



May 9, 2023 Regular Board Meeting

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, May 9, 2023 05:00 PM

1. Call To Order - President Steve Olsen

2. Roll Call - Melissa Cischke, Administrative Assistant to the Superintendent

3. Approval of the Agenda

[May 9, 2023 Board Meeting Memo \(p. 4\)](#)

4. Communications

5. Public Participation

6. Special Presentation – My Future Fund

[WISD My Future Fund Board Presentation \(p. 8\)](#)

7. Equity, Inclusion, and Social Justice Dialogue

8. Consent Agenda

A. Approval: Minutes

[April 25, 2023 Board Meeting Minutes \(p. 18\)](#)

B. Approval: Superintendent's Recommendations

113-22-23 Employment Recommendations

[New Hire_H. Heffernan \(p. 23\)](#)

[New Hire_R. Miller \(p. 27\)](#)

[New Hire_S. Smarsik \(p. 29\)](#)

[New Hire_T. Stephens \(p. 32\)](#)

[New Hire_L. Wilson \(p. 35\)](#)

114-22-23 Reclassification Requests

[Reclassification_C. Roberts \(p. 38\)](#)

[Reclassification_D. Thrasher \(p. 40\)](#)

115-22-23 New Position Requests

[New Position_Day Porter \(p. 42\)](#)

[New Position_Social Worker_Inter-Agency Mental Health Coordinator \(p. 46\)](#)

[New Position_Technical Assistant - LEA-WISD \(p. 51\)](#)

116-22-23 Staff Resignation

[Resignation_A. Hahn \(p. 55\)](#)

117-22-23 Staff Retirement

[Retirement_P. Brady-Bingham \(p. 57\)](#)

118-22-23 United Way of Washtenaw County Grant – Trusted Parent Advisors

[United Way Grant - Trusted Parent Advisors \(p. 59\)](#)

9. Unfinished Business

10. New Business

A. My Future Fund Memorandum of Understanding

[My Future Fund Overview \(p. 60\)](#)

[WISD My Future Fund MOU \(p. 64\)](#)

B. Board Policy – First Read

[Memo re Policies to Board - 1st read \(p. 74\)](#)

[PO 6108 - NEW - Authorization To Use Electronic Fund Transfers and Automated Clearing House Arrangements \(p. 75\)](#)

[Resolution to Authorize Electronic Transactions \(p. 77\)](#)

C. 2022-2023 WISD COOP Budget Amendment

[COOP Revised budget 2022.23 Updated WEOC \(p. 80\)](#)

D. Letter of Support for Ypsilanti Community Schools

E. Authorization of Closed Session

11. Other Items of Business

12. Board of Education Reports

13. Administrative Reports

A. Superintendent's Report

B. Presentation of Mid-Year Board Goal Report

C. Retainer Newsletter

[School Law Notes - April 2023 \(p. 81\)](#)

14. Recess to Closed Session

15. Reconvene to Open Session

16. Adjournment



MEMORANDUM

To: Board of Education

From: Naomi Norman, Superintendent

Date: May 4, 2023

Re: Regular Meeting May 9, 2023

Agenda Item 3: **Approval of the Agenda**: President Steve Olsen 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: **Special Presentation – My Future Fund**: Children’s Savings Account Coordinator Sara Saylor will give a presentation on the My Future Fund program that is managed by Washtenaw ISD.

Agenda Item 7: **Equity, Inclusion, and Social Justice Dialogue**: Superintendent Norman will discuss enrollment and attendance trends in Washtenaw County.

Agenda Item 8: **Consent Agenda**

A. Approval: Minutes: Approval of the minutes of the April 25, 2023, regular session meeting.

B. Approval: Superintendent’s Recommendations:

The Superintendent recommends the board accept the following employment recommendations:

113-22-23 Employment Recommendations: Please see the employment recommendations for: Heather Heffernan as an ASD Teacher. If approved by the board, Heather Heffernan’s salary would be \$97,864.00 Step 15 Grade PhD (this salary is for the 2023/2024 school year). All other fringe benefits are set forth in the Unit II contract.

Ryan Miller as a Technical Assistant. If approved by the board, Ryan Miller’s salary would be Grade 1/Step 1. All other fringe benefits are set forth in the Non-Affiliated contract.

Stephanie Smarsik as a Teaching Assistant with a start date of August 21, 2023. If approved by the board, Stephanie Smarsik’s salary would be \$29,894.00 Unit 1, Grade 3. All other fringe benefits are set forth in the Unit I contract.

Tanisha Stephens as a Teaching Assistant in Room 34 at High Point School. If approved by the board, Tanisha Stephens' salary would be \$34,881.00 +30 Step 3. All other fringe benefits are set forth in the Unit I contract.

Laura Wilson as a Technical Assistant. If approved by the board, Laura Wilson's salary would be Grade 1/Step 1. All other fringe benefits are set forth in the Non-Affiliated contract.

The Superintendent recommends the board accept the following reclassification requests:

114-22-23 Reclassification Requests: Please see the reclassification requests for:

Collette Roberts, current position: Teaching Assistant, 1.0 FTE, 185 Workdays, Location: DHH, Unit I Bargaining. Recommended position: Progress Park Teaching Assistant, 1.0 FTE, 185 Workdays, Location: Progress Park, Unit I Bargaining.

Denise Thrasher, current position: Emotionally Impaired TA, 1.0 FTE, 185 Workdays, Location: Manchester El Continuum, Unit I Bargaining. Recommended position: ASD TA, 1.0 FTE, 185 Workdays, Location: High Point Room 53, Unit I Bargaining.

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

115-22-23 New Position Requests: Please see the new position requests for:

Day Porter, 1.0 FTE, 260 workdays/year, salary level: Per the Unit III CBA, Worksite: Progress Park, Unit III Bargaining.

Social Worker, 1.0 FTE, 205 workdays/year, salary level: Per the Unit II CBA, Worksite: Teaching & Learning Center, Unit II Bargaining.

Technical Assistant – LEA/WISD, 1.0 FTE, 230 workdays/year, salary level: Per NA Manual, Worksite: Teaching & Learning Center, Non-Affiliated.

The Superintendent recommends the board accept the following staff resignation:

116-22-23 Staff Resignation: Please see the resignation for:

Andrew Hahn, effective May 31, 2023. Andrew Hahn has been employed with the WISD since September 18, 2017, as the Technology Supervisor.

The Superintendent recommends the board accept the following staff retirement:

117-22-23 Staff Retirement: Please see the retirement for:

Patricia Brady-Bingham, effective August 18, 2023. Patricia Brady-Bingham has been employed with the WISD since September 10, 2014, as a Teaching Assistant at our Young Adult Downtown Ypsilanti Program.

The Superintendent recommends the board accept the following grant from the United Way of Washtenaw County, on behalf of the Trusted Parent Advisors, in the amount of \$10,000.00.

118-22-23 United Way of Washtenaw County Grant – Trusted Parent Advisors: Please see the memo from Success by 6, Great Start Collaborative Director Margy Long. Washtenaw ISD was recently notified that the Women United Committee of United Way of Washtenaw County has awarded the Trusted Parent Advisors initiative a one-time grant in the amount of \$10,000.00.

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 9: Unfinished Business:

Agenda Item 10: New Business:

A. My Future Fund Memorandum of Understanding: My Future Fund is a new initiative that will give students enrolled in Washtenaw County public schools and public school academies a jump-start on saving and planning for future college and career training. My Future Fund aims to create more equitable outcomes for Washtenaw County students. Through a My Future Fund account, family savings plan, ongoing education & community partnerships, My Future Fund will support local students on their path towards higher education. A collaboration between Washtenaw County Government and the Washtenaw Intermediate School District, the program is funded for the next four years through an investment of \$2.9 million from the American Rescue Plan Act and \$3.78 million of County General Fund dollars.

Recommendation: Motion that the Board of Education approve the My Future Fund Memorandum of Understanding and authorizes the administration to approve My Future Fund MOUs with local districts and PSAs, as presented. (Roll Call Vote)

B. Board Policy – First Read: The board will hear the first reading of the following proposed policy: #6108 – Authorization to Use Electronic Transfer of Funds and Automated Clearing House Arrangements (new). Human Resources and Legal Services Supervisor Becky Mullins has provided a memo with highlights of the Policy Committee’s recommendation. Additionally, a resolution to authorize electronic transactions and to appoint the Electronic Transactions Officer (ETO) is included for board review.

C. 2022-2023 WISD COOP Budget Amendment: The Washtenaw Educational Options Consortium (WEOC) Joint Steering Committee (JSC) has met and approved their budget amendments for 2022-2023. Director of Finance Sherri Papazoglou has updated WISD records and amended the COOP projects budget as a result. The only change to this budget is for the three WEOC programs: Early College Alliance (ECA) at EMU, Washtenaw Alliance for Virtual Education (WAVE), and Washtenaw International High School (WIHI) and Middle Academy (WIMA).

Recommendation: Motion that the Board of Education adopt the amended budget resolution for the 2022-2023 Cooperative Activities Fund, as presented. (Roll Call Vote)

D. Letter of Support for Ypsilanti Community Schools: Please see the letter to Legislators encouraging the elimination of operational and bond debt related to consolidation for Ypsilanti Community Schools. The Washtenaw Association of School Boards is requesting that each local district board support the elimination of the debt through a letter to our state elected officials as well as the chairs of the House and Senate Education and Appropriations committees.

Recommendation: Motion that the Board of Education approve the letter of support for Ypsilanti Community Schools, as presented. (Roll Call Vote)

E. Authorization of Closed Session: Superintendent Norman has requested a closed session under Section 8(a) for the purpose of conducting the Superintendent's quarterly evaluation and Section 8(c) of the Open Meetings Act for the purpose of strategy and negotiation sessions connected with a collective bargaining agreement.

Recommendation: Motion that the Board of Education authorize a closed session under Section 8(a) for the purpose of conducting the Superintendent's quarterly evaluation and Section 8(c) for the purpose of strategy and negotiation sessions connected with a collective bargaining agreement. (Roll Call Vote)

Agenda Item 11: Other Items Business: There are no other items of business.

Agenda Item 12: Board of Education Reports:

Agenda Item 13: Administrative Reports:

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

B. Presentation of Mid-Year Board Goal Report: Superintendent Norman and members of the administrative team will discuss highlights from the report.

C. Retainer Newsletter: The April 2023 edition of the School Law Notes from Thrun Law Firm is attached.

Agenda Item 14: Recess to Closed Session: Under Section 8(a) – to conduct the quarterly evaluation of the Superintendent, and under Section 8(c) of the Open Meetings Act for the purpose of strategy and negotiation sessions connected with a collective bargaining agreement.

Agenda Item 15: Reconvene to Open Session

Agenda Item 16: Adjournment

Dream Big. Start Small.

My Future Fund

Presentation to the Board of Education
Washtenaw Intermediate School District

Sara Saylor, Children's Savings Account Coordinator
May 9, 2023



Overview

My Future Fund

My Future Fund is a new program operated by the **Washtenaw ISD** that will give students enrolled in Washtenaw County Public Schools and Public School Academies a jump-start on saving and planning for future college and career training.



Washtenaw County Government Investment

Utilizing \$2.9 million in American Rescue Plan Act dollars, \$3.78 million from the County's general fund, the Washtenaw County Board of Commissioners has provided the initial investment in this program as part of their commitment to equity in Washtenaw County.

Goals

Provide equitable opportunities to local students and families in order to

- Increase college expectations
- Increase the number of students completing post-secondary programming
- Bring parents into the financial mainstream
- Address educational disparities exacerbated by COVID-19 by increasing resources to students in high poverty districts

My Future Fund: Program Elements



01 My Future Fund Account

- All eligible elementary students will automatically receive a free My Future Fund Account with \$25.
- Funds will be held on behalf of students by the Michigan Education Savings Program and managed by TIAA-CREF Tuition Financing, Inc.
- Families can view their savings in the My Future Fund portal.
- Additional bonuses may be available with future funding.
- Funds can be withdrawn after high school for qualified college & career training expenses.

02 COVID Recovery Deposit

- Some students may qualify for an extra \$475 COVID Recovery Deposit based on their family's household income.
- Parents/guardians will need to provide consent for My Future Fund staff to check their eligibility.
- 2023-2026

03 On-Going Support

- Collaboration with the Michigan Education Savings Program will provide resources about starting individual MESP accounts.
- Workshops and events in schools and community spaces.
- Support to schools & districts on financial literacy & career development instruction.



My Future Fund Accounts

- Elementary school students enrolled in a Washtenaw County Public School District or participating Public School Academy will automatically receive an account over the next 4 years.
- **Tentatively all students in 1st & 5th grades enrolled in WISD will receive their free account this year.**
- The Washtenaw Intermediate School District will use yearly October enrollment data from the Michigan Student Data System to register students for the program.
- Families will have the opportunity to opt-out if they do not wish to participate.

Tentative Enrollment Schedule

My Future Fund Enrollment Schedule

Class	2022-2023	2023-2024	2024-2025	2025-2026
2030	5th	6th	7th	8th
2031	4th	5th	6th	7th
2032	3rd	4th	5th	6th
2033	2nd	3rd	4th	5th
2034	1st	2nd	3rd	4th
2035		1st	2nd	3rd
2036			1st	2nd
2037				1st

-  My Future Fund enrollment year by grade
-  Continued participation in My Future Fund

Washtenaw ISD + My Future Fund Partnership

- MOU outlines roles & responsibilities of My Future Fund & Washtenaw ISD
- My Future Fund - Operations, communications & logistics
- WISD - Data approval, outreach support & collaboration on financial literacy and career development activities.

Four Year Investment in WISD students' futures



\$5500+
30 students

Program Update

- Program Logistics
 - Program rules
 - Website, communication plan
 - Omnibus Account, Family Portal
- Community Advisory Board
 - 4 meetings
 - 20+ members
- Districts/Public School Academies
 - Phase 1: Spring Launch
 - Phase 2: Fall Roll-out

Timeline



Thank you!

- **Questions?**

Contact: Sara Saylor, ssaylor@washtenawisd.org or
734-994-8100 ext. 1745

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

Tuesday, April 25, 2023

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, April 25, 2023, 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 5:01 p.m. by President Steve Olsen.

