



November 14, 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 Progress Park School, 3980 Research Park Dr, Ann Arbor, MI 48108.

Tuesday, November 14, 2023 05:00 PM

1. Call To Order - President Diane Hockett

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

3. Approval of the Agenda

[November 14, 2023 Board Meeting Agenda \(p. 4\)](#)

4. Communications

5. Public Participation

6. New Business

A. Appointment of Honey Creek Board Member

[Honey Creek Board Member Recommendation Memo \(p. 8\)](#)

[Jordan Greene_Resume \(p. 9\)](#)

7. Special Presentation

A. Audit 2022-2023

[Audit 2022-2023 \(p. 11\)](#)

B. Progress Park Vision and Mission Update

[Progress Park Vision and Mission \(p. 27\)](#)

8. Equity, Inclusion, and Social Justice Dialogue

9. Consent Agenda

A. Approval: Minutes

[October 24, 2023 Board Meeting Minutes \(p. 34\)](#)

B. Approval: Superintendent's Recommendations

036-23-24 Employment Recommendations

[New Hire_J. Liskiewicz \(p. 38\)](#)

[New Hire_R. Muessig \(p. 42\)](#)

[New Hire_S. Roth \(p. 45\)](#)

037-23-24 Reclassification Requests

[Reclassification_T. Hooper \(p. 49\)](#)

[Reclassification_Social Worker \(1\) \(p. 51\)](#)

[Reclassification_Social Worker \(2\) \(p. 53\)](#)

[Reclassification_M. Cischke \(p. 55\)](#)

[Reclassification_K. Warren \(p. 57\)](#)

[Reclassification_K. Anderson \(p. 59\)](#)

[Reclassification_C. Stark \(p. 61\)](#)

038-23-24 Staff Retirement

[Retirement_A. Witham \(p. 63\)](#)

[Retirement_K. Lippert \(p. 65\)](#)

039-23-24 Staff Resignations

[Resignation_E. Grifka \(p. 67\)](#)

[Resignation_W. Konesky \(p. 69\)](#)

040-23-25 McIntosh Grounds Maintenance Renewal

[McIntosh Board Memo \(p. 71\)](#)

[McIntosh Services Agreement \(p. 72\)](#)

041-23-24 New Directions Solutions LLC/ProCare Contract

[New Directions Solutions LLC Contract \(p. 74\)](#)

10. Unfinished Business

A. 2023-24 Draft Board Goals

[Washtenaw ISD Board Goals - 2023-24 \(p. 81\)](#)

11. New Business

B. 2024 Summer Tax Resolution

[SUMMERTXLEVY2024 \(p. 82\)](#)

12. Other Items of Business

13. Board of Education Reports

14. Administrative Reports

A. Superintendent's Report

B. Retainer Newsletter

15. Adjournment

MEMORANDUM

To: Board of Education

From: Naomi Norman, Superintendent

Date: November 14, 2023

Re: **Regular Meeting November 14, 2023**

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

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

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

Agenda Item 6: **New Business:**

A. Appointment of Honey Creek Board Member: As the authorizer of Honey Creek Community School, the WISD Board is required to appoint the members of the Honey Creek Community School Board. The process for appointing Board members includes a nomination recommendation. Honey Creek Community School has recommended one individual for appointment: Jordan Greene. Additional information on the candidate is enclosed.

Recommendation: Motion that the Board of Education confirm Jordan Greene to the Honey Creek Community School Board. (Roll Call Vote)

Agenda Item 7: **Special Presentations**

A. Audit 2022-2023: Kori Reinhart Plante Moran, PLLC will present the annual audit for the year ending June 30, 2023, to the WISD Board of Education, along with John Ross.

B. Progress Park Vision and Mission Update: Progress Park Principal, Julie Voelker, will present Progress Park's vision and mission update to the WISD Board of Education.

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

Agenda Item 9: **Consent Agenda**

A. **Approval: Minutes:** Approval of the minutes of the October 24, 2023, regular meeting.

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

The Superintendent recommends the board accept the following employment recommendations:

036-23-24 Employment Recommendations: Please see the employment recommendations for: Julie Liskiewicz as a Health Resource Advocate. If approved by the board Julie Liskiewicz's salary will be \$75,531.00 (Bachelor, Step 15). All other fringe benefits are set forth in the Unit II contract.

Rebecca Muessig as a Finance Manager. If approved by the board Rebecca Muessig's salary will be \$83,863.00 (Grade 9 – Step 2) . All other fringe benefits are set forth in the Non- Affiliated contract.

Sarah Roth as a Health Resource Advocate. If approved by the board Sarah Roth's salary will be \$99,821.00 (PhD, Step 15). All other fringe benefits are set forth in the Unit II contract.

The Superintendent recommends the board accept the following reclassifications:

037-23-24 Reclassification Requests: Please see the reclassification requests for: Tyler Hooper, current position: Floater Behavior TA, 1.0 FTE, 185 Workdays, Salary: \$44,270.00, Unit I bargaining. Recommended position: Behavior Specialist, 1.0 FTE, 185 Workdays, Salary: \$49,880.00-\$52,151.00, Unit II bargaining.

Vacant (2), current position: General Education Social Worker – 185 Grant Funded, 1.0 FTE, 185 Workdays, Salary: MA-185, Unit II bargaining. Recommended position: General Education Social Worker – 185 Grant Funded, 1.0 FTE, 205 Workdays, Salary MA-205, Unit II bargaining.

Vacant (2), current position: General Education Social Worker – 185 Grant Funded, 1.0 FTE, 185 Workdays, Salary: MA-185, Unit II bargaining. Recommended position: General Education Social Worker – 185 Grant Funded, 1.0 FTE, 205 Workdays, Salary MA-205, Unit II bargaining.

Melissa Cischke, current position: Administrative Assistant to the Superintendent, 1.0 FTE, 230 Workdays, Salary: Grade 6/Step 5, Non-Affiliated bargaining. Recommended position: MISTEM Project Assistant, 1.0 FTE, 230 Workdays, Salary: Grade 6/Step 5, Non-Affiliated bargaining.

Kim Warren, current position: Parent Liaison, 0.5 FTE, 230 Workdays, Salary: NA Grade 4 No Step, Non-Affiliated bargaining. Recommended position: Family Liaison, 1.0 FTE, 230 Workdays, Salary: NA Grade 4/Step 1, Non-Affiliated bargaining.

Kristen Anderson, current position: Art Teacher, 0.5 FTE, 92.5 Workdays, Salary: \$73,907.00, Unit II bargaining. Recommended position: Art Teacher, 1.0 FTE, 180 Workdays, Salary: \$73,907.00, Unit II bargaining.

Christina Stark, current position: WCC YA Teacher, 1.0 FTE, 185 Workdays, Salary: \$97,358.00, Unit II bargaining. Recommended position: Young Adult Project TC, 1.0 FTE, 185 Workdays, Salary: \$97,358.00, Unit II bargaining.

The Superintendent recommends the board accept the following retirement:

038-23-24 Staff Retirement: Please see the staff retirement for:

Angela Witham, effective February 29, 2024. Angela Witham has been employed with the WISD since September 25, 1997, as a Teaching Assistant at High Point School.

Kathryn Lippert, effective December 31, 2023. Kathryn Lippert has been employed with the WISD since January 25, 1999, as a Teaching Assistant.

The Superintendent recommends the board accept the following resignations:

039-23-24 Staff Resignations: Please see the staff resignations for:

Emily Grifka, effective November 10, 2023. Emily Grifka has been employed with the WISD since April 5, 2023, first as a Secretary in Special Education and then transferred to Project Manager in Technology.

Wesley Konesky, effective October 18, 2023. Wesley Konesky has been employed with the WISD since July 10, 2023, as an Early Intervention Psychologist.

The Superintendent recommends the board authorize the administration to approve the contract with McIntosh Grounds Maintenance in the amount of up to \$190,000.00, as presented.

040-23-24 McIntosh Grounds Maintenance Renewal: Please see the memo from Director of Operations Tanner Rowe. The purpose of the formal agreement is for the year-round stewardship of the grounds at 1735 and 1819 S. Wagner Rd. WISD has worked with McIntosh Grounds Maintenance for decades. The renewal agreement is up to three (3) fiscal years with 3% increases, with an overall total not to exceed \$190,000.00. Additional information regarding the agreement can be found in the board packet.

041-23-24 New Directions Solutions LLC/ProCare Contract: Please see memo from Deputy Superintendent Cherie Vannatter. We are requesting approval to contract with New Directions Solutions LLC/ProCare to provide staffing for WISD Programs from July 1, 2023, through June 30, 2024. The cost to WISD is estimated at \$475,000.00, paid through various special education Instructional Services accounts.

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

Agenda Item 10: Unfinished Business:

A. 2023-24 Draft Board Goals: Please see the 2023-24 Draft Board Goals provided by Superintendent Naomi Norman.

Recommendation: Motion that the Board of Education adopts the 2023-24 Draft Board Goals. (Roll Call Vote)

Agenda Item 11: New Business:

A. 2024 Summer Tax Resolution: Please see the annual summer tax levy resolution provided by Associate Superintendent Brian Marcel and our attorneys at Thrun Law Firm. This resolution must be approved prior to January 1, 2023, to continue collection of summer taxes for Washtenaw Intermediate School District in those areas where a summer tax collection has been authorized by our constituent local districts.

