicated in the Coronavirus State and Local Fiscal Recovery Fund Frequently Asked Questions that are accessible at [U.S. Department of Treasury State and Local Fiscal Recovery Funds](https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf), located at <https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>, that the SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the “Uniform Guidance”). All reimbursements requested under this program should be accounted for with supporting documentation. Eligible applicants should maintain documentation evidencing that the funds were expended in accordance with federal, state, and local regulations. In accordance with federal Uniform Guidance, funds received under this program shall be included on the eligible applicant’s Schedule of Expenditures of Federal Awards (SEFA) and included within the scope of the eligible applicant’s Single Audit.

The following is a summary of Uniform Guidance provisions that have been identified as significant. Applicants must review the [eCFR Uniform Guidance](https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) at [https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) for complete requirements.

### **2 CFR 35.9 Compliance with Applicable Laws**

Subrecipients must comply with all other applicable Federal statutes, regulations, and Executive orders, and a recipient shall provide for compliance with the American Rescue Plan Act, this subpart, and any interpretive guidance by other parties in any agreements it enters into with other parties relating to these funds.

### **2 CFR 200.303 Internal Controls**

The non-Federal entity must:

1. Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the federal award.
2. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
3. Evaluate and monitor the non-Federal entity’s compliance with statutes, regulations, and the terms and conditions of Federal awards.
4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
5. Take reasonable measures to safeguard protected personally identifiable information.

## **2 CFR 200.330 – 200.332 Subrecipient Monitoring and Management**

Subawards are not authorized with this funding.

## **2 CFR 200.501 – Audit Requirements**

- (a) Audit required. A non-federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

## **2 CFR 200.508 – Auditee Responsibilities**

The auditee must:

1. Procure or otherwise arrange for the audit, if required.
2. Prepare appropriate financial statements, including the schedule of expenditures of Federal awards.
3. Promptly follow up and take corrective action on the audit findings.
4. Provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit.

## **Repayment for ineligible SLFRF expenditures or under spending**

Any funds received under the authorizing legislation for this program expended by the eligible applicant in a manner that does not adhere to the American Rescue Plan Public Law 117-2 or Uniform Guidance 2 CFR 200, as applicable, shall be returned to the state. If it is determined that an eligible applicant receiving funds under this act expends any funds under this act for a purpose that is not consistent with the requirements of the American Rescue Plan Public Law 117-2 or Uniform Guidance 2 CFR 200, the state budget director is authorized to withhold payment of state funds, in part or in whole, payable from any state appropriation.

All subawards are subject to future audits and eligible applicants must allow the State of Michigan, any of its duly authorized representatives and/or State of Michigan's Office of the Auditor General access to the eligible applicant's records and financial statements to ensure compliance with Federal statutes, regulations and the terms and conditions of the grant award.

## **SLFRF Record Retention Requirements**

Recipients of Fiscal Recovery Fund payments shall maintain and make available to the State of Michigan and/or the U.S. Department of Treasury, Office of Inspector General, upon request, all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act as amended, (42 U.S.C. 801(d)).

Records shall be maintained at least until December 31, 2031. These record retention requirements are applicable to prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Fiscal Recovery Fund payments from prime recipients.

Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of Fiscal Recovery Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the COVID-19 public health emergency or its negative economic impacts.
2. budget records.
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the COVID-19 public health emergency or its negative economic impacts.
4. receipts of purchases made related to addressing the COVID-19 public health emergency or its negative economic impacts.

5. contracts and subcontracts entered into using Fiscal Recovery Fund payments and all documents related to such contracts.
6. grant agreements and grant subaward agreements entered into using Fiscal Recovery Fund payments and all documents related to such awards.
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipients and subrecipients.
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards.
9. all internal and external email/electronic communications related to use of Fiscal Recovery Fund payments; and
10. all investigative files and inquiry reports involving Fiscal Recovery Fund payments.

**Expenditure Categories**

US Treasury identified 83 unique expenditure requirements and each SLFRF project must be aligned to one expenditure category. For this project, the applicable expenditure category identified by Michigan Department of Education is:

2.36 Aid to Other Impacted Industries

All expenditures must fit within the expenditure category above and be tracked accordingly.

**Reporting Requirements:**

Michigan Department of Education has determined the following reporting deadlines apply to subrecipients of Fiscal Recovery Funds:

Federal and state portions:

Annual Final Expenditure Reports (Federal Funds) Due On:

8/29/23, 8/29/24, 8/29/25, 8/29/26, 3/1/27

Annual Performance Reports (Federal Funds) Due on:

8/29/23, 8/29/24, 8/29/25, 8/29/26, 3/1/27

Annual Final Expenditure Reports (State Funds) Due On:

8/29/23, 8/29/24, 8/29/25, 8/29/26, 3/1/27

Annual Final Expenditure Reports (State Funds) Due On:

8/29/23, 8/29/24, 8/29/25, 8/29/26, 3/1/27

Please note, sub-recipients will not be required to report to U.S. Treasury directly. As the primary recipient of Fiscal Recovery Funds, the State of Michigan will be required to submit the Quarterly Project and Expenditure Report and the Recovery Plan Performance Report. However, to comply with federal reporting requirements, subrecipients of Fiscal Recovery Funds will be required to submit certain information, as defined below, to State of Michigan reporting entities.