ATTENDANCE

The following members were present:

Steve Olsen, President
Mary Jane Tramontin, Secretary
Theresa Saunders, Treasurer
Don Garrett, Trustee

The following member was absent:

Diane Hockett, Vice President

Also present:

Naomi Norman, Superintendent
Cherie Vannatter, Deputy Superintendent
Melissa Cischke, Administrative Assistant to the Superintendent
Merri Lynn Colligan, Chief Information Officer
Holly Heaviland, Executive Director, School and Community Partnerships
Edward J. Manuszak II, Executive Director, Early Childhood Programs
LaDawn White, Grants Manager, Early Childhood Programs

Nancy Davis, Teacher Consultant, Special Education
Kimberly Minetee, TA YA PROJ Special Education
Regina Roza, TA WN YA Special Education

Charlotte White-Smith, Member of the Community

APPROVAL OF THE AGENDA

Motion by Don Garrett, seconded by Theresa Saunders, to approve the agenda, as presented.

Ayes: All.

Nays: None.

Motion carried.

COMMUNICATIONS: There were no communications.

PUBLIC PARTICIPATION – There was no public participation.

FINANCIAL REPORTS – Superintendent Naomi Norman briefly spoke about the financial reports for March 2023. Early Childhood Grants Manager LaDawn White reviewed the March 2023 Head Start financial reports.

Motion by Mary Jane Tramontin, seconded by Don Garrett that the Board of Education approve the March 2023 Head Start Financial Reports, as presented.

Voting yes: Don Garrett, Theresa Saunders, Mary Jane Tramontin, Steve Olsen

Voting no: None.

Motion carried.

EQUITY, INCLUSION, AND SOCIAL JUSTICE DIALOGUE – Superintendent Norman gave the board an update on the Equity Teams (E-Teams) session that occurred on Thursday, April 20, 2023. WISD EISJ Project Specialist Greg Myers and WISD School Improvement Facilitator Amy Olmstead-Brayton co-facilitated the event. The next session is scheduled for May 18, 2023.

Superintendent Norman also informed the board that Dr. Jennifer Banks has organized sessions with Drs. Yolanda Sealey-Ruiz and Angel Acosta, for WISD leadership teams next year. The purpose of these sessions will be to continue WISD equity work, including work on racial literacy and healing.

CONSENT AGENDA

Motion by Don Garrett, seconded by Theresa Saunders, that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented.

Voting yes: Don Garrett, Steve Olsen, Theresa Saunders, Mary Jane Tramontin

Voting no: None.

Motion carried.

Approval of Minutes

The Board approved the minutes of the April 11, 2023, regular session meeting.

106-22-23

The Board approved the following reclassification request:

- Rachel Frey, Early Head Start Home Visitor (Spanish Language), 1.0 FTE, 230 Workdays, Unit I Bargaining, to Social Worker, Infant Mental Health Specialist, 0.7 FTE, 129.5 Workdays, Unit II Bargaining.
- Jay Kirby, Technical Assistant, 1.0 FTE, 230 Workdays, Non-Affiliated, to Technical Specialist II-Infrastructure Support, 1.0 FTE, 230 Workdays, Non-Affiliated.

- Adam Moutard, TA High Point C6, 1.0 FTE, 185 Workdays, Unit I Bargaining, to TA ASD, 1.0 FTE, 185 Workdays, Unit I Bargaining.
- Charles Stevenson, Technical Specialist II-Infrastructure Support, 1.0 FTE, 230 Workdays, Grade 3, Non-Affiliated, to Technical Specialist , 1.0 FTE, 185 Workdays, Grade 4, Non-Affiliated.
- Robin Williams, Teacher Assistant, 1.0 FTE, 205 Workdays, Unit I Bargaining, to Teacher Assistant in another location, 1.0 FTE, 185 Workdays, Unit I Bargaining.

107-22-23

The Board approved the following new position requests:

- AAC Specialist (2), 1.0 FTE, 185 workdays/year, salary level: \$45,348.00 - \$95,449.00, Worksite: Teaching & Learning Center, Unit II Bargaining.
- Mental Health Clinical Supervisor (General Education/Grant Funded), 1.0 FTE, 210 workdays/year, salary level: Grade 8, Worksite: Teaching & Learning Center, Non-Affiliated.
- Music Therapist, 0.4 FTE, 185 workdays/year, salary level: Per Unit II CBA, Worksite: High Point School, Unit II Bargaining.
- Teaching Assistant – Spanish Translator, 1.0 FTE, 185 workdays/year, salary level: Per Unit I CBA, Worksite: Local Based – Eberwhite Elementary, Unit I Bargaining.

108-22-23

The Board accepted the following layoff notification:

- Sarah Devaney, effective June 30, 2023.

109-22-23

The board authorized the administration to contract with RNA Facilities Management for janitorial services at Beatty Early Learning Center for the 23-24 fiscal year, in the amount not to exceed \$51,921.00.

110-22-23

The board authorized the administration to execute the lease agreement with Genova Development Company for 1935 S Industrial #B, Ann Arbor, MI, 48104, with rent totaling \$57,885.00 for the three-year term.

111-22-23

The board approved the contract with BFDI Training Institute, in the amount of \$22,332.34, as presented.

112-22-23

The board accepted the Ann Arbor Area Community Foundation Youth Council Grant, on behalf of Washtenaw My Brother's Keeper, in the amount of \$20,000.00.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS – Board of Education Risk Assessment Committee Member-At-Large:

The Board of Education discussed the Risk Assessment Committee and the open position. Board Trustee Theresa Saunders immediately volunteered to serve on the committee for the 2022-2023 school year.

Motion by Don Garrett, seconded by Mary Jane Tramontin, that the Board of Education designates Theresa Saunders, as the Risk Assessment Committee representative at-large for the 2022-2023 school year.

Voting yes: Theresa Saunders, Mary Jane Tramontin, Don Garrett, Steve Olsen

Voting no: None.

Motion carried.

NEW BUSINESS – Head Start COLA Grant Application: Prior to board action, Early Childhood Programs Executive Director Edward Manuszak addressed the Board of Education. He reminded the board that each year congress approves Cost of Living Allowance (COLA) for Head Start grantees. This year the total grant amount has increased by 5.6%. Dr. Manuszak reviewed the supporting documents and fielded questions from the board.

Motion by Don Garrett, seconded by Mary Jane Tramontin, that the Board of Education approve the Head Start COLA Grant Application, including the 5.6% COLA increase along with the supporting budget documents and provide a letter of support, as presented.

Voting yes: Theresa Saunders, Mary Jane Tramontin, Don Garrett, Steve Olsen

Voting no: None.

Motion carried.

NEW BUSINESS – Head Start Quality Improvement Grant Application: Prior to board action, Early Childhood Programs Executive Director Edward Manuszak addressed the board. Dr. Manuszak gave an overview of the FY 23 Quality Improvement Funds, and fielded questions from the board.

Motion by Mary Jane Tramontin, seconded by Theresa Saunders, that the Board of Education approve the Head Start Quality Improvement Grant Application, along with the supporting budget documents and provide a letter of support, as presented.

Voting yes: Steve Olsen, Mary Jane Tramontin, Theresa Saunders, Don Garrett

Voting no: None.

Motion carried.

OTHER ITEMS OF BUSINESS - Recommendation for Probationary Teachers: Superintendent Norman and Deputy Superintendent Vannatter acknowledged the recommendation for probationary teachers that was included in the packet for the Board of Education to review.

OTHER ITEMS OF BUSINESS - Joint Meeting of Washtenaw ISD Board of Education and the Washtenaw County Board of Commissioners:

Superintendent Norman informed the board that she met with Washtenaw County Executive Greg Dill recently and they discussed conducting a joint meeting between the Washtenaw ISD Board of Education and the Washtenaw County Board of Commissioners. Agenda topics would include the Youth Center, My Future Fund, Community Mental Health, and homelessness. Superintendent Norman and the board considered potential dates for the meeting based on the County Commissioners regularly scheduled summer meetings. It was determined that most of the board preferred the July or August dates.

BOARD OF EDUCATION REPORTS:

- Trustee Saunders raised up various Educator Programs happening at Eastern Michigan University.

ADMINISTRATIVE REPORTS – Superintendent’s Report

Superintendent Norman spoke about the following:

- There is a prescribed burn scheduled to happen in the prairie area and near the barn at Washtenaw ISD’s Teaching and Learning Center campus. Communications and Public Relations Specialist Ashley Kryscynski will send formal communications to our neighbors to inform them of specific dates.
- Scio Township, including the ISD was under a boil water advisory on Tuesday, April 25, 2023. The advisory is expected to last through Wednesday, April 26, 2023.
- Opening Day for Washtenaw ISD will take place on Monday, August 21, 2023. The morning events will be in-person, the afternoon will take place via Zoom.
- Chief Information Officer Merri Lynn Colligan, Deputy Superintendent Cherie Vannatter, and Superintendent Naomi Norman attended the ASU+GSV Summit on April 17-19, 2023, in San Diego, CA. The summit is a collaboration between Arizona State University and Global Silicon Valley, whose focus is to transform society and business around learning and work. Ms. Colligan, Ms. Vannatter, and Ms. Norman shared their experiences at the conference with the board.
- Superintendent Norman informed the board of a possible conflict of interest in that Jeana Beana’s Rolling Soul Co. catered the E-Teams meeting on April 20, 2023. The catering company is owned by Washtenaw ISD Progress Park Office Professional Jeana Austin. Ms. Austin provided all catering services outside of Washtenaw ISD work hours.
- Ms. Norman gave the board details concerning an Early Childhood meeting she attended that focused on that department’s leadership structure, and how they can create pathways for leadership positions through an equitable lens.

ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Mary Jane Tramontin, Secretary
Washtenaw ISD Board of Education

DATE: April 14, 2023

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

FROM: Melissa Paschall, Special Education Principal

RE: New Hire Recommendation – Heather Heffernan, ASD Teacher

I would like to recommend Heather Heffernan for employment as an ASD Teacher. Ms. Heffernan received her ASD certification from Oakland University. Ms. Heffernan is currently employed at Ann Arbor Public Schools. If approved by the Board, Heather Heffernan's salary will be \$97,864 Step 15 Grade PhD (this salary is for the 2023/2024 school year). All other fringe benefits are set forth in the Unit 2 contract.

Please let me know if you require additional information.

Objective

To utilize my education and experience in an innovative, challenging and supportive role to help improve the lives of those with disability and their families.

Education

Educational Specialist

April 2013

Eastern Michigan University Ypsilanti MI
Special Education Administration and Supervision with Director's Approval
General Education K-12 Administrative Approval
Summa Cum Laude
State of Michigan Secondary Teacher Certification **2004**

Autistic Spectrum Disorder Endorsement August 2005

Oakland University Rochester, MI January 2004-2005

Center for Humanistic Studies Detroit, MI 1996-1997

M.A., Psychology
Limited Licensed Psychologist
State of MI License # 6361006948
<https://aca-prod.accela.com/MILARA/GeneralProperty/LicenseeDetail.aspx?LicenseeNumber=6361006948&LicenseeType=Masters+Limited+Psychologist> (To verify Licensure use maiden name Heather Harris)

Alma College Alma, MI 1991-1995

B.A., Psychology, Minor in Gerontology

Training & Skills

Certification Skills
Strong Leadership Skills
Effective Behavior Management Training
TEACCH Training
PECS Training
CPI Training
First Aid and CPR Certified
Michigan Model Health Trained
Orton Gillingham trained
Comprehensive Assessment Skills
Effective verbal and written communication skills
Efficient crisis intervention
Solid counseling, consultation, interpersonal, & mediation skills
Valuable interviewing skills
Continued Educational goals
Statewide Autism Research and Training
Peer to Peer Support program coordinator
Special Olympic Coach
Independent Facilitator for Person Center Planning
Special education advocate

Work Experience

1997 – Present

Teacher

Autistic Impaired

- Liaisons between the school and the community
- Develop lesson planning with a focus on students strengths and improvement of their deficit areas
- In-service for employee growth & development
- Development of Behavior Intervention plans
- Building Your Future and Peer to Peer START Training for Transition
- Statewide Autism Research and Training Coordinator/Trainer
- Contribute to research & information gathering for further development of school-based programs
- Conduct interviews involving students, family members, and others to obtain information to complete assessments
- Complete person center planning for effective well rounded interactions between students and community
- Completed Individualized Educational Plans for student and followed plans to assist in the total development of special needs youth
- Help clients and families make the adjustment for traditional schooling/ mainstreaming
- Work collaboratively with other professionals in developing and improving student work areas
- Develop and implemented alternative teaching materials to assist student with sensory integration issues
- Maintain open communication lines and positive rapport with all parents in order to facilitate the highest level of educational performance of students
- Create job skill training and materials for introduction of students in the workforce
- Development of individualized transition planning
- Complete assessments using MEAP, Brigance, MI-Access, Woodcock-Johnson, and various other educational tests, KTEA, Conner's Rating Scale, USAPT
- Continued professional and educational growth outside of the district

1999-2004, 2022-Present

Psychologist

- Coordinate meetings with clients appropriate to their needs
- Assess Client's psychological needs using available psychological tests, including, but not limited too, WISC, WAIS, Stanford-Binet, WPPSI, Bender-Gestalt, H-T-P, California Diagnostic, T-A-T, C-A-T, MMPI, PIC, interview and observation
- Develop and prepare written reports in a timely fashion
- Maintain patient confidentiality and respect
- Follow all state regulations and mandates regarding HIPPA Laws
- Responsible for clients development and functioning in academic placements
- Supervise, train, and support staff
- Implementation of behavior plans in educational settings

2018-Present

Independent Facilitator

- Coordinate meetings between clients and service providers
- Advocacy for Clients
- Help plan and maintain execution of Person center plan that best meets the clients needs and desires for life goals including focus on career, educational and social opportunities.

Activities

- Wayne County Regional Collaborative Network with Statewide Autism and Research Training
- Washtenaw County Regional Collaborative Network with Statewide Autism and Research Training
- Crisis Trauma Team/ Community Emergency Response Volunteer American Red Cross
- State of Michigan Special Olympic Area 20 Coach and Coordinator and Area 27 coach
- Trained Doula

DATE: 2023-04-26

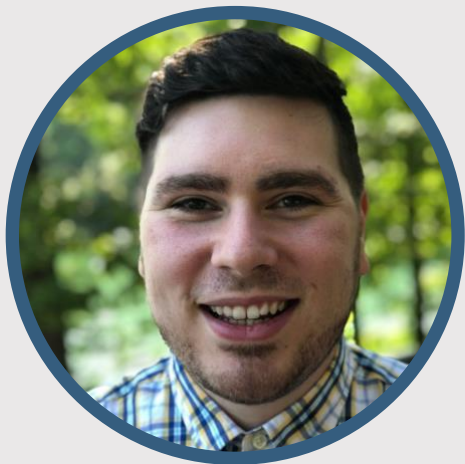
TO: Cassandra Harmon-Higgins
Executive Director of Human Resources and Legal Services

FROM: Solomon Zheng – LEA Director of Technology

RE: New Hire Recommendation – Technical Assistant

I would like to recommend Ryan Miller for employment as a Technical Assistant. Ryan Miller is currently employed as a network technician at Ohio Business Machines. If approved by the Board, Ryan Miller salary will be Grade 1 Step 1. All other fringe benefits are set forth in the Non-affiliated contract.