Recommendation: Motion that the Board of Education adopt the resolution authorizing the collection of 100% of Washtenaw Intermediate School District taxes in the summer of 2023 in those areas of the District where summer tax collections have been authorized by constituent local school districts. (Roll Call Vote)

Agenda Item 12: Other Items of Business:

Agenda Item 13: Board of Education Reports:

Agenda Item 14: Administrative Reports:

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

Agenda Item 15: Adjournment



To: Naomi Normal, Superintendent
Washtenaw Intermediate School District

From: Kevin Kelly, Executive Director
Honey Creek Community School

Date: October 30, 2023

Re: Honey Creek Community School's Board of Trustees

The Honey Creek Board of Trustees has nominated Jordan Greene to fulfill the term of office of Trustee Woodrow Williams who has resigned his position.

An updated board directory is below (pending WISD Board approval of Ms. Greene's candidacy).

Thank you.

2023-2024 Board of Trustees	Vincent Denef	2023-2026
	Dillon Hendrick, <i>Secretary</i>	2022-2025
	Sherry MacKay, <i>President</i>	2021-2024
	Mouna Mana	2022-2025
	Laura Pasek, <i>Vice President/Treasurer</i>	2022-2025
	Daniel Thiel	2023-2026
	Jordan Greene*	2023-2025
Contact Information for Recommended Candidate*	Jordan Greene [REDACTED] Ypsilanti, MI 48198	

*Recommended candidates. Pending approval by the WISD Board of Education.

Jordan L. Greene

| pronouns: she/her(s)

EDUCATION

University of Michigan | Ann Arbor, MI

Master of Public Health, May 2019

Health Behavior Health Education

Bachelor of Arts, April 2017

Women's Studies

PROFESSIONAL EXPERIENCE

MSHIELD at Michigan Medicine | Community-Clinical Partnerships Specialist

Ann Arbor, MI

May 2022 – Present

- Implement community-driven, evidence-based interventions to address patients' health-related social needs in specialty care settings
- Build strong working relationships with community organizations across the state working to address the upstream social determinants of health
- Provide consultations and resources to equip clinical partners to embed health equity and anti-racism frameworks in quality improvement efforts, patient care, and everyday work

Office of the Provost | Community Engagement Project Manager

University of Michigan, Ann Arbor, MI

May 2021 – May 2022

- Facilitated a community of practice to inform the development of long-term community engagement
- Consulted campus units on best practices and resources for a range of community-engaged activities
- Designed interdisciplinary projects to promote synergy and collaboration across community-engaged projects
- Implement community-driven, evidence-based interventions to address patients' health-related social needs in specialty care settings

Poverty Solutions at U-M | SummerWorks, Washtenaw County Summer Youth Employment Program

University of Michigan, Ann Arbor, MI

April 2018 – May 2021

Project Manager

- Exercised strategic planning skills to build a county-wide program to address local inequities and connect youth to resources for mentorship, career exploration, and postsecondary education
- Managed a staff of five and facilitated a steering committee of 20+ partners to implement programmatic activities and ensure timelines and deliverables for concurrent projects were met
- Fostered strong relationships and equitable partnerships among university- and community-based partners
- Developed training curricula for mentors and employers centered on anti-racism, equity, and identities
- Prepared and submitted grant proposals, resulting in over \$2,000,000 to support programmatic activities
- Designed and implemented a robust, mixed-methods evaluation strategy to assess process and outcome questions, as well as inform best practices for implementation

Success Coach & Research Assistant

May 2017 – April 2018

- Employed a broad community outreach plan to recruit program participants, spread awareness of resources
- Implemented a pilot, 8-week summer youth employment program to promote access to professional development opportunities for youth in less than two months
- Collected, analyzed, and disseminated data on program impact to a diverse group of stakeholders

University of Michigan School of Public Health | Research Assistant*Ann Arbor, MI*

April 2018 – May 2019

- Managed a staff of ten, research activities, and data collection to evaluate the health impacts of a community-based tax foreclosure prevention and homeownership program in Detroit
- Demonstrated proficiency with survey methodology and Qualtrics by creating and piloting a survey tool
- Applied principles of effective interviewing and quantitative/qualitative data collection by conducting participant interviews and training interviewing staff
- Cleaned, analyzed, and prepared baseline data for visualization to compile reports for disseminating research findings to the Detroit community and partner organizations

University of Michigan Edward Ginsberg Center | Community Engagement Intern*Ann Arbor, MI*

September 2017 - May 2018

- Managed several community-engaged projects simultaneously to further the center's mission of cultivating just and mutually beneficial university-community partnerships
- Designed key informant interview protocols to discern community priorities and opportunities for Ginsberg Center programming and resources
- Conducted a needs assessment with community partners to advise Ginsberg Center staff on the needs and experiences of community organizations when partnering with university units to inform next steps

LEADERSHIP EXPERIENCE

Nonprofit Enterprise at Work | Champions for Change Fellow*Ann Arbor, MI*

October 2022 - May 2023

- Accepted to participate in a leadership development fellowship program to deepen my understanding and skills for advancing social and racial justice
- Developed skills and strategies to identify and disrupt racism, white supremacy, and oppression within my spheres of influence

Pittsfield Charter Township Clerk's Office | Precinct Chair*Ann Arbor, MI*

March 2020 – Present

- Supervise a team of election inspectors to prepare polling locations and manage election-day operations
- Utilize close attention to detail and organization to carefully process voters and verify election results

University of Michigan Student Life LEAD*Ann Arbor, MI*

December 2019 – November 2020

- Engaged in a year-long, interdisciplinary professional development program to grow my understanding of leadership skills related to change management, communication, and more
- Produced several deliverables, including a professional philosophy statement, through critical self-reflection to articulate my strengths, values, and leadership style

PRESENTATIONS & PUBLICATIONS

Greene, J., Muthukuda, D. (2023). Promoting Health Equity: Moving from Awareness to Action. Presented at the Root Cause Coalition National Summit, Kansas City, MO.

Greene, J., Muthukuda, D., & Tyus, J. (2023). Key Strategies & Opportunities for SDOH Screening in Clinical Settings. Presented at the annual MDHHS Social Determinants of Health Summit, Lansing, MI.

Greene, J., & Seefeldt, K. (2021). Learning From Youth: Using Positive Outcomes to Evaluate Summer Youth Employment Programs. *Journal of Adolescent Research*. <https://doi.org/10.1177/07435584211043295>



plante moran

Audit. Tax. Consulting.
Wealth Management.

Washtenaw Intermediate School District

Board presentation | Year ended June 30, 2023



Washtenaw Intermediate School District

Overview of the audit results

Key Audit Highlights

- 2022-2023 Audit Results
 - Basic Audit
 - Unmodified “clean” opinion
 - Federal Programs – Major Programs: Special Education Cluster (IDEA) and Human Resource Advocates (HRA)
 - Unmodified opinion on programs tested
 - 2019 Bonds Capital Projects Fund
 - Compliance testing performed - section 1351(a)
 - No compliance findings identified



Required Communications Under AU 260

Plante Moran issued an unmodified “clean” opinion on the audited financial statements

Financial statements are the responsibility of management

Plante Moran is responsible for rendering an opinion on the audited financial statements

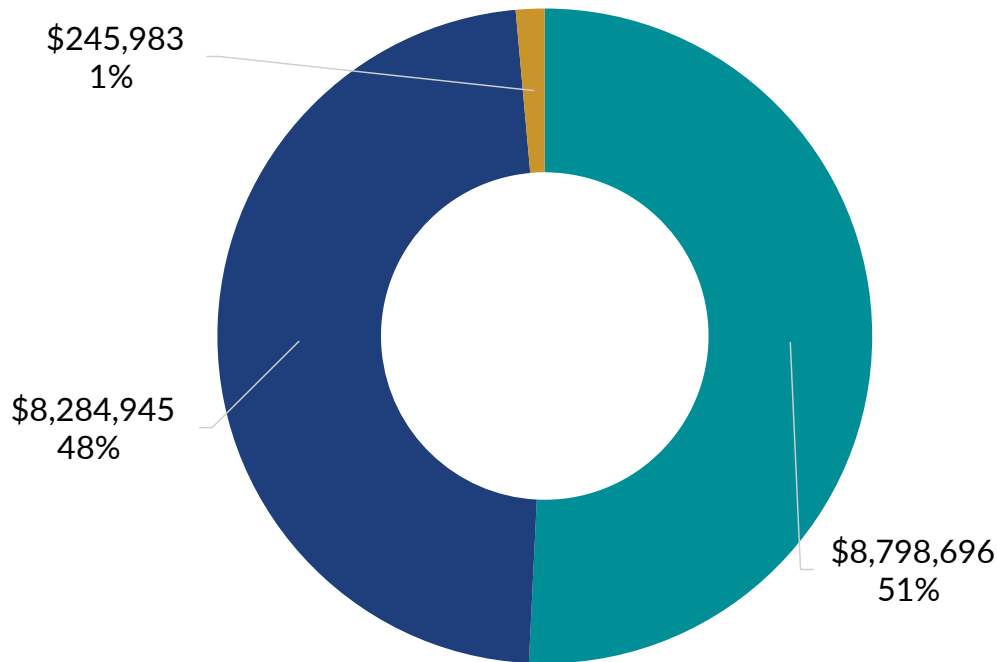
Audit completed in accordance with auditing standards generally accepted in the United States of America