The program lead will provide additional details on the specific requirements including a detailed reporting plan and template based on the reporting requirements specific to your program and the expenditure category.

**Reporting Timeline**

Programs using SLFRF are required to report on a quarterly basis on expenditures and programmatic data.

**Reporting Templates**

Reporting templates will be provided by Michigan Department of Education.



All funds that have not been incurred by December 31, 2024, must be returned to the State of Michigan by January 28, 2025.

As of April 4, 2022, the Federal government will use a Unique Entity Identifier (UEI) created in SAM.gov as the official subrecipient identifier. All subrecipients will be required to maintain an active registration on SAM.gov and provide a UEI as part of reporting requirements.

**Programmatic Data Reporting**

The program-specific reporting requirements are dependent on the expenditure categories aligned to the grant program. See Appendix 1 in the Compliance and Reporting Guidance for the complete list of the 83 expenditure categories.

**Quarterly Programmatic Indicators**

*Please Note: US Treasury may update these requirements in the future.*

The quarterly programmatic data requirements based on expenditure category E 2.36 are:

As part of your project’s design, Michigan Department of Education will identify and communicate required outcome measures and outputs that will be utilized to track the project’s tangible impacts:

- Output measures will include number of unique awards, number of districts funded, number of school employees receiving support, number of candidates receiving certification or endorsement, number of in-district assignments, number of previous non-instructional staff now occupying instructional role.
- Outcomes:
  - Enhance teacher and classroom supports with funding for classroom supplies, teacher cadets, and teacher recruitment and retention programs.

**Quarterly Project and Expenditure Report Timeline**

<b>Reporting Period</b>	<b>Report Due Date</b>
January 1, 2020 – March 31, 2022	April 15, 2022
April 1, 2022 – June 30, 2022	July 15, 2022
July 1, 2022 – September 30, 2022	October 15, 2022
October 1, 2022 – December 31, 2022	January 15, 2023
January 1, 2023 – March 31, 2023	April 15, 2023
April 1, 2023 – June 30, 2023	July 15, 2023
July 1, 2023 – September 30, 2023	October 15, 2023
October 1, 2023 – December 31, 2023	January 15, 2024
January 1, 2024 – March 31, 2024	April 15, 2024

April 1, 2024 – June 30, 2024	July 15, 2024
July 1, 2024 – September 30, 2024	October 15, 2024
October 1, 2024 – December 31, 2024	January 15, 2025
January 1, 2025 – March 31, 2025	April 15, 2025
April 1, 2025 – June 30, 2025	July 15, 2025
July 1, 2025 – September 30, 2025	October 15, 2025
October 1, 2025 – December 31, 2025	January 15, 2026
January 1 -- March 31, 2026	April 15, 2026
April 1, 2026 – June 30, 2026	July 15, 2026
July 1, 2026 – September 30, 2026	October 15, 2026
October 1, 2026 – December 31, 2026	March 15, 2027



DATE: September 10, 2024

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Matthew Cook, Chief Information Officer

SUBJECT: TLC Building Virtual Machine Infrastructure - VM Host Upgrade/Replacement

Washtenaw ISD is responsible for supporting the servers that manage the Financial Systems and Student Management Systems for our Fiber Consortium members. Our current Virtual Machine (VM) host infrastructure, located at the TLC building, includes several hosts of varying ages and versions. Currently, our VM host infrastructure is running Cisco M4 and M5 models.

To ensure the continued stability and security of our virtual servers, we need to upgrade the older M4 hosts. The M4 models have reached their end of life as of February 2024. Refreshing these units is essential to maintaining a secure and efficient environment for our storage and network operations. Two of the three servers purchased will be paid for with consortium funds.

**Recommendation:** The Administration recommends that the Board of Education approve the purchase of 3 Cisco M6 Rack servers, along with infrastructure-related materials, licenses, and a service warranty, in the amount not to exceed \$73,663.00.