Please let me know if you require additional information.



PROFILE

CompTIA A+ certified IT Technician with 8+ years of customer service experience. I have always found myself being the "Computer Guy" in whatever office I am in. I bring my leadership and people skills as well as my technical savvy to your team.

ACTIVITIES AND INTERESTS

Running
Woodworking
Guitar
Cooking
Reading
Hiking
Tinkering

RYAN MILLER

WORK EXPERIENCE

POS Support Technician

The Villages TSG, The Villages, FL

2022-Present

Perform technical support to sales locations across the community with issues pertaining to Point of Sale systems and back of house networks. I've also provided assistance with large deployments and standard support tickets when I'm available.

IT Support Technician

White County Government, Cleveland, GA

2021-2022

Support county employees and departments by maintaining our network and all connected devices (Workstations, Printers, Cameras, etc.). Active member of county employee customer service committee.

Office Manager

Pine Designs, Dahlonega, GA

2017-2020

Oversaw office staff with daily operations. Lead the design team in creating vector images, CAD files and schematics for new products. Troubleshoot and repair computers, printers, tablets, and cameras on the network. Maintenance of website and storefronts.

EDUCATION

EAJ Memorial High School

June 2012

CompTIA A+ Certification

July 2021

KEY SKILLS AND CHARACTERISTICS

- Windows, Linux, Mac Troubleshooting
- iOS and Android Troubleshooting
- Network Management
- Cabling and Cable Management
- Active Directory
- Adobe Suite

DATE: 4/13/23
TO: Cassandra Harmon-Higgins
Executive Director of Human Resources and Legal Services
Cherie Vannatter
Deputy Superintendent

FROM: Julie Voelker, Special Education Supervisor

RE: New Hire Recommendation – Progress Park Teaching Assistant- Fall 2023

I would like to recommend Stephanie Smarsik for employment as a Teaching Assistant for Progress Park. Ms. Smarsik is currently employed as a contract Behavior Teaching Assistant at the EI/LBC Jr./Sr. classroom in Manchester. She has exhibited remarkable skills in her work with our students in the program. If approved by the Board, Ms. Smarsik's salary would be \$29,894 Unit 1, Step3. All other fringe benefits are set forth in the Unit 1 contract. We would request a start date for this position of 8/21/23.

Please let me know if you require additional information.

Stephanie Smarsik

Work Experience

Behavior TA

Soliant - Manchester, MI
September 2022 to Present

I am a Behavior Teaching Assistant in an EI classroom.

Registered Behavior Technician (RBT)

Personalized Therapy, LLC - California, MD
August 2017 to Present

- Implementation of instructional programs based on the principles of ABA
- Implementation of a written behavior protocol
- Take accurate treatment data and maintain program data book and graphs
- Act as a positive role model of acceptance, treatment, and interaction for families and community members
- Follows HIPPA law
- Maintain safety standards at all time
- Works in school and home setting

Education

Some College in Exercise Science

Towson University

Skills

- Behavioral Therapy
- Experience with Children
- Data Collection
- Applied Behavior Analysis
- Tutoring
- Autism Experience
- Behavioral Health
- Special Education

Certifications and Licenses

RBT Certification

February 2018 to Present

CPR Certification

Present

First Aid Certification

Present

CPI

November 2022 to Present



DATE: 3/10/23

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

FROM: Jennifer Parrelly
High Point Supervisor

SUBJECT: New Hire Recommendation- TA High Point 1 on 1

I would like to recommend Tanisha Stephens for employment as a teaching assistant in room 34 at High Point. Tanisha received an associate degree in applied science from Washtenaw Community College. Tanisha is currently employed as a teaching assistant at High Point through Sunbelt Staffing. If approved by the Board, Tanisha's salary will be \$34,881, +30 step three. All other fringe benefits are set forth in the unit one contract.

Please let me know if you require additional information.

TANISHA STEPHENS

Education

Dorsey Schools (ACICS Accredited)
Dialysis / Patient Care Technician Diploma

Wayne, MI
GPA 3.7

Washtenaw Community College
Nursing Assistant Diploma
Associate Degree Occupational Studies

Ann Arbor, MI

Ross Medical Education Center
Medical Assistant Diploma

Saginaw, MI

Certificate nursing assistant
1/29/22

Skills

- Vital Signs
- Urine Collection
- Urinalysis/Hematology
- Foley Catheters
- Range of Motion
- Gait training
- Safe patient transfer
- Simple dressing Changes
- Infection Control

Experience

Paraprofessional

Sunbelt Staffing
3/9/2022- present

Ohama, Florida

- Tube feedings
- Brief changes
- Assist teacher
- Medication

Caregiver Trainer

08/2021 - 02/2022
Visiting Angels

Brighton, MI

- Update Careplans
- Train caregivers on clients
- On call
- Supervise visit

TANISHA STEPHENS

Caregiver

07/2017 - 12/2021

HomeCare Proz,LLC

Ypsilanti,MI

- Assist with ADL
- Cooking
- Straight cath
- Change catheter
- Dressing change
- Flush foley

Teacher Aide

10/2016 - 12/2016

Staffing Agency

Ann Arbor, MI

- Assist kids with autism in classroom
- Work one on one with student with behavioral issues.
- Assist with lunch

PCT

UOFM

- Intake
- Assist RN
- Assist with feeding
- Straight Cath

03/2018-08/2020

Ann Arbor,MI

PCT

Manpower

- Weights
- Blood sugars
- Brief Changes

08/2017-03/2018

Ann Arbor,MI

Rehab Staff

Eisenhower Center

- Assist With Baths
- Transfers
- Vitals

03/2017-08/2017

Ann Arbor, MI

Henry Ford Wyandotte

Internship Patient Care Tech

- Assisted patient with personal grooming
- Obtained vital signs and reported to nurse
- Bed baths and linen changes

2/2016 – 3/2016

Wyandotte, MI

DATE: 2023-04-26

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

FROM: Solomon Zheng – LEA Director of Technology

RE: New Hire Recommendation – Technical Assistant

I would like to recommend Laura Wilson for employment as a Technical Assistant. Laura Wilson received her Associate of Applied Science in Physical Therapist Assistant from Washtenaw Community College. Laura Wilson is currently employed as a licensed physical therapy assistant at Trinity Health Saint Joseph Mercy. If approved by the Board, Laura Wilson salary will be Grade 1 Step 1. All other fringe benefits are set forth in the Non-affiliated contract.

Please let me know if you require additional information.

LAURA WILSON

Objective

Driven professional seeking a career maximizing my excellent communication skills and involving my love of technology. Proven track record of providing friendly customer service while teaching computer-related tasks, often in a stressful environment with frequent interruptions and a hard deadline.

Education

Associate of Applied Science in Physical Therapist Assistant May 2018
Washtenaw Community College Ann Arbor, MI

Certifications/Licenses

CompTIA A+ Expected: July 2023
Licensed Physical Therapist Assistant, MI July 2018

Relevant Employment

Trinity Health Saint Joseph Mercy July 2020-Present
Licensed Physical Therapist Assistant Ann Arbor, MI

- Maintains and updates a well-organized patient schedule via Snap Board, including performing weekend scheduling and training to ensure work is completed in a high-stress environment.
- Communicates effectively with team members of all disciplines, patients, and their families.
- Demonstrates public speaking through presenting efficient summaries of each patient's current level of function at weekly team meetings.
- Assist patients' families through training sessions to ensure a safe, smooth transition home.
- Issues compassionate, productive care and firm encouragement to patients of all backgrounds while tailoring each session to their needs.

Plymouth Physical Therapy Specialists September 2018-March 2020
Licensed Physical Therapist Assistant Canton, MI

- Scheduled patients for appointments using Raintree software.
- Customized and executed treatment plans with a variety of patients (pediatric, low back pain, stroke, BPPV, general deconditioning, cerebral palsy, knee/hip pain, post-surgical, etc) and modified treatments as needed.
- Filled in for Physical Therapist (PT) coworkers as needed to ensure a smoothly running clinic.
- Supervised and patiently trained PT techs and PTs to use Raintree software to establish a consistent process.
- Consistently promoted treatments to local pediatric physicians' offices to stimulate company growth and increase company visibility.

Meijer Pharmacy December 2015-December 2018
Licensed Pharmacy Technician Ann Arbor, MI

- Effectively provided outstanding customer service in a fast-paced environment.
- Maintained and updated confidential electronic health records using Meijer's pharmacy software.
- Supervised and patiently trained new technicians to maintain company standards.

Skills Summary

- Outstanding people skills, diplomatic and adept at building rapport with others. Skillful at translating complex information to and from simple language.
- Quick to learn new software and experienced at teaching others. Microsoft Office, Excel, PowerPoint, Teams, Epic (Snap board), Raintree, Optima, Meijer pharmacy software.
- Experience building a PC, able to problem solve.
- Timely and efficient verbal/written communication skills, upbeat flexible team player who thrives in a team environment and responds well to constructive criticism. Remains calm during difficult situations.

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"

Collette Roberts

Department

Special Education

Current Account 3

Current Account 3 Split

Current Account 4

Current Account 4 Split

Recommended Account 1

22.1122.1630.140.0000.00000.3800

Recommended Account 1 Split

1

Recommended Account 2

Supervisor

Julie Voelker

Current Position Title

Teaching Assistant

Recommended Position Title

Progress Park Teaching Assistant

Current Position Number

10.97.122.06

Recommended Position Number

10.71.122.13

Current Bargaining Unit

Unit I

Current Pay Rate/ Salary Level

\$35,101

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location

DHH

Current FTE

1

Current Number of Work Days

185

Should the Current Position Remain?

- ☒ Remain
- ☐ Delete

Current Account 1

22.1122.1630.160.0000.01797.3600

Current Account 1 Split

1

Current Account 2

Current Account 2 Split

Recommended Location

Worksite/Desk Location

Rational for Position Change

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

Collette is transferring to Progress Park

Effective Date

Date new duties were assigned or changes made

04/17/2023

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

Progress Park TAs

Department Head Comments

Department Head

Cheris Vannatter

04/18/2023

Finance Approval

- ☒ Approve
- ☐ Adjust, See Comments

Finance Comments

Finance

SAP

04/18/2023

Human Resources Approval

- ☒ Approve
- ☐ Adjust, See Ccomments

Human Resources Comments

No change in compensation.

Human Resources / Executive Admin Review

CD Harmon-Higgins

04/18/2023

Superintendent Comments

Superintendent

Naomi Norman

04/19/2023

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"

Denise Thrasher

Department

Special Education

Current Account 1

22.1122.1630.140.0000.00000.2600

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Supervisor

Melissa Paschall

Current Position Title

Emotionally Impaired TA

Recommended Position Title

ASD TA

Current Position Number

10.00.122.04

Recommended Position Number

10.23.122.02

Current Bargaining Unit

Unit I

Recommended Bargaining Unit

Unit I

Current Account 4 Split

Recommended Account 1

22.1122.1630.000.4362.00000.0000

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Current Pay Rate/ Salary Level

Step 6- \$35,843.00

Recommended Pay Rate/ Salary Level

Step 6- \$35,843.00

Current FTE

1

Recommended FTE

1

Current Number of Work Days

185

Recommended Number of Work Days

185

Should the Current Position Remain?

- ☐ Remain
- ☒ Delete

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location

Manchester EI Continuum

Recommended Location

Worksite/Desk Location

High Point Room 53

Rational for Position Change

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

Manchester program will be closing

Effective Date

Date new duties were assigned or changes made

08/21/2023

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

Adam Moutard- ASD TA

Department Head Comments

Department Head

Cherie Vannatter 04/18/2023

Finance Approval

- ☒ Approve
- ☐ Adjust, See Comments

Finance Comments

Finance

SAP 04/18/2023

Human Resources Approval

- ☒ Approve
- ☐ Adjust, See Comments

Human Resources Comments

No change in compensation.

Human Resources / Executive Admin Review

CD Harmon-Higgins 04/18/2023

Superintendent Comments

Superintendent

Naomi Norman 04/19/2023

New Position Recommendation

Position Title:	Day Porter - Progress Park
FTE:	100
# of Workdays/Year:	260
Salary:	Per the Unit III CBA.
Worksite:	Progress Park
Bargaining Unit:	Unit III
Department:	Facilities

WASHTENAW INTERMEDIATE SCHOOL DISTRICT
Job Description

Job Title: Day Porter – Progress Park
Department: Facilities/Operations
Reports To: Facilities Assistant
FLSA Status: Non-exempt
Prepared By: Tanner Rowe
Director of Operations
Prepared Date: February 9, 2023
Approved By: Cassandra Harmon-Higgins
Executive Director of Human Resources and Legal Services
Approved Date: April 18, 2023

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 Day Porter is responsible for performing custodial duties, minor maintenance requests and other miscellaneous duties to ensure that district buildings and facilities are maintained in a healthy, safe, and sanitary manner. This position is scheduled to work Monday-Friday from 10:00 a.m. to 6:30 p.m. The start time of the position could vary, from time to time, based on event/building needs.

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 general custodial and day porter services at Progress Park – including mail, building and event services related duties; prepares meeting rooms according to room set up requests. Communicates with other department positions on an on-going basis.
- May be required to open the Teaching and Learning Center, WISD administrative office building; including but not limited to disarming the alarm system, unlocking various interior and exterior doors.
- May be required to work at other WISD locations/buildings during unscheduled absences or emergencies.
- Checks email daily; receives work order requests, warehouse requests, and responds to needs or contacts direct supervisor for guidance on orders.
- Sweeps, mops and scrubs floors and cleans classrooms, support rooms, meeting rooms, offices, hallways, lobbies, staff lounges, restrooms, corridors, gymnasium, laundry and other work areas and surfaces on a regular and as-needed basis.
- Performs restorative maintenance, floor wax stripping, scrubbing, floor waxing and polishing of hard floors on an as needed basis.
- Vacuums, spot cleans, extracts carpet, cleans rugs, upholstered furniture as needed.
- Cleans and dusts furniture, exhibit cases, fixtures, windows, doors, trim and related furnishings.
- Sweeps or shovels snow from walks at building entrances and salts icy walks as necessary.
- Sweeps dirt from building sidewalks on an as-needed basis.
- Performs minor maintenance tasks such as plunging a toilet, changing lightbulbs, etc.
- Empties wastebaskets and recycle bins on an as-needed basis.
- Checks restrooms during the work day, Cleans and services restrooms as needed.
- Maintains a clean and organized work area – including storage/custodial closet area.