General Fund Assets, Liabilities, and Deferred Inflows

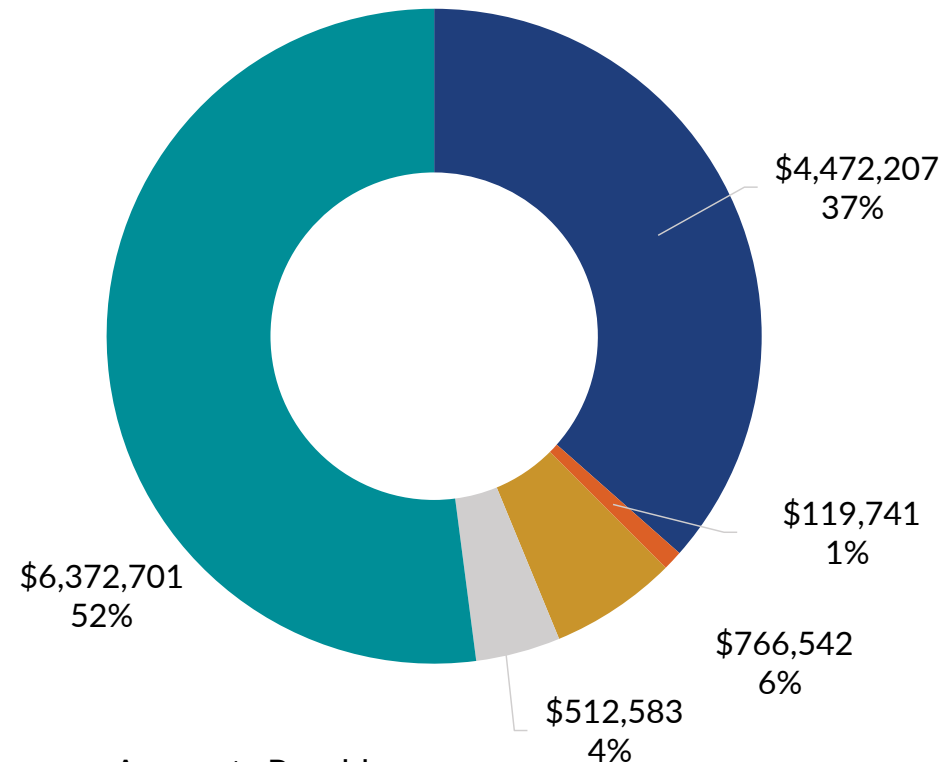
June 30, 2023

Assets = \$17,329,624



- Cash and investments
- Receivables
- Other

Liabilities & Deferred Inflows = \$12,243,774



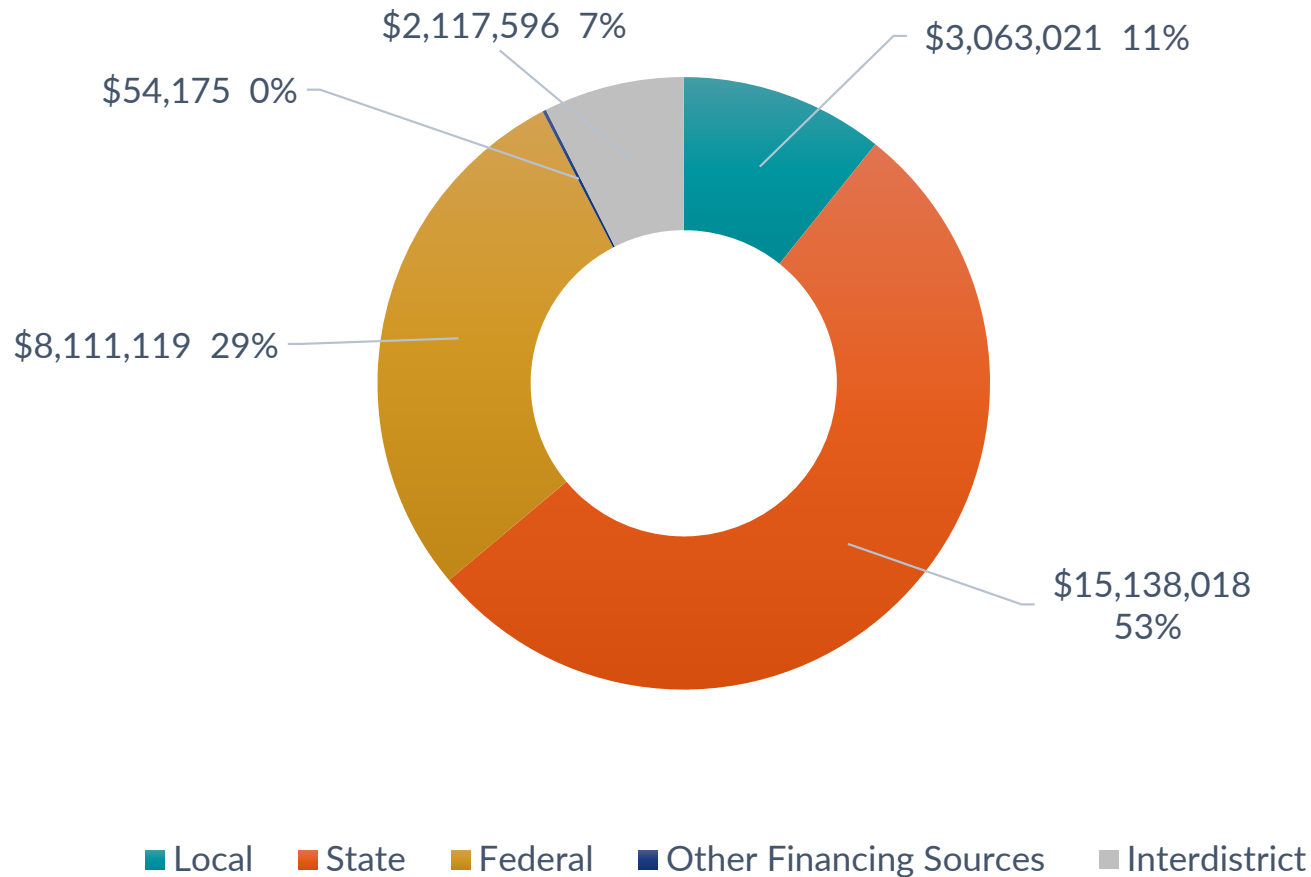
- Accounts Payable
- Accrued Payroll and Related Liabilities
- Unavailable Revenue
- Due to Other Governmental Units
- Unearned Revenue