**3x Cisco UCS C220 M6**

[Quote # Trace3.126553.v1](#)

**Prepared for:**

**Washtenaw ISD**

[Mike Maisano](#)  
[mmasano@washtenawisd.org](mailto:mmaisano@washtenawisd.org)



Cisco

Line #	Qty	Part Number	Product Description	Unit Price	Ext. Price
1	1	UCS-M6-MLB	UCS M6 RACK, BLADE MLB	\$0.00	\$0.00
2	3	UCSC-C220-M6S	UCS C220 M6 Rack w/o CPU, mem, drives, 1U wSFF HDD backplane	\$1,619.00	\$4,857.00
3	3	UCSC-M-V5Q50G	Cisco VIC 15428 4x 10/25/50G mLOM C-Series	\$810.00	\$2,430.00
4	3	CIMC-LATEST	IMC SW (Recommended) latest release for C-Series Servers.	\$0.00	\$0.00
5	3	UCSX-TPM-002C	TPM 2.0, TCG, FIPS140-2, CC EAL4+ Certified, for M6 servers	\$22.00	\$66.00
6	3	UCSC-RAIL-M6	Ball Bearing Rail Kit for C220 & C240 M6 rack servers	\$88.00	\$264.00
7	24	UCSC-BBLKD-S2	UCS C-Series M5 SFF drive blanking panel	\$0.00	\$0.00
8	48	UCS-DIMM-BLK	UCS DIMM Blanks	\$0.00	\$0.00
9	6	UCSC-HSLP-M6	Heatsink for 1U/2U LFF/SFF GPU SKU	\$0.00	\$0.00
10	3	CBL-SAS-C220M6	C220M6 SAS cable (1U); (Pismo HBA)	\$0.00	\$0.00
11	3	UCSC-RIS2H-220M6	C220 M6 Riser2 HH; x16; LPBkt; (CPU2)	\$0.00	\$0.00
12	3	UCSC-RIS3H-220M6	C220 M6 Riser3 HH;1 x16; LPBkt; (CPU2)	\$0.00	\$0.00
13	6	UCS-CPU-I6346	Intel 6346 3.1GHz/205W 16C/36MB DDR4 3200MHz	\$2,789.00	\$16,734.00
14	48	UCS-MR-X32G1RW	32GB RDIMM SRx4 3200 (16Gb)	\$753.00	\$36,144.00
15	3	UCSC-SAS-220M6	Cisco 12G SAS HBA for (16 drives) w/1U Brkt	\$418.00	\$1,254.00
16	6	UCS-HD300G10K12N	300GB 12G SAS 10K RPM SFF HDD	\$188.00	\$1,128.00
17	6	UCSC-PSU1-1200W	1200w AC Titanium Power Supply for C-series Rack Servers	\$212.00	\$1,272.00

## Cisco

Line #	Qty	Part Number	Product Description	Unit Price	Ext. Price
18	6	CAB-9K12A-NA	Power Cord, 125VAC 13A NEMA 5-15 Plug, North America	\$0.00	\$0.00
19	3	UCS-SID-INFR-UNK	Unknown	\$0.00	\$0.00
20	3	UCS-SID-WKL-UNK	Unknown	\$0.00	\$0.00
21	1	DC-MGT-OPTOUT	Intersight Opt Out	\$0.00	\$0.00
22	1	OPTOUT-OTHER	Customer using alternate systems mgt. tool: Other	\$0.00	\$0.00
23	6	UCS-L-6400-25GC=	FI per port license to connect to C-Direct	\$389.00	\$2,334.00

**Subtotal: \$66,483.00**

## Trace3 Services

Line #	Qty	Part Number	Product Description	Unit Price	Ext. Price
1	1	QS-PS-ADVANCED SERVICES	Trace3 Services - Trace3 will install VMware on up to 3 new UCS hosts and link to vCenter	\$7,180.00	\$7,180.00

**Subtotal: \$7,180.00**

## Quote Notes

### Additional Information

#### Business Outcome

To enhance reliability and security while optimizing speed and operational efficiency of Washtenaw ISD UCS compute, Trace3 will replace 3x existing Cisco B200-M4 blades with 3x new CISCO UCS C220-M6S servers that meet the evolving demands of Washtenaw Intermediate School District.

#### Scope

Trace3 will install VMware on up to 3 new UCS hosts and link to vCenter.

## Quote Notes

### Additional Information

#### Level of Effort Estimates and Rates

Fixed Fee  
--Total Fees: \$7,180.00

#### Deliverables

VMware installed on new C220-M6S hosts and linked to existing vCenter.

#### Out of Scope

Physical installation and any on-site work.  
Migration of virtual machine workloads

#### Assumptions

Client will rack and cable the 3x new C220-M6S servers prior to Trace3 scheduled resource engagement.

Client's network is assumed to be in reasonably good health and need no material remediation in order for Trace3 to complete the In-Scope services.

Services are expected to be delivered in full in no more than 1 month after the start date of services

Client is responsible for provisioning required access within three (3) business days of Project kick-off.