- Monitors the consumption, storage, usage and disposition of all hospitality supplies, cleaning supplies, and equipment. Communicates needs, in advance, to appropriate WISD administrator to ensure adequate stock is maintained on an on-going basis.
- Maintains an inventory of all cleaning and hospitality supplies.
- Uses an on-line order system to enter orders for supplies for the Ann Arbor campus, Out-centers, and in response to Warehouse Requests received from Out-center locations.
- Reports to the appropriate administrator, on a regular basis, the status of custodial and minor maintenance requests. Provides general updates on the condition of the priority areas noted. Anticipates needs resulting from special events, status of supply requests and any other critical data relative to the upkeep of the building(s).
- Receives packages and redelivers to appropriate departments/individual at Progress Park daily.
- Stocks staff copy room and alerts appropriate administrator of supply inventory levels for reordering purposes – including paper, envelopes, and general stationery needs.
- Maintains and operates all equipment necessary to perform all assigned tasks.
- Initiates the completion of necessary work to assure general cleanliness and an attractive condition, regardless of assignment.
- Follows written work schedule.
- Follows all safety procedures.
- Works with standard custodial chemicals and finishes for cleaning, sanitizing, and disinfection.
- Assures compliance with local laws and procedures for the storage and disposal of trash.
- Abides by all applicable rules, regulations, policies, procedures, and statutes.
- Participates in professional development, maintains appropriate certifications and qualifications, where necessary.
- Acts as a public relations agent for the success and image of the district.
- Participates in district and school initiatives.
- Performs basic custodial and/or basic maintenance tasks on an emergency basis at other WISD locations in the absence of the regular day porter.
- Performs such other tasks as may from time to time be assigned by the supervisor.
- Provides regular and predictable attendance.
- Reports daily to Facilities Assistant
- **OTHER DUTIES AS ASSIGNED.**

SUPERVISORY RESPONSIBILITIES

- N/A

QUALIFICATIONS

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

- High school graduate or equivalent.
- Commitment to a continued program of self-development is desired.
- Working knowledge of email systems and Work-Order software
- Demonstrated ability to be responsible for the uninterrupted and comfortable operation of the Washtenaw Intermediate School District, ensuring that standards of safety, security, and overall facility maintenance are met.
- Demonstrated ability to be responsible for carrying out tasks required to maintain and operate the buildings, with and without close supervision.
- Demonstrated ability to work effectively and efficiently with staff, students, administrators, and guests/patrons of the WISD.
- Demonstrated ability to begin, and carry through to completion, requests and work assignments in a pleasant, efficient manner.
- Demonstrated ability to carry out responsibilities in a manner that promotes excellent customer service.

LANGUAGE SKILLS

- Ability to read and comprehend instructions, correspondence and memos.
- Ability to write correspondence and ability to effectively present.
- Ability to communicate with administrators and staff so daily building mechanical/custodial support is provided.

MATHEMATICAL SKILLS

- Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to listen, comprehend and retain information and instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess valid Michigan driver's license.
- Must pass Michigan State Police criminal record check.
- Possession of a valid Michigan Driver's License with an acceptable driver's record

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; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or use ladders while performing tasks. The employee must regularly lift and/or move 50 pounds or more. The employee may be required to work in a variety of weather conditions.

WORK ENVIRONMENT

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 usually moderate.

TERMS

Position subject to terms, conditions and calendar of the Master Agreement between the District and Unit III MFT Local 3760. Salary is \$17.78 / hour.

Washtenaw Intermediate School District is a drug-free workplace.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, sex, age, color, national origin, religion or handicap in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and federal regulations.

New Position Recommendation

Position Title:	Social Worker: Inter-Agency Mental Health Coordinator (Grant Funded)
FTE:	1
# of Workdays/Year:	205
Salary:	Per Unit II CBA
Worksite:	Teaching & Learning Center
Bargaining Unit:	Unit II
Department:	Instruction

WASHTENAW INTERMEDIATE SCHOOL DISTRICT
Position Description

Job Title: Social Worker: Inter-Agency Mental Health Coordinator (205 Day, year-round) Grant Funded
Department: Community & School Partnerships
Reports To: Holly Heaviland, Executive Director, Community & School Partnerships
Prepared By: Sarah Hierman, Grants & Special Projects Coordinator
Prepared Date: November 15, 2022
Approved By: Cassandra Harmon-Higgins, Esq
Executive Director of Human Resources and Legal Services
Approved Date: April 10, 2023

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 Inter-Agency Mental Health Coordinator is a grant funded position assigned to work between WISD and Washtenaw County Community Mental Health to identify youth with mental health needs in assigned schools. The position will provide service coordination activities, including assigning cases, monitoring activities and perform similar coordinating functions of a non-supervisory nature. Additionally, the position will provide work with individual students to complete clinical and level of care assessments and care plans, provide direct clinical services, assist in achieving desired student outcomes, and document progress. The Coordinator will work as a member of a team, coordinating work with other professionals.

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.
- Serves as a team member within the WISD general education clinical team.
- Provides clinical mentoring to other employees within the general education clinical team, as needed.
- Provides direct clinical services to identified students utilizing short term brief treatment or other methods appropriate to the service.
- Provides consultation to community and school partners, as well as potential partners.
- Helps with coordination and participation in team consultation visits.
- Participates as a team member in the team reviews in order to provide and receive feedback on types of services provided.
- Helps with orientation and coordination of training for new team members.
- Coordinates educational opportunities, training for healthcare professionals as it relates to specific needs of the vulnerable populations being served.
- Represents the agency to the community, other WISD departments, outside agencies, families of students, and other interested parties in such a way that an understanding of students' needs are fostered.
- Participates in service billing and reporting.
- Prepares and participates in the collection of data and information on services.

- Provides assistance in the in-service training of other WISD employees. Serves as a resource to other department employees by providing consultation and training.
- Participates in the planning and presentation of workshops, meetings and conferences.
- Enters data timely into required systems, maintains databases, prepares spreadsheets and reports.
- Prepares information, correspondence and other written materials using word processing software.
- Provides case management and assists families with removing the barriers to access identified treatment
- Provides services to youth using a variety of modalities, including, but not limited to, crisis intervention.
- Provides client service management to youth and/or parent/guardian in emergency situations as well as in longer-term planning.
- Represents WISD and CMH to the community in a way that fosters the mission and goals of the agency.
- Provides information and referral to youth in need of community services.
- Promotes inter-agency cooperation through working with other community agencies.
- Assists youth in resolving interpersonal conflicts in their environment.
- Assist youth with development of critical life skills through use of advanced methods of psycho therapeutic interventions.
- Provides supportive counseling and cognitive and/or behavioral therapeutic intervention.
- Assists youth in identifying and linking to needed services and entitlements available in the community.
- Coordinates and collaborates with a youth's network of care, including primary healthcare, family, and natural support.
- Serves as liaison between school personnel, family, and other agencies.
- Consults with case coordinator providing a supportive and interpretive liaison service among parents, school personnel and students.
- Provides materials and consultant services to the parents and educational staff so they may better understand and appreciate the nature and degree of mental health diagnosis.
- Use DSM-5 criteria to accurately evaluate and diagnose persons with psychiatric disorders.
- Assess for risk of suicide/homicide and to differentiate intensity of service needed.
- Conduct structured interviews with persons seeking service, by telephone and/or in person, to apply diagnostic and CMH criteria.
- Organize information and present cogent descriptions or symptoms, history, and functioning of persons seeking services with ability to support decisions about diagnosis and treatment recommendations, both orally and in written form.
- Works cooperatively and communicates with Districts and constituent district staff, students and parents/guardians.
- Adheres to assigned Districts' health and safety rules, policies and procedures.
- Supports WISD vision and mission to enhance achievement for all students.
- Supports a team-based approach to problem solving.
- Performs such other tasks as may from time to time be assigned by the supervisor.
- Maintains regular predictable attendance.
- **OTHER RELATED DUTIES AS ASSIGNED.**

SUPERVISORY RESPONSIBILITIES:

- N/A.

QUALIFICATIONS:

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

EDUCATION and/or EXPERIENCE:

- Minimum Master's Degree in social work, counseling, or other behavioral health profession **REQUIRED.**
- Two years clinical experience PLUS State of Michigan licensure such as Licensed Master's in Social Work

or Counseling required.

- Possesses the skills and desire to work in a collaborative team with others.
- Demonstrated knowledge of common mental health conditions, substance abuse conditions, and mental health treatments/supports.
- Demonstrated knowledge of behavioral and cognitive techniques and psycho therapeutic treatment interventions.
- Demonstrated knowledge and understanding of a clinician's role in a team environment.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

LANGUAGE SKILLS:

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

TECHNICAL SKILLS:

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

MATHEMATICAL SKILLS:

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

REASONING ABILITY:

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

INTERPERSONAL SKILLS:

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

PHYSICAL DEMANDS:

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

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

ENVIRONMENTAL ADAPTABILITY:

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

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

FUNCTIONS OF POSITION DESCRIPTION:

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

This position description is not a contract for employment.

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

TERMS:

This position is subject to terms, conditions, and calendar of the Master Agreement between the District and Unit II AFT Local 3760. Starting salary ranging (dependent upon experience) from \$50,250 – \$108,444.

Washtenaw Intermediate School District is a drug-free workplace.

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

New Position Recommendation

Position Title:	Technical Assistant - LEA/WISD
FTE:	1.0
# of Workdays/Year:	230
Salary:	Per NA Manual.
Worksite:	Teaching & Learning Center
Bargaining Unit:	Non-Affiliated
Department:	Technology

WASHTENAW INTERMEDIATE SCHOOL DISTRICT
Job Description

Job Title: Technical Assistant – Desktop Support
Department: Technology Services
Reports To: Supervisor, Technology & Data Services
FLSA Status: Non-exempt
Prepared By: Merri Lynn Colligan
Chief Information Officer
Prepared Date: October 30, 2020
Revised By: Nicole Hubler
Human Resources Specialist
Revised Date: November 29, 2022
Approved By: Cassandra D. Harmon-Higgins
Executive Director, Human Resources and Legal Services
Approved Date: November 29, 2022

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:

Provides end user support for agency computers and networking with demonstrated ability to troubleshoot Windows, Mac OS X, iOS applications, and networking problems 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.
- Assists with creating complex computer images Windows 10 and Mac OS X.
- Mobile Device Management (MDM) for iOS profile mgmt., device registration, configuration and deployment.
- Coordinates help desk/end user support activities for the department and other desktop technicians.
- Provides application administration and management support for WSUS/SCCM and printing.
- Provide administration and configuration for Active Directory including Users & Computers, and Group Policy management.
- Manage, administer, and configure network print services including Windows Print Servers and Mac OS X printer deployment.
- Manage, administer and configures Windows Licensing Services.
- Manages network client distribution, management agents and related components.
- Provides information resources on instructional technology for teachers and other interested school personnel.
- Manages wireless computer equipment including set-up, monitoring and printing.
- Moves and relocates equipment both in-house and at out center locations.
- Manage Asset Inventory of computer equipment.
- Manages, installs and configures Office 365 and its components
- Responsible for automating and managing critical operating systems updates.
- Test and recommend new hardware and software applications.

- Demonstrates excellent customer service skills.
- Creates and maintains all end user documentation for desktop support.
- Trains and supports WISD and local district staff in the areas of administrative and instructional technology.
- Implements application of information technology resources to improve student learning and staff training, parent information and communication.
- Regular, predictable attendance.
- **OTHER DUTIES AS ASSIGNED**

SUPERVISORY RESPONSIBILITIES

N/A

QUALIFICATIONS:

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

- Associates degree or equivalent coursework in information technology from an accredited school.
- Demonstrated ability, customer service, training and experience in supporting PC and Macintosh computers as well as the associated operating systems (Windows 10 and OS X) including associated productivity and internet-based tools.
- Two to three years of experience in supporting information technology on computer networks (TCP/IP based).
- Two to three years of experience supporting, maintaining, and upgrading Windows 10, Mac OS X, and Mac iOS,
- Experience with wireless network administration and management.
- Ability to upgrade computer hardware (A+ certification or equivalent).
- Experience with integrating phone technologies with Outlook/Exchange.
- Microsoft Outlook experience
- Excellent troubleshooting skills.
- Ability to test, assess and recommend software.
- Experience with Virus updates and remediation and other software that conducts operating system updates.
- Demonstrated ability and willingness to learn new instructional technology and administrative applications.
- Demonstrated ability to train others in the classroom or office in the use of various hardware and applications.
- Demonstrated ability to work as part of a team, to communicate clearly, think creatively and relate well with other team members.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

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

REASONING ABILITY:

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

CERTIFICATES, LICENSES, REGISTRATIONS

- Microsoft certification desired.

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 as reflected in the Non-affiliated Staff Manual. Starting salary ranging (dependent upon experience) from \$49,334 – 60,633.


Washtenaw Intermediate School District is a drug-free workplace and District policy requires drug testing for all potential employees.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, sex, age, color, national origin, religion or handicap 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.

DATE: May 9, 2023

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

FROM: Cassandra D. Harmon-Higgins, Esq.
Executive Director of Human Resources and Legal Services



RE: Resignation Notification

Attached please find Mr. Andrew Hahn's letter of resignation, effective May 31, 2023. Mr. Hahn has been employed with the WISD since September 18, 2017, as the Technology Supervisor.

The Administration recommends that the Board accept Mr. Hahn's letter of resignation. We wish him well in his future endeavors.

Enclosure

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

April 22, 2023

Andrew E. Hahn
[REDACTED]
[REDACTED]

Naomi Norman
Superintendent
Washtenaw Intermediate School District
1819 S. Wagner Rd
Ann Arbor, MI 48103

Dear WISD Board of Education & Superintendent Naomi Norman:

Please accept this letter as notice of my resignation from my position as Supervisor of Technology and Data Services. I have accepted the position of IT Director for the College of Agriculture and Natural Resources at Michigan State University. My last day of employment will be May 31, 2023.

It has been truly rewarding working for the WISD as a supervisor of an incredible team. I want to give special thanks to Merri Lynn Colligan for creating and cultivating a collaborative team focused on instruction, IT security, and WAN based services for all of Washtenaw County. I have nothing but positive experiences and will miss the comradery among the department.

I would like to help in any way with the transition of my duties so that systems continue to function smoothly after my departure. I wish all of you the best and I look forward to staying in touch. I can be reached at [REDACTED] or [REDACTED].