General Fund Revenue and Other Financing Sources

Year Ended June 30, 2023

Total Revenue = \$28,483,929

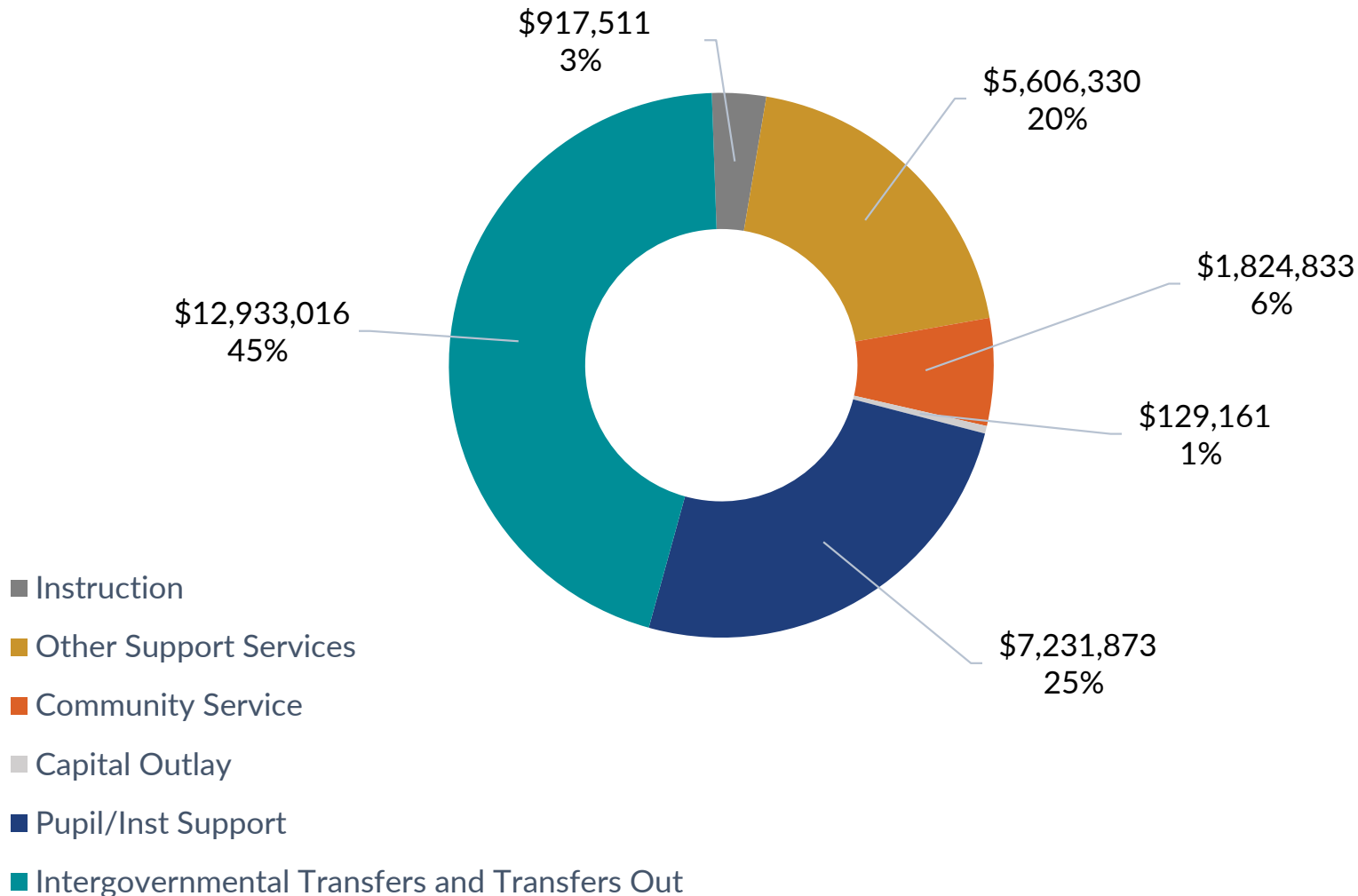




General Fund Expenditures and Other Financing Uses

Year Ended June 30, 2023

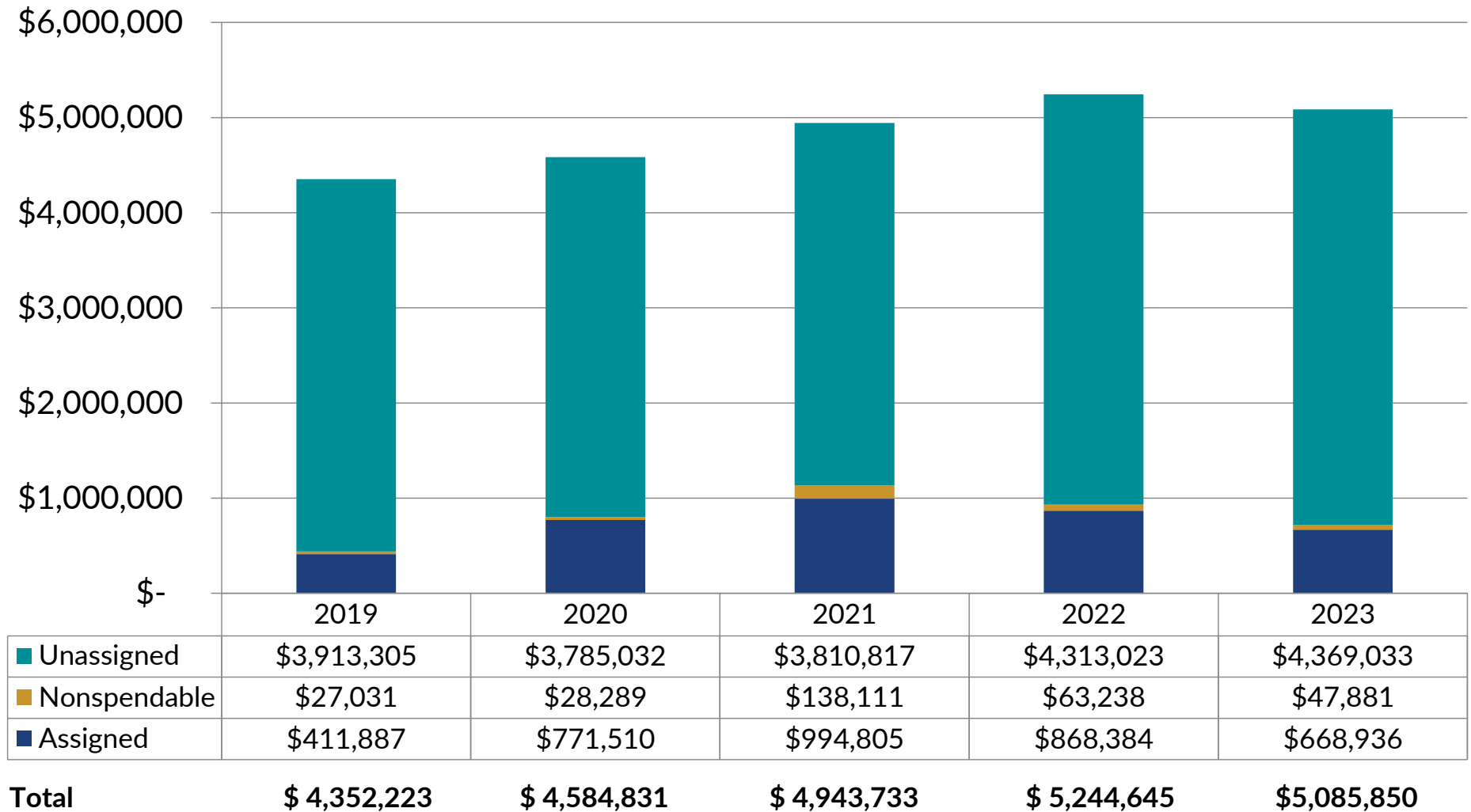
Total Expenditures = \$28,642,724





Historical Analysis of General Fund

Year Ended June 30

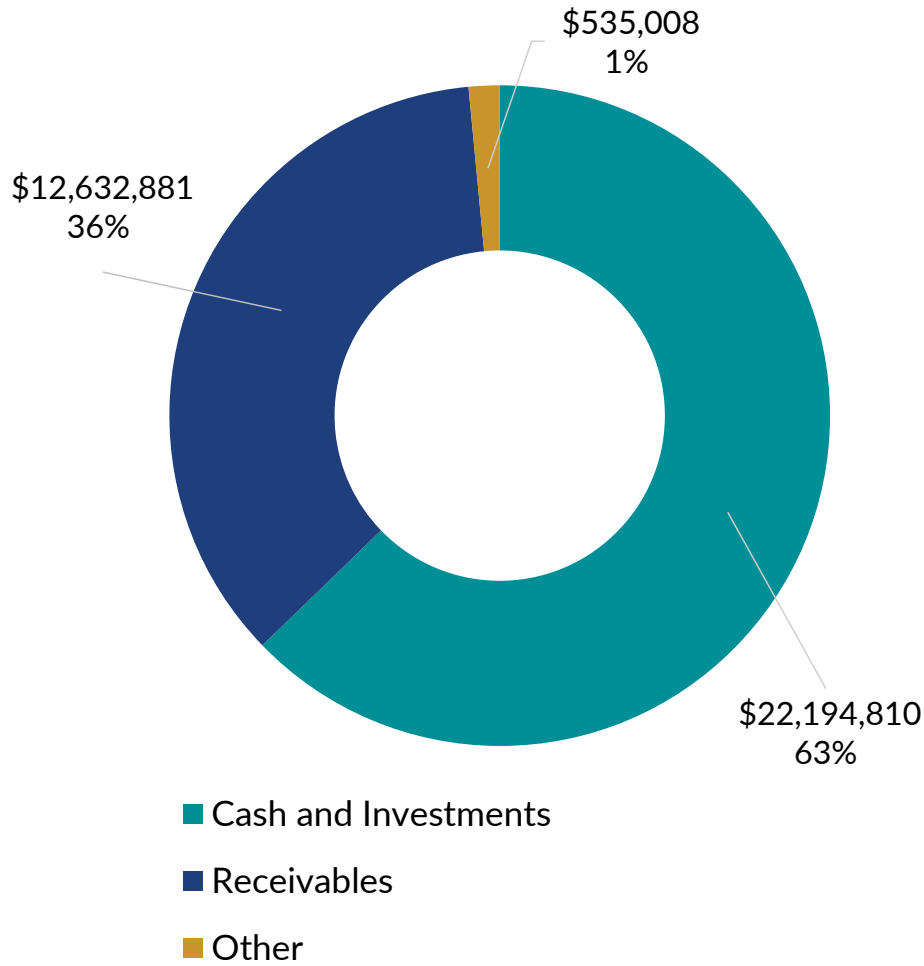




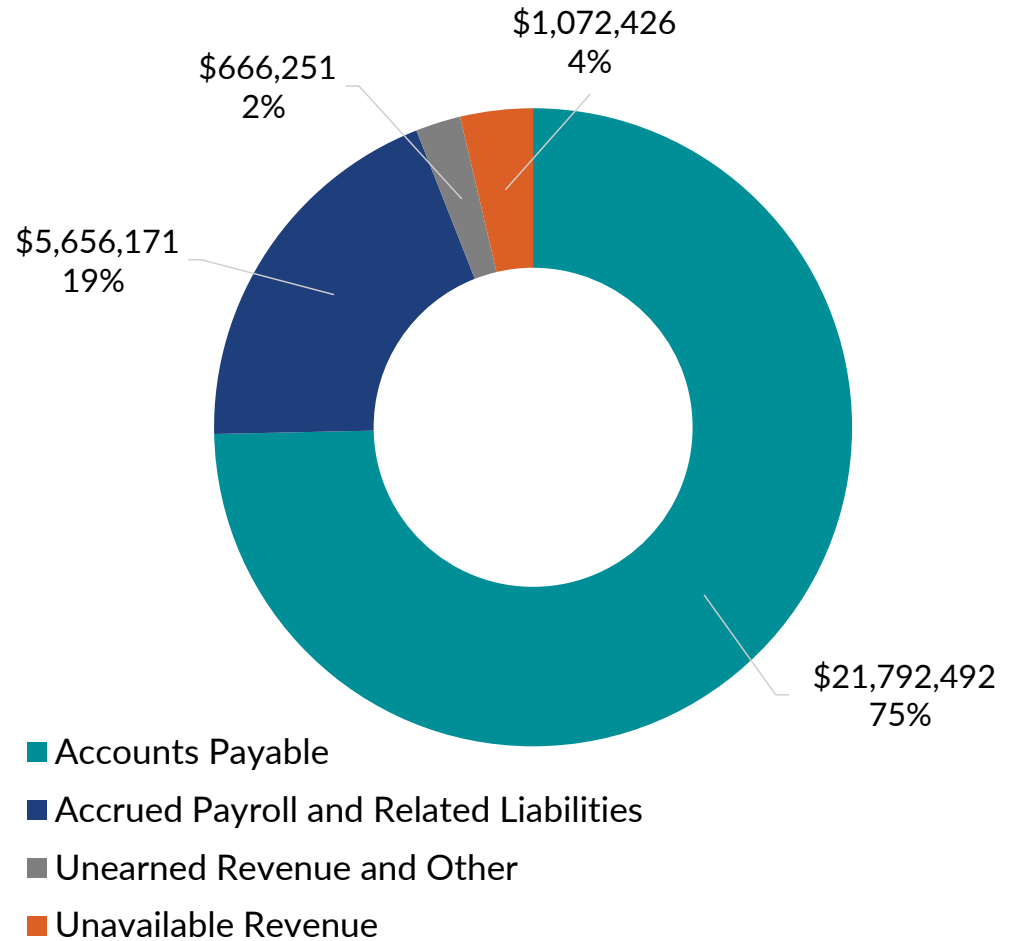