#### Estimated Project Start Date

Projects are estimated to start four (4) weeks after the acceptance date of the quote. The assigned Project Lead will confirm a start date. The slated start time for this project is: 09/02/2024

#### Terms & Conditions

Upon client signatory's execution of this Quote, he/she affirms that:

1. Services will be invoiced as follows:

1.
  - 50% of Fees upon Trace3's acceptance of Client's Purchase Order or Purchase Order Exception.
  - 50% of Fees upon Trace3's receipt of a Completion Certificate signed by Client for completion of the provision of all Deliverables.
2. Client acknowledges the hours, Fee components and total Fees set forth in the immediately preceding table are estimates only and are subject to revision based upon the complexity of the Project experienced by Trace3 in its provision of the Deliverables. As the preceding is an estimate, the parties acknowledge and agree that Trace3 may invoice Client for a maximum of twenty percent (20%) over the Total Estimated Fee without an agreed upon Project Change Request.

1. Professional Services not requiring presence onsite may be performed remotely.

## Quote Notes

### Additional Information

2. Unless otherwise mutually agreed by the parties, Trace3 will present Client with a completion certificate (a "Completion Certificate") upon the completion of the provision of all the Deliverables. If Client reasonably determines that Trace3 has completed provision of the Deliverables described in the Completion Certificate in substantial conformance with the applicable deliverable specifications, Client will sign the Completion Certificate acknowledging acceptance of the completed Deliverables and will return the signed Completion Certificate to Trace3 within five business days from the date of Client's receipt of the Completion Certificate. In the event Trace3 does not receive a signed Completion Certificate or notice that the Deliverables do not meet the applicable deliverable specifications from Client within ten days of Client's receipt of a Completion Certificate, Client's affirmative acceptance of completion of the Deliverables, a waiver of any Client right to reject completion of provision of the Deliverables and Client's signing of the Completion Certificate will automatically and without any further action of the parties be deemed to have occurred.

### General Assumptions

1. Project is estimated to start four (4) weeks after the acceptance date of this quote, depending on resource availability, this timeframe may be shorter or longer. The assigned Project lead will confirm the Project Start Date when they are engaged.
2. Services will generally be performed during normal business hours which are defined as being between 8:00 AM and 5:00 PM Client's local time. If Services are needed after normal business hours, Trace3 and Client must mutually agree upon the schedule before such after-hours Services commence.
3. Client acknowledges and accepts that any hardware or software not available may delay the Project schedule and be subject to a Change Request.
4. Trace3 will provide a Project Manager with responsibility for the overall project and coordination of Project management activities with Client's Project Lead. Services will include (but not necessarily limited to) a kick off call to review the project, creation of a project overview, maintenance of a project schedule including status meetings and reports, resource scheduling, and Deliverable acceptance.



## 3x Cisco UCS C220 M6



**Prepared by:**

**Trace3 - Irvine**

Brandon Friedl  
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**Prepared for:**

**Washtenaw ISD**

PO Box 1406  
Ann Arbor, MI 48106-1406  
Mike Maisano  
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**Quote Information:**

**Trace3.126553.v1**

Quote Date: 08/28/2024  
Expiration Date: 09/24/2024

## Quote Summary

Description	Amount
Cisco	\$66,483.00
Trace3 Services	\$7,180.00
<b>Total:</b>	<b>\$73,663.00</b>

Upon client signatory's execution of this Quote, he/she affirms that:

1. Client will purchase and pay Trace3 for the equipment and/or services referenced above;
2. Without a separate written agreement signed by Trace3 and client, equipment and/or services referenced above are provided solely subject to the terms of this Quote and the applicable terms and conditions located at <http://www.trace3.com/legal>
3. He/she is authorized to accept this Quote on behalf of client and has complied with all of client's business practices in making this purchase;
4. Quoted amounts exclude sales taxes, which will be charged on all U.S. shipments; and
5. Client is responsible for submitting exemption certificates for sales tax-exempt purchases.
6. Use of the equipment and/or services referenced above is subject to the applicable end-user license agreement of the manufacturer.

## Washtenaw ISD

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

Name: \_\_\_\_\_

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

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



TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Edward Manuszak, Executive Director for Early Childhood

DATE: September 24, 2024

RE: Approval of Head Start Awareness Month Resolution 2024

Washtenaw ISD has been a strong partner over the past 12 years as the federal government grantee for the Head Start Program. October has been designated Head Start Awareness Month. Therefore, to show our support for this program it is requested that the Washtenaw Intermediate School District Board of Education approve the Head Start Awareness Month Proclamation. This outlines our agencies support for the children and families that are served by this program. We are also very proud of our staff who support the program we coordinate that serves 395 children in our Head Start Center Based programs and 56 Early Head Start Home visiting program. Thank you for your consideration in approving this at the September 24, 2024, Board of Education meeting.