Thank you again for the opportunity to work for the Washtenaw Intermediate School District. It has been a pleasure serving the WISD staff and students of Washtenaw County.

Sincerely,

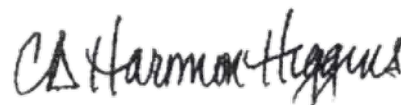
Andrew E. Hahn

Andrew E. Hahn

DATE: May 9, 2023

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

FROM: Cassandra D. Harmon-Higgins, Esq.
Executive Director of Human Resources and Legal Services



RE: Retirement Notification

Attached please find Ms. Patricia Brady-Bingham's retirement letter, effective August 18, 2023. Ms. Brady-Bingham has been employed with the WISD since September 10, 2014, as a Teaching Assistant at our Young Adult Downtown Ypsilanti Program.

The Administration recommends that the Board accept Ms. Brady-Bingham's letter of retirement. We wish her well in her future endeavors.

Enclosure

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

Nicole Hubler

From: Patricia Brady-Bingham
Sent: Tuesday, April 25, 2023 10:36 PM
To: Cassandra Harmon-Higgins
Cc: Naomi Norman; Cherie Vannatter; Nicole Hubler; Becky Mullins; Rebekah Ralls
Subject: Pat Brady-Bingham Retirement Letter

Dear Cassandra,

I am writing to notify you of my upcoming retirement. After careful consideration, I have decided to retire from my position as a T.A. at the Washtenaw Intermediate School District effective August 18 2023. It is with mixed emotions that I share this news. I have cherished my time at WISD and have had the privilege of working with such dedicated and wonderful colleagues – not to mention all the students I have had the privilege of working with during the past 12 years.

As I prepare for this new chapter in my life, I am committed to making a smooth transition. I will do my best to complete any pending tasks and ensure that all relevant information and files are properly organized and handed over to my colleagues.

I would like to take this opportunity to express my sincere appreciation to the entire management team for your support and would also like to extend my heartfelt thanks to my colleagues for their camaraderie, teamwork, and friendship. It has been an amazing journey!

Thank you again for everything. I am very grateful for the experiences, relationships and memories I have formed during my time at WISD. I wish you and the entire team all the best for the future.

Sincerely,

Pat Bingham

Downtown Ypsilanti YA Program

DATE: May 3, 2023

TO: Washtenaw ISD Board of Education and Superintendent Naomi Norman

FROM: Margy Long, Director, Success by 6 Great Start Collaborative

SUBJECT: Information about a grant from United Way for the Trusted Advisor initiative

WISD was recently notified by United Way of Washtenaw County that they have awarded Success by 6 Great Start Collaborative's Trusted Advisor initiative, a grant from their Power of the Purse fund in the amount of \$10,000 to be spent from June 1, 2023, through May 31, 2024.

United Way's Power of the Purse grants are part of its Financial Stability Initiative. These grants provide support for programs, projects or initiatives that prioritize the financial wellbeing of people who identify as women, individuals, and families with low incomes, communities of color, and historically and/or systematically marginalized groups.

The grant will support the Trusted Parent Advisors in their work in high-density low-income neighborhoods, to engage parents of young children in health and early education programs that support school readiness, and help parents pursue their financial stability goals. United Way President Pam Smith informed me that they intended the grant to be used for the basic needs of families that are served by the Trusted Parent Advisors.

We are expecting the full terms of the grant to be sent in the next few days.

Thank you for your ongoing support. Please let me know if you have question.



DRAFT

My Future Fund Overview

(As of 4.3.23)

My Future Fund is a new initiative that will give students enrolled in Washtenaw County public schools and public school academies a jump-start on saving and planning for future college and career training.

My Future Fund aims to create more equitable outcomes for Washtenaw County students. Through a My Future Fund account, family savings plan, ongoing education & community partnerships, My Future Fund will support local students on their path towards higher education.

A collaboration between Washtenaw County Government and the Washtenaw Intermediate School District, the program is funded for the next four years through an investment of \$2.9 million from the American Rescue Plan Act & \$3.78 million of County General Fund dollars.

Who

All eligible elementary school students enrolled in a Washtenaw County public school district or participating Public School Academy/Charter School will automatically be enrolled in the My Future Fund program over the next 4 years. The Washtenaw Intermediate School District will use yearly October enrollment data from the Michigan Student Data System to register students for the program. Families will have the opportunity to opt-out if they do not wish to participate.

Program Elements

- *My Future Fund Account*- Every My Future Fund student will automatically receive a My Future Fund Account with an initial deposit of \$25 . The funds connected to the My Future Fund Accounts will be held on behalf of students through the Michigan Education Savings Program and managed by TIAA-CREF Tuition Financing, Inc. The WISD will serve as a steward of the My Future Fund Assets on behalf of students until students are eligible to withdraw the funds for qualified college and career training expenses. Families can view their My Future Fund Account via an on-line portal. Students who are identified as low income will also be eligible to receive a one-time \$475 COVID Recovery Deposit.
- *Family Savings Plan* - Families can also begin to save for their child's future college and career training. One way they can do this is through the Michigan Education Savings Program (MESP). Families can link their MESP account in the My Future Fund portal to track all their savings in one place.



- *Education* - My Future Fund will work to support families and students in learning about college and career readiness. This will include classroom visits, community events and other partnerships with community organizations.
- *Community Partnerships* - My Future Fund will connect with the strong network of local leaders, schools and organizations who are committed to fostering positive outcomes for youth. This includes convening an Advisory Committee as well as working closely with volunteers and donors.

Implementation

Eligible students enrolled in public elementary schools and participating charter schools within the Washtenaw ISD service area will automatically be enrolled for free in the My Future Fund program based on the schedule below. Students will participate in My Future Fund programming and savings opportunities throughout their time as students in Washtenaw County public schools.

My Future Fund Enrollment Schedule

Class	2022-2023	2023-2024	2024-2025	2025-2026
2030	5th	6th	7th	8th
2031	4th	5th	6th	7th
2032	3rd	4th	5th	6th
2033	2nd	3rd	4th	5th
2034	1st	2nd	3rd	4th
2035		1st	2nd	3rd
2036			1st	2nd
2037				1st

My Future Fund Early Enrollment Schedule

Lincoln Consolidated Schools, Whitmore Lake Public Schools & Ypsilanti Community Schools

Class	2022-2023	2023-2024	2024-2025	2025-2026
2030	5th	6th	7th	8th
2031	4th	5th	6th	7th
2032	3rd	4th	5th	6th
2033	2nd	3rd	4th	5th
2034	1st	2nd	3rd	4th
2035		1st	2nd	3rd
2036			1st	2nd
2037				1st



My Future Fund enrollment year by grade



Continued participation in My Future Fund

My Future Fund Timeline

September 2021

- Washtenaw County Board of Commissioners Resolution to Launch Children's Savings Account Program

Fall 2021 - Winter 2022

- Program Planning
- Washtenaw ISD partners to administer the program

June 2022

- Official contract signed between Washtenaw County Government & Washtenaw ISD

Summer & Fall 2022

- Hiring Process for Program Coordinator
- Identified third party vendor to host My Future Fund Account on behalf of students
- Work with Michigan Education Savings Program to set-up omnibus account to hold funds on behalf of students

Winter 2023

- Convened 23 person advisory committee with representatives from across Washtenaw County
- Continued development of program elements and eligibility criteria
- Hired Program Assistant

Spring & Summer 2023

- Develop MOU with districts and public school academies
- Launch program communications and website
- Open My Future Fund Accounts & make initial deposit to students
- Conduct outreach to local communities about the My Future Fund program

**My Future Fund Memorandum of Understanding
Washtenaw Intermediate School District and Washtenaw Intermediate School
District My Future Fund Program**

This Memorandum of Understanding (“MOU”), dated as of [____], 2023, states the agreement between the Parties as to roles and responsibilities of Washtenaw Intermediate School District (the “District”) and Washtenaw Intermediate School District My Future Fund Program (“WISD”) and with the District, each a (“Party”) and collectively the (“Parties”) regarding the implementation of the My Future Fund program (“Program”).

Description of Program

My Future Fund is a new program that will give certain students enrolled in Washtenaw County Public Schools a jump-start on saving and planning for future college or career training. Through their My Future Fund Account, family savings plan, ongoing education and community partnerships, My Future Fund will support designated Washtenaw County students on their path towards higher education. My Future Fund is structured as a Children Savings Account (CSA) program, a research-based approach that helps students and families build assets for future post-secondary educational expenses.

The Washtenaw Intermediate School District operates this program in partnership with Washtenaw County Government. Utilizing \$2.9 million in American Rescue Plan Act dollars, as well as \$3.78 million from the County’s general fund, the Washtenaw County Board of Commissioners has provided the initial investment in this program as part of their commitment to equity in Washtenaw County. Furthermore, the City of Ann Arbor has allocated \$28,366 to support the program’s first year.

Starting in the spring of 2023, the first cohort of elementary school students enrolled at a participating Washtenaw County public school or Public School Academy as of the 2022 Fall Pupil Membership Count is eligible for the program (see Appendix B for the multi-year enrollment schedule). Every eligible student, unless their family opts them out, will be allocated a My Future Fund Account for post-secondary educational funding in a third-party portal. The funds connected to these accounts will be held on behalf of students through the Michigan Education Savings Program and managed by TIAA-CREF Tuition Financing, Inc. and will be limited to the uses and purposes specified in the agreements entered into between the County and WISD. Upon enrollment in the program, students will receive a \$25 initial deposit. In accordance with the County’s American Rescue Plan Act allocation requirements, students whose families are identified as low income will receive an additional \$475 COVID Recovery Deposit. The tentative schedule for enrollment can be found in Appendix A to this MOU. Students may also earn additional incentives, as funding allows, to grow their My Future Fund account.

As part of the My Future Fund, Program families will also have the option to open a personal Michigan Educational Savings Program Account and engage in educational activities related to

saving and planning for higher education. In addition, the My Future Fund program will provide support and partnership related to financial and career development instruction to the District.

The WISD envisions that schools will be an important partner in a successful implementation of this county-wide program. This Memorandum of Understanding serves to outline the roles and responsibilities of each stakeholder.

Effective Dates

This MOU shall be effective from the date of authorized signature by all Parties through June 30, 2026, with an option to extend by mutual written agreement of the parties. This MOU may only be modified during its term by a written amendment executed by both Parties. This MOU may be terminated by any Party with 90 days advance written notice. In the event of termination, the terminating party agrees to use best efforts to plan for the transition of the program, if requested by the non-terminating party.

District Responsibilities

District agrees to do the following:

- Approve the automatic enrollment of District students into the program. WISD staff will use directory information data provided in the yearly Fall Pupil Membership Count to populate the accounts. Families can opt-out of program participation. See appendix for enrollment schedule.
- Complete and execute the data sharing agreement included in the Appendix.
- Provide a list of students who have requested that their directory information not be shared and/or who are participating in the Address Confidentiality Program.
- Distribute hard copies of My Future Fund Welcome Flyer, opt-out form and release of information form to students. Collect forms and return to My Future Fund staff.
- Starting in the Fall of 2023, add My Future Fund information and parent/guardian links to registration materials.
- Distribute and collect My Future Fund Participant Reminder Flyer and Update forms in subsequent years to help families stay engaged with their My Future Fund Accounts.
- Include information about My Future Fund in District communications to families, including email newsletters and social media.
- Identify a District champion who serves a point of contact with My Future Fund staff and school personnel
 - Name of District contact person: _____
- Assist in scheduling outreach and educational activities to students and families as needed, this may include classroom visits, delivering lesson plans on financial literacy and preparing for post-secondary educational costs, tabling at school events and other programming.
- Assisting in scheduling professional development opportunities with teachers and other school staff so they can learn about the My Future Fund program.

- Support the evaluation and research of the program's efficacy. This may include assistance in gathering additional information from students and families and sharing de-identified data with program evaluators.

WISD Responsibilities

- Manage and administer the My Future Fund program, including any determinations as to participants' qualification or eligibility for the Program, all to be determined in the sole discretion of the WISD (in consultation with Washtenaw County Government and the My Future Fund Advisory Committee). WISD reserves all rights to determine any eligibility criteria for the Program or any funds distributed as part of that Program.
- Provide a point of contact for school personnel.
 - My Future Fund Coordinator: Sara Saylor, ssaylor@washtenawisd.org
 - General program support: myfuturefund@washtenawisd.org
- Establish My Future Fund Accounts for every eligible student in the District who does not opt-out, in a third-party account portal.
- Provide families the opportunity to opt-out of the long-term savings account. Families who opt-out will not receive the allocations into a My Future Fund Account or individualized communication from the program. They will still receive general information sent home through the District or a classroom about the program.
- Obtain release of information from families to allow My Future Fund program to use additional information for determining eligibility for future incentives and for program evaluation.
- Serve as a steward of the My Future Fund Assets on behalf of students until they are eligible to withdraw the funds for qualified college and career training expenses.
- Properly account for the My Future Fund Assets in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards Board pronouncements. The assets will be part of WISD's regular annual audit.
- Allocate \$25 Opening Deposit to the My Future Fund Accounts of each eligible student following their automatic enrollment in the program according to the Program enrollment schedule.
- Allocate \$475 COVID Recovery Deposit to students that meet all determined criteria and whose families have provided consent for determining their eligibility.
- Allocate additional funds into students' accounts through incentives or matches as funds are available.
- Provide participating families and schools with information to explain the rules and guidelines associated with the My Future Fund program, including My Future Fund Accounts.
- Answer questions and concerns from Program participants.
- Provide the District with communication templates and materials, in multiple languages, for sharing in newsletters, on social media and in other avenues.
- Provide District with copies of and links to the opt-out and release of information forms for families.

- Convene an Advisory Committee of community stakeholders to assist with policy development, community engagement and program sustainability.
- Receive and manage donations for additional incentives and/or program administration.
- Provide educational opportunities for families and children to learn about saving and planning for post-secondary education and training.
- Provide partnership and support to the District related to financial and career development instruction, such as delivering lesson plans on financial literacy and preparing for post-secondary educational costs, classroom activities and classroom visits.
- Share proposals and data agreements related to My Future Fund research with the District.
- Maintain the confidentiality of all student information as outlined in the Family Educational Rights and Privacy Act (“FERPA”), and not release such information to other parties, except as described in this MOU and as permitted by law.
- Ensure families understand how the funds can be used for educational expenses following high school graduation or students’ eighteenth birthdays.