Special Education Fund Assets, Liabilities, and Deferred Inflows

June 30, 2023

Assets = \$35,362,699



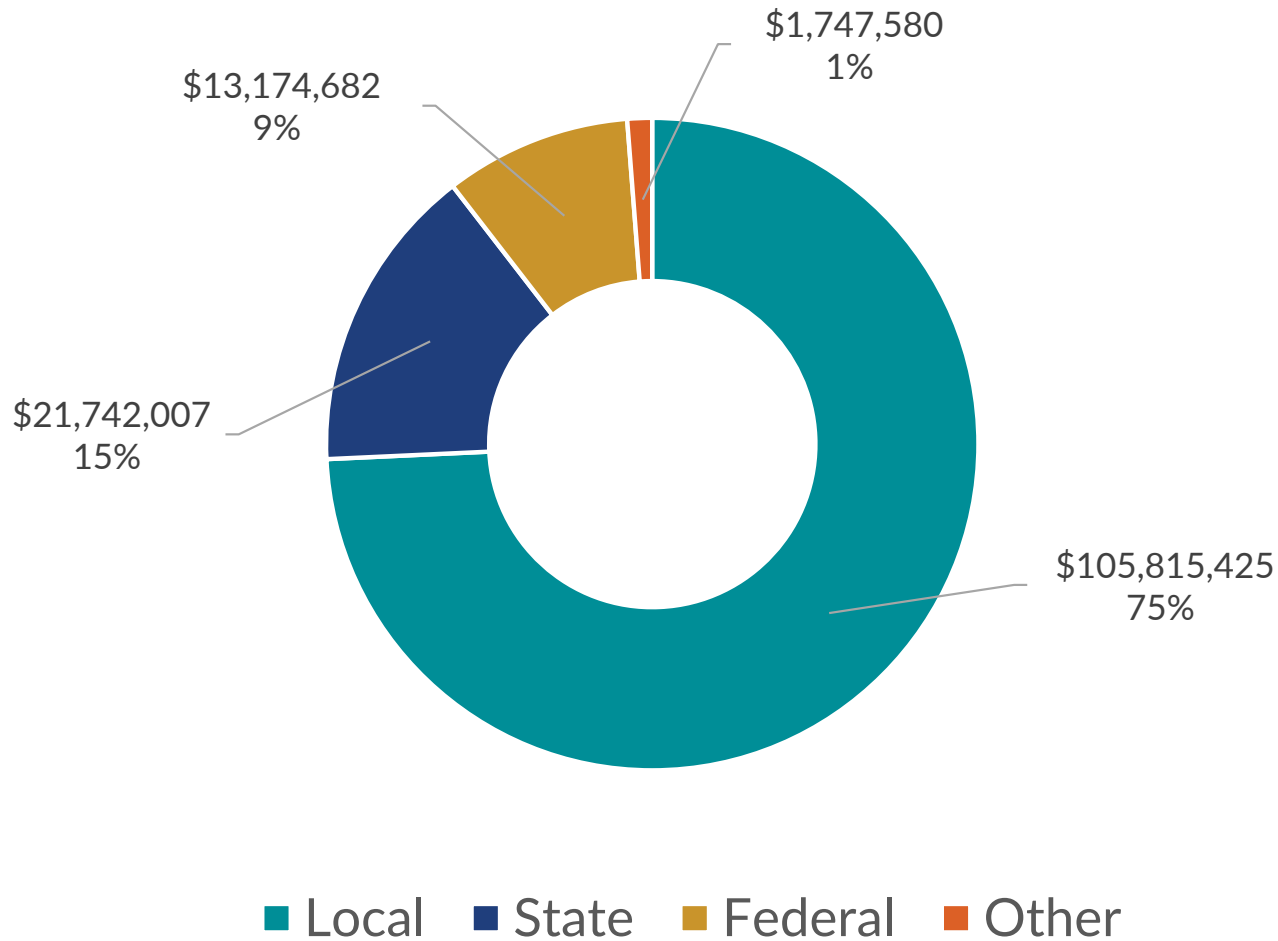
Liabilities & Deferred Inflows = \$29,187,340





Special Education Fund Revenue and Other Financing Sources Year Ended June 30, 2023

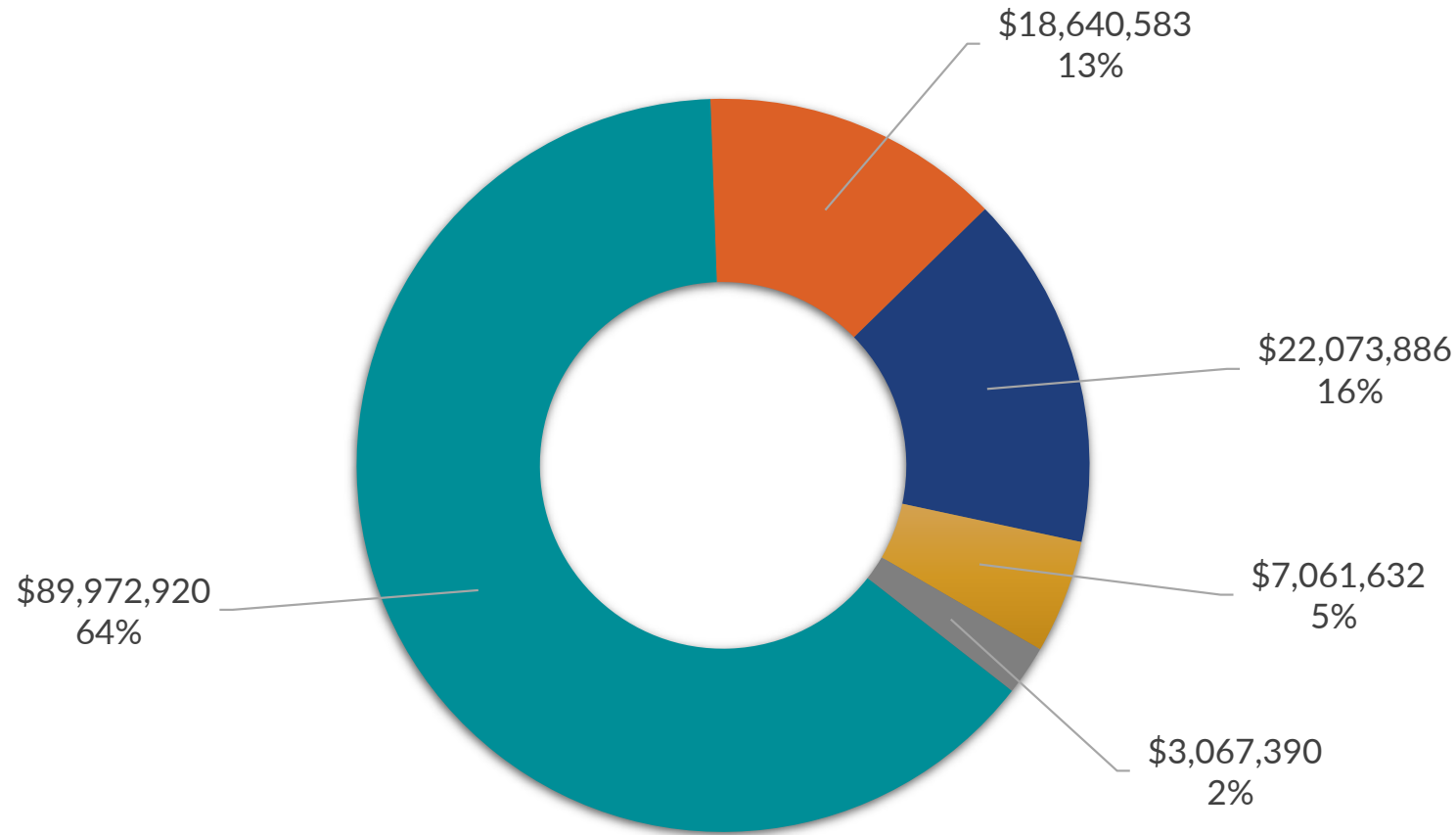
Total Revenue = \$142,479,694





Special Education Fund Expenditures and Other Financing Uses Year Ended June 30, 2023