Indemnification

To the extent allowed by law, the WISD shall defend, release, hold harmless and indemnify the District its elected officials, officers or employees from any and all claims which arise out of the negligent acts and/or omissions of the WISD, its officers and /or employees, in connection with the performance of this MOU. It is further agreed that to the extent permitted by law, the District shall defend, release, hold harmless and indemnify the WISD, its elected officials, officers and/or employees from any and all claims which arise out of the negligent acts and/or omissions of the District, its elected officials, officers and/or employees, in connection with the performance of this MOU. In the event of concurrent negligence of the WISD, its officers, officials and employees and the District and its officers, officials and employees the liability for any and all claims shall be apportioned under the Michigan theory of comparative negligence as presently established or as may hereafter be modified.

Signature of Board of Education Representative

Date

Signature of WISD Superintendent

Date

Appendix A

Data Sharing Agreement

This Data Sharing Agreement (“DSA”) is entered into between Washtenaw Intermediate School District My Future Fund Program (“WISD”) and Washtenaw Intermediate School District (the “District”) related to the data use for the My Future Fund program (“Program”). This includes data used for creating long term savings accounts in a 3rd party portal, maintaining a roster of enrolled students, assigning incentives to the accounts, analyzing characteristics of program participants and conducting evaluation of the program’s efficacy.

Term

This DSA will become effective on the date when both parties have signed this agreement and shall remain in effect until June 30, 2026, with an option to extend. The parties may mutually agree to amend this agreement. Either party may terminate this agreement with 90 days written notice, at any time.

Obligations of WISD

- WISD staff shall be considered a school official with a legitimate educational interest, as outlined in WISD [Board Policy 8300](#), in order to access the specific information needed for the My Future Fund Program and to evaluate program efficacy.
- The WISD will only use the data for the purposes explicitly stated in the MOU, this data sharing agreement, and as permitted by law for the My Future Fund program.
- The WISD will utilize directory information to open accounts in the My Future Fund third-party portal. Parents/caregivers will have the option to add additional information once they activate their students’ accounts.
- The WISD will take reasonable security measures to ensure that persons not authorized to view the data do not gain access to the data.
- The WISD will maintain the confidentiality of all student information as outlined in the Family Educational Rights and Privacy Act (“FERPA”), and will not be released to other parties, except as described in the data sharing agreement, MOU, parent consent form, and as permitted by law.
- In the event of a security breach, WISD staff will comply with WISD [Board Policy ag8351](#) and provide notice of the security breach according to the policy.
- Provide any reports or publications generated using the data to the District within thirty days.
- WISD staff accessing this data will receive regular training and support on educational records and data confidentiality.

Obligations of District

- District will support the use of the data as outlined above for use in the My Future Fund program.
- If listed information for the District is not included in the Michigan Student Data System, the District will submit the listed information to the WISD.

Signature of Board of Education Representative

Date

Signature of WISD Superintendent

Date

Data to Be Accessed

Use	Item	Stored
My Future Fund Roster & Account Set-Up	<i>Michigan Student Data System:</i> Directory Information as outlined in the District or Public School Academy policy. State of Michigan unique identification code	WISD 3rd Party Web Platform
Initial Deposit	<i>My Future Fund Roster</i> State of Michigan unique identification code Student first name Student middle name Student last name	WISD 3rd Party Web Platform
COVID Recovery Deposit	<i>Michigan Student Data System</i> Supplemental Nutrition Eligibility Status (after obtaining parent/guardian consent to check for eligibility) <i>My Future Fund Roster</i> State of Michigan unique identification code Student first name Student middle name Student last name	WISD 3rd Party Web Platform
Participant Characteristics for Evaluation	<i>Michigan Student Data System*</i> May include: Race/Ethnicity Gender IEP English Language Learner Status Economically Disadvantaged Status Homelessness Migrant Status	WISD

	<p>Foster Care</p> <p>*A member of the WISD data team will first de-identify student data in order for My Future Fund staff and evaluators to disaggregate data by various characteristics</p>	
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Appendix B

Tentative Enrollment Schedule

Cohort - School Year	District/School List	My Future Fund Communications via Schools	Grade Levels
2022-2023 Based on 2022 Fall Pupil Membership Count	Ann Arbor Public Schools Chelsea School District Manchester Community Schools Milan Area Schools Saline Area Schools Whitmore Lake Public Schools Washtenaw Intermediate School District Central Academy East Arbor Charter Academy Fortis Academy Global Tech Academy Honey Creek Community School Livingston Classical Academy Multicultural Academy Pittsfield Acres South Arbor Charter Academy South Pointe Scholars Charter Academy	April 24,2023-May 26, 2023	1st & 5th (Classes of 2030 & 2034)
	Lincoln Consolidated Schools Whitmore Lake Public Schools Ypsilanti Community School District	April 24,2023-May 26, 2023	1st, 2nd, 3rd, 4th & 5th (Classes of 2030, 2031, 2032, 2033 & 2034)
2023-2024 Based on 2023 Fall Pupil Membership Count	Ann Arbor Public Schools Chelsea School District Manchester Community Schools Milan Area Schools Saline Area Schools Whitmore Lake Public Schools Washtenaw Intermediate School District Central Academy East Arbor Charter Academy Fortis Academy Global Tech Academy Honey Creek Community School Livingston Classical Academy	Fall 2023 February & March 2024	1st & 5th (Classes of 2031 & 2035) Any new students to previously enrolled cohort since previous Fall Pupil Membership Count

	Multicultural Academy Pittsfield Acres South Arbor Charter Academy South Pointe Scholars Charter Academy		
	Lincoln Consolidated Schools Whitmore Lake Public Schools Ypsilanti Community School District	Fall 2023 February & March 2024	1 st (Class of 2035) Any new students to previously enrolled cohort since previous Fall Pupil Membership Count
2024-2025 Based on 2024 Fall Pupil Membership Count	Ann Arbor Public Schools Chelsea School District Manchester Community Schools Milan Area Schools Saline Area Schools Whitmore Lake Public Schools Washtenaw Intermediate School District Central Academy East Arbor Charter Academy Fortis Academy Global Tech Academy Honey Creek Community School Livingston Classical Academy Multicultural Academy Pittsfield Acres South Arbor Charter Academy South Pointe Scholars Charter Academy	Fall 2024 February & March 2025	1 st & 5 th (Classes of 2032 & 2036) Any new students to previously enrolled cohort since previous Fall Pupil Membership Count
	Lincoln Consolidated Schools Whitmore Lake Public Schools Ypsilanti Community School District	Fall 2025 February & March 2025	1 st (Class of 2036) Any new students to previously enrolled cohort since previous Fall

			Pupil Membership Count
2025-2026 Based on 2025 Fall Pupil Membership Count	Ann Arbor Public Schools Chelsea School District Manchester Community Schools Milan Area Schools Saline Area Schools Whitmore Lake Public Schools Washtenaw Intermediate School District Central Academy East Arbor Charter Academy Fortis Academy Global Tech Academy Honey Creek Community School Livingston Classical Academy Multicultural Academy Pittsfield Acres South Arbor Charter Academy South Pointe Scholars Charter Academy	Fall 2025 February & March 2026	1st & 5th (Classes of 2033 & 2037) Any new students to previously enrolled cohort since previous Fall Pupil Membership Count
	Lincoln Consolidated Schools Whitmore Lake Public Schools Ypsilanti Community School District	Fall 2025 February & March 2026	1st (Class of 2037) Any new students to previously enrolled cohort since previous Fall Pupil Membership Count



DATE: May 3, 2023

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

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

RE: Updated Policy – First Read

The Policy Committee¹ recommends adoption of the proposed policy changes to the following as attached:

WISD Board Policy -

Policy #6108 - Authorization to Use Electronic Transfer of Funds and Automated Clearing House Arrangements

In addition to the first read of Policy #6108, a resolution is being presented for approval to authorize electronic transactions and to appoint the Electronic Transactions Officer (ETO).

Below are highlights of the Policy Committee's recommendations to the Board:

Policy #6108 - Authorization to Use Electronic Transfer of Funds and Automated Clearing House Arrangements

This new policy is provided in response to client requests. In order to utilize electronic fund transfers and automated clearing house (ACH) arrangements and transactions, the District must have a written ACH policy in place. This policy includes the components required by Michigan statute.

This policy should be adopted in order to utilize electronic fund transfers and automated clearing house arrangements and transactions.

Enclosures

¹ Steve Olsen (Board President), Diane Hockett (Board Trustee), Naomi Norman (Superintendent), Brian Marcel (Associate Superintendent), Cherie Vannatter (Deputy Superintendent), Cassandra Harmon-Higgins (Executive Director of Human Resources and Legal Services), and Becky Mullins (Supervisor of Human Resources and Legal Services)

Book: Policies for ISD Update

Section: Vol. 37, No. 1 - September 2022

Title: AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS (NEW)

Policy 6108

In accordance with the provisions of law, the Board of Education authorizes the acceptance and distribution/transmission of electronic fund transfers (EFTs) and automatic clearing house arrangements (ACH). The Superintendent shall put in place measures to protect the integrity and security of such transactions to comply with mandates of State and Federal agencies or programs, including Medicaid.

Definitions

"ACH arrangement" means the agreement between the originator of the ACH transaction and the receiver of the ACH transaction.

"ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearing house.

"Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments including, but not limited to, the national automated clearing house association and the Federal reserve system.

"Electronic transactions officer" or "ETO" means the Superintendent or another person designated by the Board to have the responsibilities of the ETO as prescribed in the Michigan Electronic Transactions of Public Funds Act.

All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

ACH Transactions and Arrangements

The ~~Superintendent~~ ETO or another employee designated by the ETO is authorized to engage in electronic transfer of funds and ACH arrangements in accordance with this policy. The ~~Superintendent~~ ETO shall be responsible for overseeing the District's ACH transactions, including payment approval, accounting, reporting, and compliance with this ACH policy.

Internal Controls

The ~~Superintendent~~ ETO or another employee designated by the ETO is responsible for disbursement of electronic funds. An ACH transaction report documentation shall be contained in the electronic general ledger software system of the District. ~~and shall submit appropriate documentation to the Board.~~ Such documentation shall include:

- A. information regarding the goods or services purchased;
- B. the cost of goods or services;
- C. the date of the payment; and
- D. departments serviced by the payment.

~~This documentation shall be contained in the District's electronic general ledger software system or in a separate report to the Board.~~ ACH invoices must be reviewed and approved prior to payment.

The District's system of internal controls (see Policy 6111 - Internal Controls) shall be used to monitor the use of ACH transactions.

☒ The Superintendent is authorized to develop administrative guidelines concerning the use of electronic fund transfers and ACH transactions.

M.C.L. 124.301 - 124.305

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Legal References

M.C.L. 124.301 - 124.305

RESOLUTION TO AUTHORIZE ELECTRONIC TRANSACTIONS
PURSUANT TO ACT NO. 738, PUBLIC ACTS OF MICHIGAN, 2002

A regular meeting of the Board of Education of the Washtenaw Intermediate School District, Washtenaw County, Michigan was held on the 9th day of May, 2023, at 5 pm, Eastern Daylight Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Act No. 738, Public Acts of Michigan, 2002 ("Act 738"), authorizes local school districts to make electronic transactions by electronic payment, debit, or credit transfer processed through an automated clearing house; and

WHEREAS, Act 738 authorizes an electronic transactions officer (the "ETO") of a local school district, as designated by the board of education of a local school district, to enter into an automated clearing house ("ACH") arrangement as provided by Act 738; and

WHEREAS, the Board of Education of the (School District) deems that it is in the best interest of the School District to enter into certain ACH arrangements and to make ACH transactions as provided by Act 738; and

WHEREAS, the Board of Education now desires to designate an officer or employee of the School District to serve as the ETO of the School District and to approve a written ACH policy as presented by the ETO of the School District.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Chief School Business Official is hereby designated to serve as the ETO of the School District.
2. The Policy for Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds presented by the ETO of the School District and attached hereto as Policy 6108 is hereby approved.
3. The School District may make electronic transactions by electronic payment, debit, or credit transfer processed through an automated clearing house as provided by Act 738.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are rescinded.

RESOLUTION DECLARED ADOPTED.

YEAS: _____

NAYS: _____

ABSTENTIONS: _____

STATE OF MICHIGAN

COUNTY OF WASHTENAW

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Education of the Washtenaw Intermediate School District, Washtenaw County, Michigan, at a meeting held on the 9th day of May, 2023, and that the meeting was held and the minutes thereof were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 9th day of May, 2023.

Secretary, Board of Education

**GENERAL APPROPRIATIONS RESOLUTION
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
WASHTENAW INTERMEDIATE SCHOOL DISTRICT
COOPERATIVE ACTIVITIES FUND 6/30/23**

RESOLVED, that this resolution shall be the general appropriations of the Washtenaw Intermediate School District for the fiscal year 2022-2023; A resolution to make appropriations; and to provide for the disposition of all income received by the Washtenaw Intermediate School District.

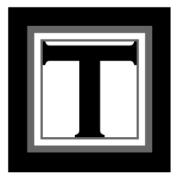
BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance be available for appropriations in the **COOPERATIVE ACTIVITIES FUND** of the Washtenaw Intermediate School District for the fiscal year 2022-2023 as follows:

REVENUES	Original	Revised 1.24.23	Revised 4.2023
Local Revenue	\$ 5,311,837	\$ 5,537,817	\$ 5,886,733
State Revenue	\$ 949,942	\$ 949,942	\$ 960,873
Federal Revenue	\$ 100,000	\$ 246,668	\$ 246,668
Incoming Transfers & Other Transactions	\$ 15,850,078	\$ 15,901,610	\$ 15,703,536
Fund Modifications	\$ -	\$ -	\$ -
TOTAL REVENUE AND INCOMING TRANSFERS	\$ 22,211,857	\$ 22,636,037	\$ 22,797,810
 FUND BALANCE AS OF JULY 1ST	 \$ 19,556,210	 \$ 21,818,387	 \$ 21,818,387
Less Appropriated Fund Balance			
FUND BALANCE AVAILABLE TO APPROPRIATE	\$ 19,556,210	\$ 21,818,387	\$ 21,818,387
 TOTAL AMOUNT AVAILABLE TO APPROPRIATE	 \$ 41,768,067	 \$ 44,454,424	 \$ 44,616,197

BE IT FURTHER RESOLVED, that \$ 22,713,674 of the total available to appropriate in the **COOPERATIVE ACTIVITIES FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Basic Programs, Instruction	\$ 8,509,840	\$ 8,715,011	\$ 8,783,107
Added Needs, Instruction	\$ -	\$ -	\$ -
Pupil Support	\$ 1,302,178	\$ 1,311,781	\$ 1,320,535
Instructional Support	\$ 2,274,008	\$ 2,260,772	\$ 2,343,307
General Administration	\$ -	\$ 4,000	\$ 4,000
School Administration	\$ 725,298	\$ 725,306	\$ 747,106
Business Support	\$ 119,582	\$ 119,592	\$ 119,992
Operations/Maintenance	\$ 212,154	\$ 212,154	\$ 304,904
Transportation	\$ 10,250	\$ 10,250	\$ 8,892
Central Services	\$ 1,387,955	\$ 1,455,383	\$ 1,572,130
Community Services	\$ 250	\$ 250	\$ 2,000
TOTAL EXPENDITURES	\$ 14,541,515	\$ 14,814,499	\$ 15,205,973
Outgoing Transfers & Other Transactions	\$ 6,282,469	\$ 6,493,612	\$ 6,493,612
Other financing uses	\$ 560,000	\$ 560,000	\$ 567,500
Fund Modifications	\$ 286,457	\$ 321,589	\$ 446,589
TOTAL APPROPRIATED	\$ 21,670,441	\$ 22,189,700	\$ 22,713,674
 FUND BALANCE ENDING JUNE 30TH	 \$ 20,097,626	 \$ 22,264,724	 \$ 21,902,523



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SCHOOL LAW NOTES

APRIL 27, 2023

New Legislation

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Prevailing Wage Requirement Returns for State Construction Projects

Spring is in the air! It is time to refresh, renew, and according to the Michigan Legislature, repeal and reinstate. Most notably, Public Act 10 of 2023 reinstates prevailing wage for state construction projects. PA 10 is expected to take effect in late March 2024, but is technically effective 91 days after the 2023 Legislature's final adjournment in December. The actual date of adjournment is in the Legislature's discretion.

PA 10 requires the payment of prevailing wage in a manner substantially similar to Public Act 166 of 1965, as amended, which was repealed in 2018. PA 10 governs "contracting agents," which include school boards and other institutions authorized to enter into contracts for state projects. It also governs "construction mechanics," which include skilled or unskilled mechanics, laborers, workers, helpers, assistants, and apprentices working on state projects. While broad, the definition of "construction mechanics" excludes executive, administrative, professional, office, and custodial employees.

PA 10 applies when a contract: (1) is executed pursuant to an advertisement and invitation to bid for a state project, (2) involves the employment of construction mechanics, and (3) is sponsored or financed, in whole or in part, by the state. Because these requirements apply only to "state projects," school projects are only implicated if financed with state dollars (e.g., state aid revenue) or with bonds qualified through the Michigan School Bond Qualification and Loan Program. Additionally, projects that cost less than the state bidding threshold (currently \$28,048) are not subject to prevailing wage requirements if they are not bid.

Also exempt from PA 10 are contracts that: (1) require payment of prevailing wages established by the U.S. Secretary of Labor (e.g., the Davis-Bacon Act) or (2) contain minimum wage schedules in local collective bargaining agreements or understandings between bona fide organizations of construction mechanics and their employers.

Contracts subject to PA 10 must contain an express term that "the rates of wages and fringe benefits to be paid to each class of mechanics by the bidder and all of its subcontractors, shall not be less than the wage and fringe benefit rates prevailing in the locality in which the work is to be performed."

Before a school advertises for bids on a state project, it must have the Department of Labor and Economic Opportunity (LEO) determine the prevailing rates of wages and fringe benefits for all classes of construction mechanics involved in the relevant contracts. If the contract is not awarded or construction undertaken within 90 days after the date of this determination, then LEO must make a redetermination before the contract is awarded. A rates schedule must be included in the specifications and bidding forms.

All contracts must state that construction mechanics are PA 10's intended beneficiaries, and a copy of all prevailing wage and fringe benefits rates prescribed in a contract must be posted by the contractor in a conspicuous place at the construction site. Contractors and subcontractors are also prohibited from discharging or discriminating against a construction mechanic who reports or intends to report a suspected violation of PA 10.

PA 10 provides an administrative process to file complaints for violations and authorizes LEO to investigate allegations and assess penalties. To defend against potential claims and comply with PA 10, it is especially important that schools, contractors, and subcontractors maintain their payroll and related records for a minimum of three years. If a contractor fails to pay prevailing wage and fringe benefits, a school may terminate the contractor's right to proceed with that part of the contract and instead complete the contract with another contractor. Contractors and subcontractors that fail to pay prevailing wages may be required to pay any excess costs incurred by the school for contracting with a new contractor and could be fined up to \$5,000. Contractors and their subcontractors are jointly and severally liable for costs associated with a violation.

If a school fails to include the applicable prevailing wage language (including the rates schedules) in its contract documents, bidding forms, or specifications, the school may be liable for any loss of wages and fringe benefits suffered by construction mechanics, including actual damages, interest assessed up to 10% per year, costs, and attorney fees.

PA 10 does not take effect immediately and likely will not apply before March 2024. The requirements do not apply to contracts entered into or bids made before the Act's effective date. PA 10 also does not apply if the project was paid for, in whole or in part, from revenue from a millage authorized under the Revised School Code and approved by voters before the Act's effective date.

• • •

Right to Work Repealed

As described in our [March 29, 2023 E-Blast](#), Governor Whitmer recently signed Public Act 9 of 2023 into law, repealing the so-called "Right to Work" legislation enacted in 2012. PA 9 is expected to take effect in late March 2024, but is technically effective 91 days after the 2023 Legislature's final adjournment in December.

The Right to Work provisions were in the Public Employment Relations Act (PERA) and prohibited an employer from requiring an employee to pay union

dues or join a union as a condition of employment. PA 9 removes those provisions from PERA.

PA 9 also provides that Michigan law "does not preclude a public employer from making an agreement with an exclusive bargaining representative" to require all employees in that bargaining unit to pay union dues or fees as a condition of employment.

PA 9 will have a negligible impact on Michigan schools, if any. After Michigan's Right to Work legislation was passed, the U.S. Supreme Court held that requiring a public employee to pay union dues as a condition of employment violates the First Amendment to the U.S. Constitution. *Janus v AFSCME Council 31*, 138 S Ct 2448 (2018). PA 9 recognizes this limitation and clarifies that the new provision only becomes effective for public employees if the *Janus* decision is reversed or the U.S. Constitution is amended.

• • •

Third Grade Reading Law Partially Repealed

Governor Whitmer signed Public Act 7 of 2023 into law, repealing the third grade reading and retention provisions. PA 7 is expected to take effect in late March 2024, but is technically effective 91 days after the 2023 Legislature's final adjournment in December.

Revised School Code Section 1280f currently requires schools to retain third-grade students who are not able to read at grade level. Subject to a good-cause exemption, a third-grade student is not allowed to enroll in fourth grade unless he or she achieves a reading score of "less than 1 grade level behind" on the grade 3 state English language arts assessment, or demonstrates a third-grade reading level through an alternative assessment or reading portfolio. MDE issued a [memo](#), dated April 20, 2023, indicating that schools still need to implement Section 1280f and continue to identify students who are eligible for retention this school year.

PA 7, again effective late March 2024, removes the provision that prohibits promoting a student to the fourth grade unless the student either demonstrates a satisfactory reading score or a third-grade reading level. PA 7 also eliminates the prohibition on the superintendent (or PSA chief administrator) from allowing a student younger than 10 years old (who would be enrolled in a public school or PSA for the first time) to enroll in the fourth grade without a satisfactory reading score or third-grade reading level.

Further, PA 7 modifies the deadlines by which the Center for Educational Performance and Information (CEPI) must identify students with reading deficiencies based on their MSTEP scores. Also, CEPI's notices to parents and guardians must now include an

explanation as to what constitutes a reading deficiency and what interventions are available to address the deficiency.

Largely unchanged by PA 7 is the requirement to provide intensive reading intervention services to students. If a third-grade student has a reading deficiency based on the grade 3 state English language arts assessment, the school must provide a reading intervention program intended to correct the deficiency through the fourth grade. If that student's reading deficiency remains at the end of the fourth grade, the school must provide intensive reading intervention to the student, in a manner determined by the school, until the student no longer has a reading deficiency according to an MDE-approved assessment.

• • •

Pregnant Workers Fairness Act: Reasonable Accommodations Required for Pregnant Workers

President Biden signed the federal Pregnant Workers Fairness Act (PWFA) into law on December 29, 2022, which will take effect June 27, 2023. The PWFA applies to employers that have at least 15 employees. Those employers must provide reasonable accommodations upon request to a qualified employee's known limitations concerning pregnancy, childbirth, or related medical conditions.

For the meaning of "reasonable accommodations," the PWFA cites to the Americans with Disabilities Act (ADA) definition. Accommodations may therefore include "job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations." [Federal guidance](#) lists the following examples of potential reasonable accommodations under the PWFA:

- closer parking;
- additional break time to use the bathroom, eat, and rest;
- leave or time off to recover from childbirth; and
- excusal from strenuous activities or activities that involve exposure to compounds not safe for pregnancy.

Like the ADA, the PWFA makes an exception to the accommodation requirement for an "undue hardship," meaning an employer is not required to provide an accommodation that would create significant difficulty or expense.

The PWFA requires the U.S. Equal Employment Opportunity Commission (EEOC) to issue accompanying regulations by the end of 2023. The EEOC has indicated that those regulations may be issued sooner. We will keep clients updated on their status.

The PWFA's requirements are limited to accommodations and do not address discrimination. Though, the federal Pregnancy Discrimination Act and Michigan's Elliott-Larsen Civil Rights Act prohibit discrimination in employment due to pregnancy, childbirth, or related medical conditions. School officials should consider reviewing board policies to ensure compliance with the PWFA and also the FMLA. For Thrun Policy Service subscribers, an update related to this statute will be provided as a part of our annual policy updates.

• • •

Graduation Hot Topics and Pitfalls: "No Cap" (and Gown)

With high school graduation approaching, school officials should be aware of common graduation-related legal issues and recommendations for addressing them.

Diplomas and "Walking" at Graduation

The end of the school year is often accompanied by senior pranks, which may cause school officials to consider withholding a student's diploma as a disciplinary action. Withholding an earned diploma, however, deprives an individual of a constitutionally protected property interest and subjects the school to liability. Some courts have ruled that a student who is awaiting an expulsion hearing but has completed graduation requirements may be entitled to a diploma.

While students generally have a right to an earned diploma upon completion of graduation requirements, they have no right to receive the diploma at a graduation ceremony. As with participating in prom and extracurricular activities, walking across the graduation stage is a privilege that may be revoked.

If student misconduct results in discipline at the end of the school year, school officials may revoke a student's privilege to walk at graduation. To avoid backlash from students and parents, school officials should include a graduation participation policy in the student code of conduct and provide written notice of the policy to students and their parents as early as possible (e.g., in the student handbook at the start of the school year). The policy also should address whether a student who has not timely completed graduation requirements may participate in the graduation ceremony in anticipation of earning a diploma.

Cap and Gown

A school can establish and enforce a nondiscriminatory dress code for graduation. Note that a dress code may not discriminate based on hair textures or styles commonly associated with race. This dress code should be communicated to students and parents as early as possible. Courts have upheld published cap and gown requirements and, in one case, a “no jeans” policy. Another court upheld a dress code that prohibited decorated graduation caps. Because all decoration was prohibited in that case, the students’ First Amendment rights were not violated. A student’s refusal to comply with a published nondiscriminatory dress code can justify excluding that student from the graduation ceremony.

Some schools provide separate gown colors for male and female students. We recommend allowing students to wear gown colors consistent with their gender identity or allowing all students to choose between two colors. Arbitrary dress-code distinctions based on sex are frequently targeted in sex discrimination lawsuits and can be easily avoided by single-color or student-choice color policies.

Prayer

Public schools cannot mandate or organize prayer at graduation ceremonies without violating the First Amendment’s Establishment Clause. The U.S. Supreme Court has held that a clergy-led graduation invocation is unconstitutional school-sponsored prayer. *Lee v Weisman*, 505 US 557 (1992). Equally unconstitutional is a school-led process of having students elect a classmate to lead an organized prayer at school-sponsored events, such as graduation. *Santa Fe Indep Sch Dist v Doe*, 530 US 290 (2000).

Note that individual students may voluntarily incorporate religious content into valedictory or other graduation speeches. While student speech that is part of a school-sponsored event may bear the school’s imprimatur, censoring religious content from a student’s graduation speech may violate the student’s First Amendment free speech rights. Courts have held that graduation prayer voluntarily initiated by a student without school encouragement is permissible.

School officials should provide students with appropriate guidelines for the big ceremony. We also recommend including a disclaimer statement in the graduation ceremony program that the views expressed by students and other speakers do not necessarily represent the views of the school.

• • •

Assessing Access: SRO and Other Contractor Access to Education Records

Many schools recently received funds from the state’s School Resource Officer Grant Program (SROGP). As they take steps to use these funds, school officials should be aware of the legal implications in school resource officer (SRO) and other contractor access to education records.

The SROGP, authorized by State School Aid Act Section 97, allocates funding to grant recipients for student safety enhancements. The most common safety enhancement is coordinating with local law enforcement for SRO services. Those contracts with SROs and other vendors may implicate the Family Educational Rights and Privacy Act (FERPA).

FERPA is a federal law that restricts the disclosure of personally identifiable information from a student’s education records. FERPA defines “personally identifiable information” as “information that, alone or in combination, is linked or linkable to a specific student.” In addition, “education records” are those that “contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.”

FERPA prohibits schools from disclosing to third parties personally identifiable information from a student’s education records, unless: (1) the student’s parent/guardian (or student 18 or older or an emancipated minor) provides written consent or (2) a statutory exception allows disclosure without consent.

One statutory exception allows schools to disclose, without obtaining a parent’s or eligible student’s consent, education records to a “school official” who has a legitimate educational interest in the records.

An SRO or other contractor qualifies as a school official for FERPA purposes if the contractor: (1) performs an institutional service or function for which the school would otherwise use employees; (2) is under the school’s direct control with respect to the use and maintenance of education records; (3) is subject to FERPA-compliant use and re-disclosure of education records; and (4) meets the criteria in the school’s annual FERPA notice to be a school official with a legitimate educational interest.

For the third element, an SRO must *only* use and re-disclose education records for the purpose for which the disclosure was made, such as promoting or facilitating school safety. SROs are prohibited from re-disclosing information to non-school officials (other than a student’s parent/guardian), unless a different FERPA exception applies (e.g., an articulable health or safety emergency, subpoena, or court order). Best practice is to include contract language that requires

contractors to comply with FERPA use and re-disclosure requirements in performing their services.

For additional guidance, we encourage school officials to review the U.S. Department of Education's [FAQs](#) on SROs, School Law Enforcement Units, and FERPA.