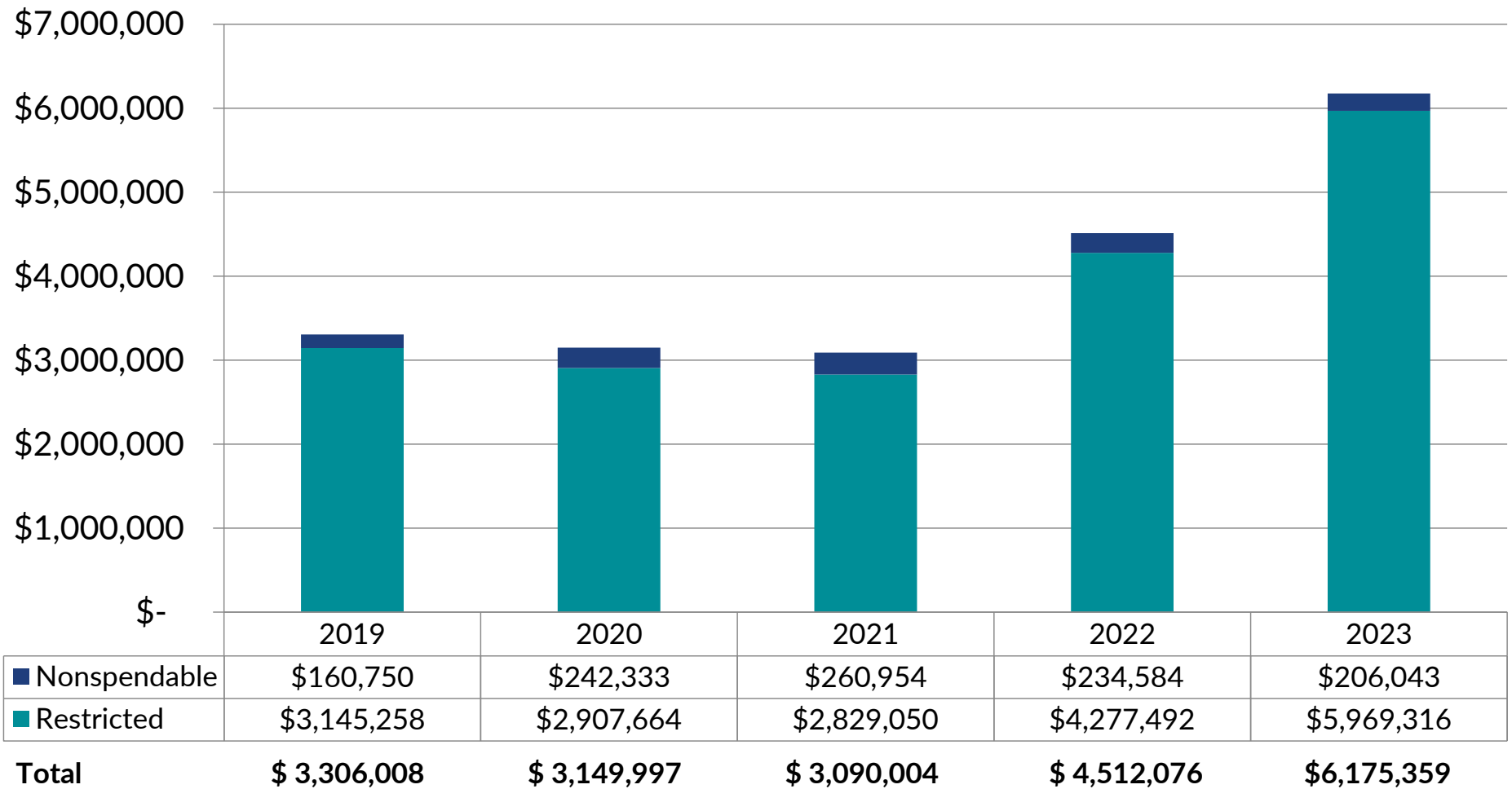
Total Expenditures = \$140,816,411



■ Instruction ■ Pupil/Inst Support ■ Other Support Services ■ Other ■ Intergovernmental Transfers