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Extended School Year: The Forgotten FAPE Requirement

The Individuals with Disabilities Education Act (IDEA) requires individualized education programs (IEPs) to indicate whether a student with a disability qualifies for Extended School Year services (ESY).

ESY consists of specialized instruction and related services beyond the typical school year (e.g., during summer and school breaks). A student qualifies for ESY if the student's IEP Team determines that ESY is necessary to provide the student a free appropriate public education (FAPE).

The Michigan Administrative Rules for Special Education clarify that an IEP Team must determine whether a student's current annual goals address one or more skills that require ESY. To make that determination, the IEP Team must consider whether: (1) without ESY, the student will regress on an annual goal beyond a reasonable period of recoupment; (2) the severity or nature of the student's disability indicates a need to provide services for the identified goal during scheduled breaks in the school year; *or* (3) the student is at a critical stage or in a critical area of learning as to an identified annual goal and failure to provide ESY will affect the student's ability to acquire a particular skill.

IEP Teams often overlook the importance of the ESY determination and reflexively check "not eligible" without significant review or discussion. When an IEP Team engages in discussion, the reason for finding a student not eligible for ESY should be documented in the IEP or the prior written notice explaining the offer of a FAPE. This documentation supports the argument that the IEP Team made a legally compliant ESY decision.

Because eligibility for ESY is data driven, special education and related service providers should gather data relevant to ESY throughout the year. When it is time to consider whether ESY is required for a FAPE, the IEP Team should consider the following questions:

1. Has the student received ESY in the past?
2. Is there a history of regression beyond a reasonable period of recoupment linked to an identified annual goal?

3. Does data address the severity of the student's disability and its impact on the student's ability to achieve an annual goal?
4. Does data show that the student is at a critical stage of learning?
5. How has the student progressed on his or her goals in previous years?
6. Has the parent or guardian provided data supporting a need for ESY?
7. Is there any additional data the IEP Team needs before it can decide on ESY?

No answer to a single question above is determinative, but all are points of information that the IEP Team should discuss and consider during an IEP meeting before making an ESY determination.

ESY is not summer school. If a student qualifies for ESY, the duration, type, and amount of services must be tailored to that student's specific needs. An IEP Team, for instance, cannot merely tell a parent that ESY will be four hours per week for three weeks in July. An IEP Team must, instead, discuss the goal area and reason the student qualifies for ESY and then determine what services are necessary to address the relevant goal area to ensure the student receives meaningful educational benefit.

Failure to document a compliant decision about ESY may result in liability, including awards of compensatory education and parent legal fees.

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Updated Records Retention Schedule Now Available

On April 11, 2023, the Michigan Department of Technology, Management, and Budget approved the General Retention Schedule #2 for Michigan Public Schools. This retention schedule supersedes the December 2010 version and is available [here](#).

The retention schedule still prescribes retention periods that vary by record content. The content types are organized by school department or subject, such as board of education, business office, and student records. Below is a list of material changes:

- *Correspondence Files:* Correspondence received or sent that is not pertinent to an active project, matter, or case being handled. The required retention period was 2 years after creation, but has been reduced to 1 year after creation.
- *Board Meeting Audio and/or Video Recordings:* Records that document the proceedings of the board and any board subcommittees. This represents a new record type and is separate from approved minutes and agenda packets.

These records must be retained until the minutes from the same meeting are approved.

- *Third Party Subpoenas*: Subpoenas or other court orders that a school responds to when it is not a party to the litigation. This is a new record type and must be retained 1 year after the requested records are produced.
- *School District Governance Records*: Records that document the establishment and governance of the school, which may include “bylaws, charters, and articles of incorporation.” This is a new record type and is separate from board policies. These records must be retained until the school is dissolved.
- *Investment Records*: Records that document investments made by the school. The required retention period was 1 year after that fiscal year ends, but has been increased to 7 years after the fiscal year ends.
- *Personnel Files and Data – Employees Cited for Unprofessional Conduct*: Records that document an employee was cited for unprofessional conduct. The required retention period was 50 years after the individual is no longer employed by the school, but has been reduced to 30 years thereafter.
- *Selection Files*: Records that document employee appointment or selection (e.g., job advertisements, recall lists, selection criteria, candidate evaluations). This is a new record type and must be retained 4 years after the position is filled.
- *Graduation and Dropout Audit Records*: Audits conducted by ISDs of data submitted by local school districts about graduation and dropout activity. This is a new record type and must be retained 7 years after creation.
- *Teacher Certification Audit Records*: Audits conducted by ISDs of data submitted by local school districts about teacher certifications. This is a new record type and must be retained 7 years after creation.
- *Emergency Drill Records*: Emergency drill records conducted by a school, which may include drill type, date and time, and areas of improvement. The required retention period was the fiscal year’s end, but has been increased to the fiscal year’s end plus 3 years.
- *Building Security Data*: Records that document monitoring of card access to buildings. This is a new record type and must be retained 1 year after that school year ends.
- *Dispatch Logs*: Records that document where school buses are assigned to travel (e.g., bus number, driver, date). This is a new record type that differs from bus route and must be retained 1 year after the fiscal year ends.

- *Student Files and Data – Academic Records*: Records that document each student enrolled at the school (e.g., CA-60). This retention period is still 60 years after graduation or expected graduation date. But this record type was revised to add adult education, CTE, shared time, and dual enrollment students. This record type also adds disclosure, amendment, and destruction documents applicable to academic records.
- *Volunteer Background Check Records*: Background checks for school volunteers and people transporting students. Previously, only employee records were in the retention schedule. This is a new record type and must be retained 1 year after that school year ends.
- *Child Protective Services and Education Neglect Referral Records*: Records that document when a school notifies authorities about potential child abuse or neglect. This is a new record type and must be retained 1 year after the student is no longer enrolled in the district.

Note that this list does not identify every change to the retention schedule. Also note that the schedule does not mandate a specific format in which to maintain the records (e.g., hard copy or electronic).

School officials should review the updates, notify appropriate personnel, and comply with the retention schedule. For Thrun Policy Service subscribers, Policy 3502 already requires compliance with the retention schedule.

If you have questions about the updated schedule, you may contact the State of Michigan Records Management Services at [517-335-9132](tel:517-335-9132) or via email at recordscenter@michigan.gov. Or, you may contact a Thrun Law Firm attorney.

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Truth-in-Taxation and Budget Hearing Reminder

Michigan law requires that public schools adopt their annual budgets before the beginning of the fiscal year (July 1). A taxing entity, including a school district or ISD, must follow a truth-in-taxation process if its anticipated operating tax revenue will exceed what it collected in the previous fiscal year (with exceptions for certain taxable additions). This process includes: (1) publishing a newspaper notice, (2) holding a truth-in-taxation public hearing, and (3) approving resolutions proposing and adopting additional millage rate(s).

A school district or ISD may avoid the truth-in-taxation process and still levy its full authorized operating millage rate if it takes the following steps when adopting its budget.

First, a school district or ISD may levy its full authorized operating millage without following the truth-in-taxation process if it complies with Uniform Budgeting and Accounting Act Section 16. That section requires that a taxing unit's "general appropriations act" (i.e., the adopted budget) state the total number of mills of *ad valorem* property taxes to be levied and the purposes for which that millage will be levied.

Second, the budget must include a description of the tax base upon which the operating millage will be levied. Examples of those descriptions include: (1) non-principal residence, non-qualified agricultural property, non-qualified forest property, non-supportive housing property, and non-industrial property; (2) all property; and (3) principal residence, qualified agricultural property, qualified forest property, supportive housing property, and industrial personal property.

Third, the notice for the budget hearing must be published in a newspaper of general circulation within the school district or ISD at least six calendar days before the hearing. The notice must include the following statement printed in 11-point boldfaced type:

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

A school district or ISD may levy its full operating millage rate(s) without going through the burdensome truth-in-taxation process by satisfying the following requirements:

1. At least six calendar days before the hearing, publish a notice of budget hearing with the following information:
 - a. Time, date, and place of the hearing;
 - b. Location where the budget is available for public inspection; and
 - c. Boldfaced language referencing the proposed millage rate(s) as outlined above.
2. After the hearing concludes, adopt a budget that includes:
 - a. A statement of the total number of mills of *ad valorem* property taxes to be levied;
 - b. The purpose(s) for which the millage will be levied; and
 - c. A description of the tax base on which the millage will be levied.

A school district or ISD seeking to levy an operating millage approved by voters *after* adopting its budget may still avoid the truth-in-taxation process by either: (1) publishing the appropriate budget hearing notice, holding a second public hearing, and amending the budget to include the additional millage; *or* (2) providing the proposed millage rate(s) to be voted on,

if known, in the original budget, along with the proper hearing procedures.

An ISD voting on a regional enhancement millage should consult with legal counsel about incorporating that millage into the truth-in-taxation process.

Because public school academies, schools of excellence, urban high school academies, and strict discipline academies have no authority to levy a school operating millage, their annual budget hearing notice need not include the 11-point boldface type statement or any reference to a proposed property tax millage rate.

A form for the budget hearing notice is attached to this edition of *School Law Notes*. Please note that no specific form of resolution for budget adoption is required. Schools desiring to reuse budget adoption resolutions from previous years should ensure that they are up-to-date and do not contain certain COVID-19 related provisions that are no longer applicable (e.g., references to executive orders or electronic meetings).

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Head Start COVID-19 Update

On November 30, 2021 the U.S. Department of Health and Human Services (DHHS) published an interim final rule, imposing masking and vaccination requirements for Head Start programs.

On January 6, 2023, DHHS published a final rule, removing the masking requirement, but retaining the interim rule's vaccination requirement and adding a COVID-19 mitigation policy requirement.

On March 31, 2023, a Texas federal court issued an order vacating the interim rule, adding that the order prohibits DHHS from enforcing the interim rule nationwide. The order took effect April 7, 2023.

Importantly, the court order vacates *only* the interim rule, not the final rule. Therefore, while the DHHS masking and vaccination requirements no longer apply, the final rule's COVID-19 mitigation policy requirement remains in effect.

DHHS published an April 6, 2023 update, acknowledging that the Texas court order has nationwide effect, but reminding Head Start programs of the mitigation policy requirement. For more information about that requirement, please see our [February 14, 2023 E-Blast](#).

Although the final rule does not expressly require a written policy for Head Start COVID-19 requirements, Thrun previously developed Policy 3120 (Head Start COVID-19 Mitigation), which clients can adopt to help establish compliance with those requirements in the event of an audit or legal challenge.

We recently revised Policy 3120, reflecting removal of the interim rule's requirements, but retaining the policy's COVID-19 mitigation provisions. The Policy's accompanying form has also been updated.

Thrun Policy Service subscribers will receive the updated policy and form as part of the annual updates. Retainer clients that are not Thrun Policy Service subscribers may purchase the policy and form for \$265. Non-retainer clients may purchase these materials for \$400. Please contact Lucas Savoie to purchase the policy and form at: lsavoie@thrunlaw.com. We will continue to monitor DHHS Head Start COVID-19 developments.

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National Social Media Litigation – Deadline to Join Extended to December 29

As announced in our [February](#) and [March 2023 editions of School Law Notes](#) and our [March 29, 2023 E-Blast](#), schools have begun joining a nationwide litigation against Facebook, Instagram, Snapchat, Tik Tok, and other social media platforms. The litigation asserts that those social media platforms targeted minors to maximize profits, despite knowing the severely detrimental effects of excessive social media use by minors.

Frantz Law Group, the California law firm representing schools in that litigation, recently informed us that the deadline to join the litigation has been extended from May 10, 2023 to December 29, 2023.

A social media litigation packet is available for schools interested in joining the litigation. The packet includes a cover letter explaining the litigation, a board resolution, and a Frantz Attorney-Client Fee Contract for Board consideration. Thrun Law Firm has already reviewed and revised the contract.

To request more information about the litigation, please contact Thrun attorney Piotr Matusiak at pmatusiak@thrunlaw.com or [517-374-8824](tel:517-374-8824). To join, a signed resolution and contract must be emailed to Piotr by December 29, 2023.

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Handbooks Are Here!

Thrun's model Student and Employee Handbooks, both for local school districts and ISDs, are now available for Thrun Policy Service subscribers to purchase. Both handbooks align with the Thrun Board Policy Manual, Administrative Guidelines, and Forms. The handbooks are sold together for a total cost of \$1,500 for retainer clients and \$2,500 for non-retainer clients. Annual updates to the handbooks will be included in the existing annual update fee for Thrun Policy Service subscribers. Once purchased, the handbooks can be downloaded from ThrunLaw.com. Please contact policy@thrunlaw.com with any questions about the handbooks or the implementation process.

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Last "Tuesdays with Thrun" Webinar Is May 2

The last "Tuesdays with Thrun" webinar will be held on May 2, 2023, and will cover the following topics:

- 9:00-10:00 a.m.: Employee Speech on Social Media
- 10:00-11:00 a.m.: Special Education Common Pitfalls
- 11:00 a.m.-12:00 p.m.: Follow the Money: Contracting Basics, Boosters, and Educational Foundations

A link to register for this webinar series was provided to Thrun retainer clients in our [April 3, 2023 E-Blast](#). We look forward to seeing you (virtually)!

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Date	Organization	Attorney(s)	Topic
May 2, 2023	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	<i>Tuesdays with Thrun</i> webinars Employee Speech on Social Media (9:00 a.m. – 10:00 a.m.) Special Education Common Pitfalls (10:00 a.m. – 11:00 a.m.) Follow the Money: Contracting Basics, Boosters, and Educational Foundations (11:00 a.m. – 12:00 p.m.)
May 2, 2023	MASA	Jessica E. McNamara	The Threats in Threat Assessments
May 8, 2023	Michigan Pupil Accounting and Attendance Association	Lisa L. Swem	School Law Update
June 15 & 16, 2023	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Thrun Board Policy Implementation 2-part webinar
June 27, 2023	MASSP	Cristina T. Patzelt	Transgender Student Rights
June 28, 2023	MASSP	Jennifer K. Starlin	Legal Pitfalls in the Student Discipline Process
August 1, 2023	UP Administrators Academy	Lisa L. Swem	School Law Update
August 10, 2023	Wexford-Missaukee ISD	Lisa L. Swem	School Law Update
August 10, 2023	Charlevoix-Emmet ISD	Lisa L. Swem	School Law Update
August 10 & 11, 2023	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Thrun Board Policy Implementation 2-part webinar
October 5 & 6, 2023	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Thrun Board Policy Implementation 2-part webinar
December 7 & 8, 2023	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Thrun Board Policy Implementation 2-part webinar