Historical Analysis of Special Education Fund - Fund Balance Year Ended June 30

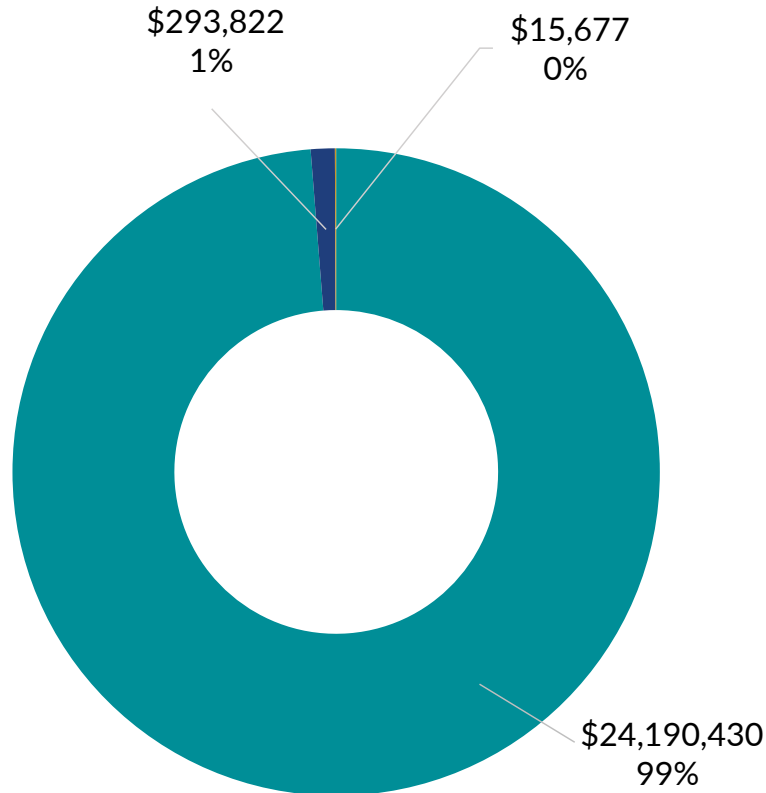




Cooperative Activities Fund Assets, Liabilities, and Deferred Inflows

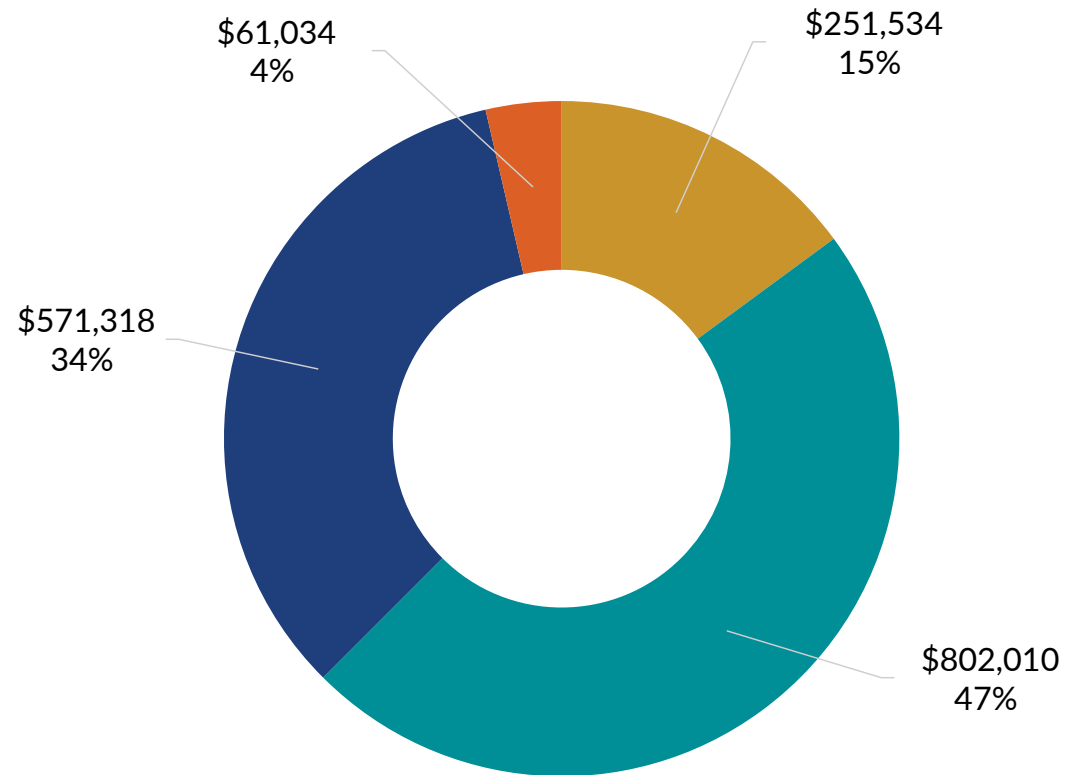
June 30, 2023

Assets = \$24,499,929



- Cash and Investments
- Receivables
- Other

Liabilities & Deferred Inflows = \$1,685,896

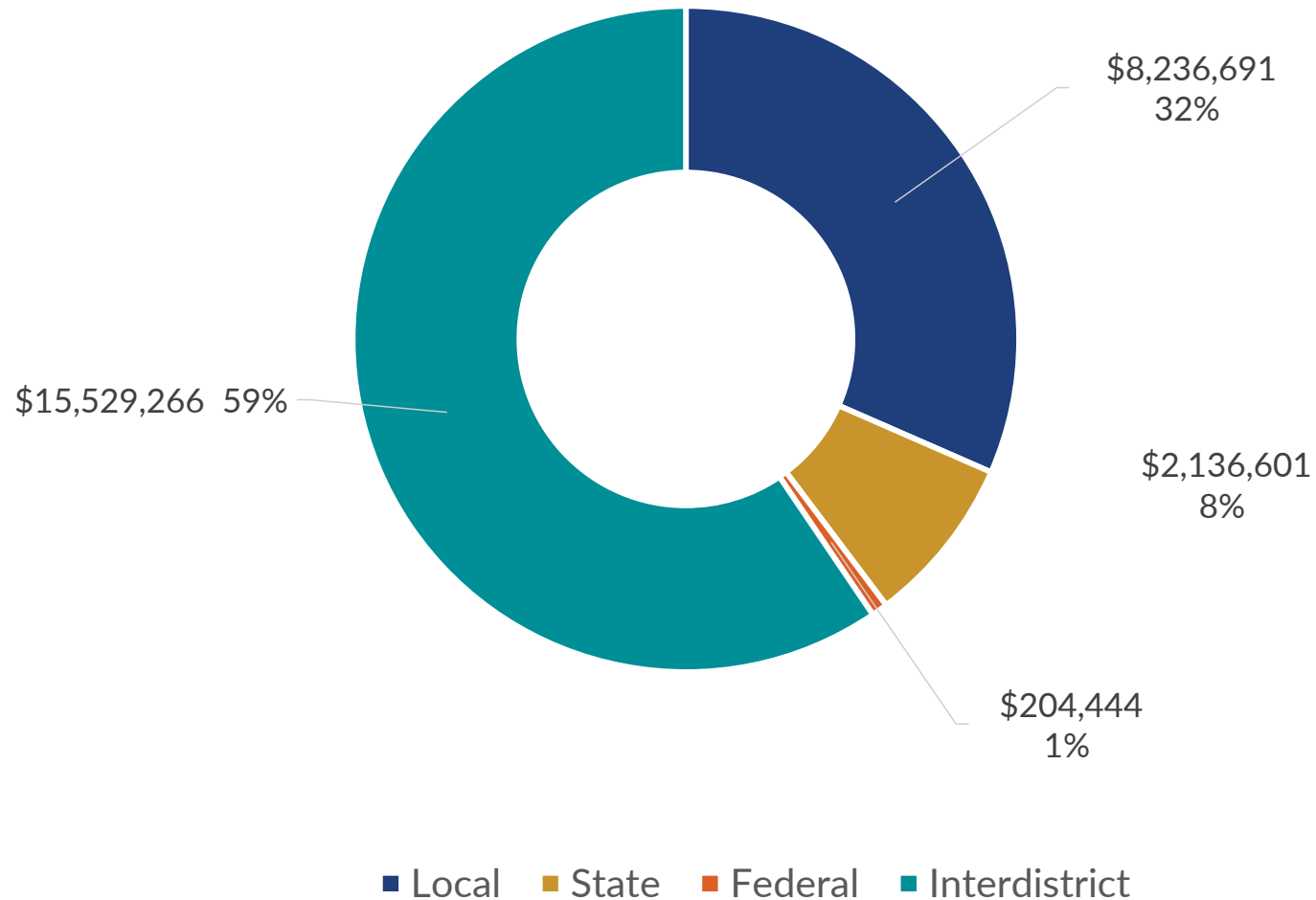


- Accounts Payable
- Accrued Payroll and Related Liabilities
- Due to Other Funds
- Unearned and Unavailable Revenue



Cooperative Activities Fund Revenue and Other Financing Sources Year Ended June 30, 2023

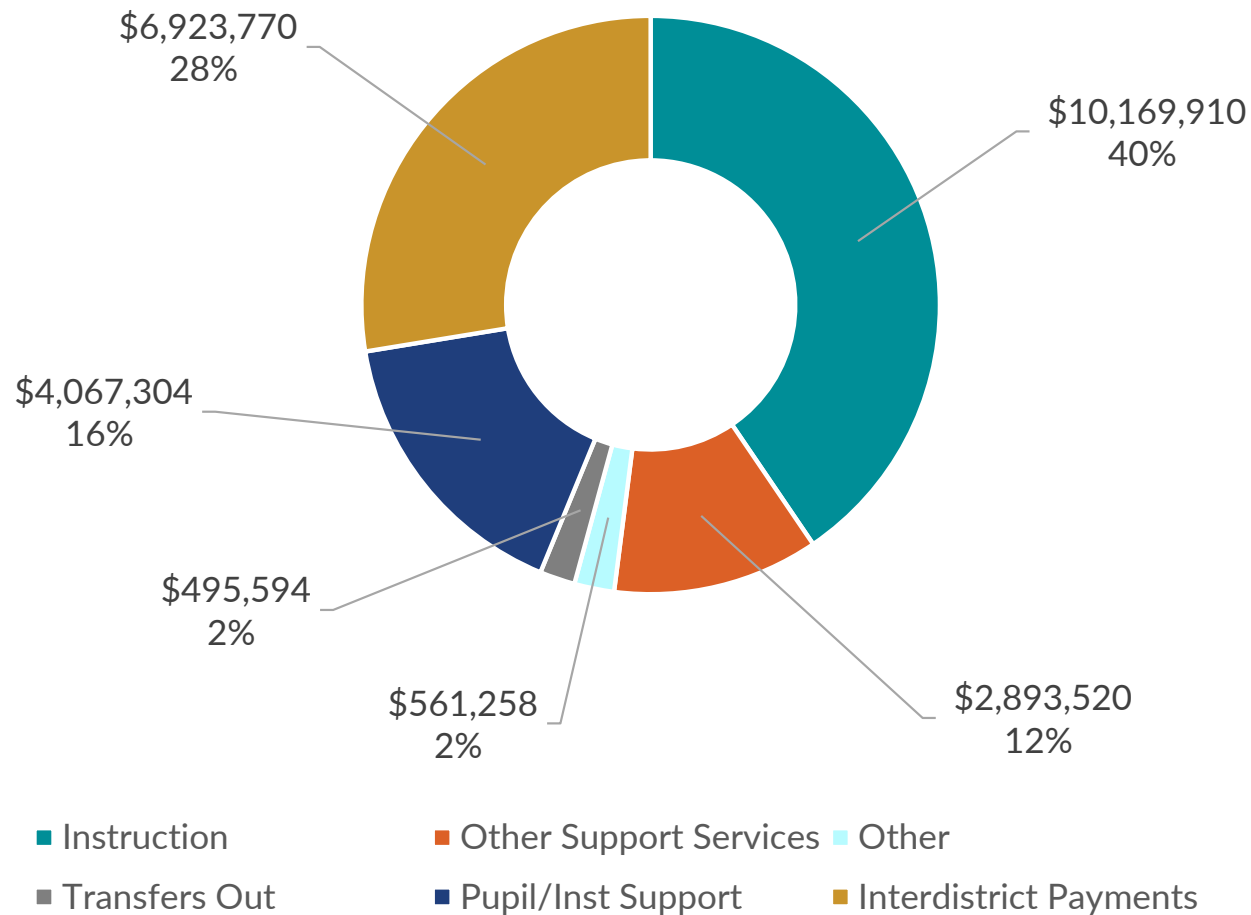
Total Revenue = \$26,107,002





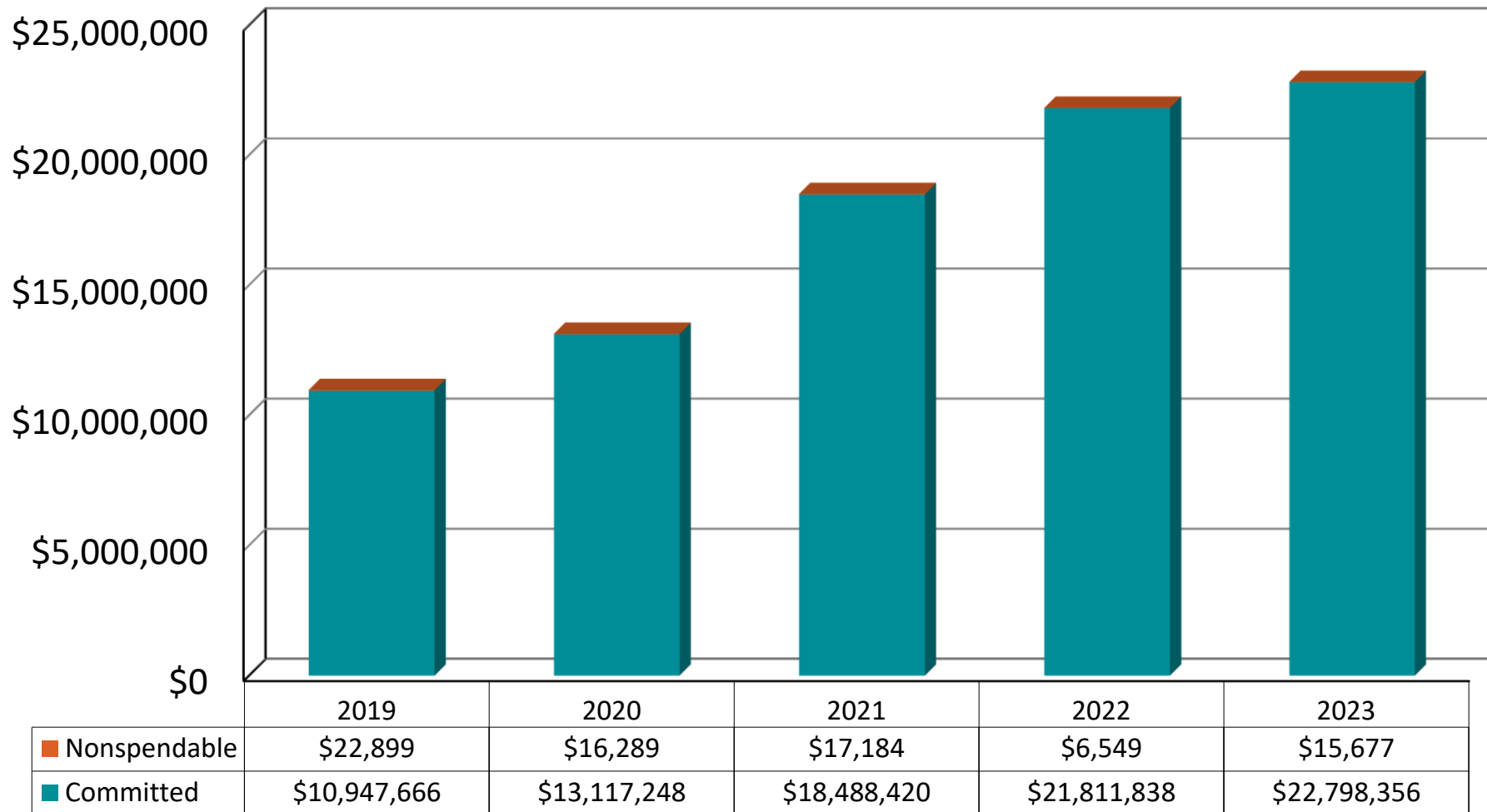
Cooperative Activities Fund Expenditures and Other Financing Uses Year Ended June 30, 2023

Total Expenditures = \$25,111,356





Historical Analysis of Cooperative Activities Fund – Fund Balance Year Ended June 30





Thank you.

For more information contact:

Jamie Essenmacher, CPA

Partner

(720) 307-8168

Jamie.Essenmacher@plantemoran.com

Kori Reinhart, CPA

Senior Manager

(734) 302-6932

Kori.Reinhart@plantemoran.com



Progress Park



Vision and Mission Statements



Progress Park Vision

The **VISION** of Progress Park is to promote *Belonging, Independence, Mastery, and Generosity** to support individualized academic, social-emotional and behavioral needs so that we can maximize students' potential as learners and contributing members of their communities. Students will explore, reflect, and innovate in an equitable, inclusive, socially-just and culturally responsive learning environment.

Progress Park Mission

Our **MISSION** is to provide and cultivate a safe, inclusive, equitable environment with an emphasis on individualized, culturally responsive, trauma informed curriculum that equips students with the tools they need for successfully transitioning back to their local school district.

Progress Park Purpose

Progress Park is committed to providing individualized emotional, behavioral, and trauma-informed education to students with the goal of teaching academic and social emotional skills that will enable success in the student's local district

Progress Park Priorities

The priorities of Progress Park are to provide a safe space where students' needs are met by differentiating learning experiences that align with individual exit criteria, with an emphasis on emotional growth, relationship building, and increased academic independence.

Next Steps

- Collaboratively create our Portrait of a Learner
- Develop a Professional Learning Community that will engage in exploring, reflecting and innovating our practices to align with the four pillars of Culturally Responsive and Sustaining Education*





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

Tuesday, October 24, 2023

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, October 24, 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 5:00 p.m. by President Diane Hockett

ATTENDANCE

The following members were present:

Diane Hockett, President
Mary Jane Tramontin, Vice President
Theresa Saunders, Secretary
Steve Olsen, Trustee

The following member was absent:

Sarena Shivers, Treasurer

Quorum was met.

Also present:

Cherie Vannatter, Deputy Superintendent
Brian Marcel, Associate Superintendent
Melissa Cischke, Administrative Assistant to the Superintendent
Holly Heaviland, Executive Director, School and Community Partnerships
Deborah Hester-Washington, Executive Director, Special Education
Edward Manuszak, Executive Director, Early Childhood Programs
LaDawn White, Grants Manager, Early Childhood Programs

Nancy Davis, Teacher Consultant, Special Education

APPROVAL OF THE AGENDA

Motion by Mary Jane Tramontin, 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.

EQUITY, INCLUSION, AND SOCIAL JUSTICE DIALOGUE – Deputy Superintendent Vannatter highlighted the work that Washtenaw ISD is doing with Dr. Yolanda Sealey-Ruiz. She shared details of the sessions that the

WISD Cabinet have participated in. The Board of Education and Ms. Vannatter engaged in a thoughtful conversation regarding the sessions with Dr. Sealey-Ruiz.

FINANCIAL REPORTS – Associate Superintendent Brian Marcel reviewed the financial reports for September 2023. Early Childhood Grants Manager LaDawn White reviewed the September 2023 Head Start financial reports. Ms. White fielded questions from the board.

Motion by Steve Olsen, seconded by Mary Jane Tramontin that the Board of Education approve the September 2023 Head Start Financial Reports, as presented.

Voting yes: Theresa Saunders, Mary Jane Tramontin, Steve Olsen, Diane Hockett

Voting no: None.

Motion carried.

CONSENT AGENDA

Motion by Mary Jane Tramontin, seconded by Steve Olsen, that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented.

Voting yes: Steve Olsen, Diane Hockett, Theresa Saunders, Mary Jane Tramontin

Voting no: None.

Motion carried.

Approval of Minutes

The Board approved the minutes of the October 10, 2023, regular and closed session meetings.

032-23-24

The board approved the following employment recommendations:

- Jessica Fonville as a 205 General Education Social Worker.
- Gina VanDuinen as a 205 General Education Social Worker.
- Kara Williams as a 205 General Education Social Worker.

033-23-24

The board approved the following new position requests:

- Assistant Director for Early Intervention Services, 1.0 FTE, 230 Workdays, Worksite: Teaching & Learning Center, Non-Affiliated.
- Assistant Director of Preschool and Family Services, 1.0 FTE, 230 Workdays, Worksite: Teaching & Learning Center, Non-Affiliated.
- Inter-Agency Mental Health Coordinator, 1.0 FTE, 205 Workdays, Worksite: Teaching & Learning Center, Non-Affiliated.

034-23-24

The board approved the new PAC appointment, Jamie McCollum, a parent from Chelsea School District

035-23-24

The board authorized the administration to approve the contract with Michigan Interpreting Services, Inc., in the amount up to \$450,720.00, as presented.

UNFINISHED BUSINESS – Board Policies – Second Read: Deputy Superintendent Vannatter addressed the board regarding the second reading of the following policies: #5330.02 – Opioid Antagonists (new), and #8321 – Criminal Justice Information Security (non-criminal Justice Agency) (revised).

Motion by Steve Olsen, seconded by Theresa Saunders, that the Board of Education approve the new board policy #5330.02 – Opioid Antagonists, and the revision of #8321 – Criminal Justice Information Security, as presented.

Voting yes: Mary Jane Tramontin, Diane Hockett, Theresa Saunders, Steve Olsen

Voting no: None.

Motion carried.

NEW BUSINESS – Revised – Head Start Sub-recipient/Partner Contract and Letter of Support: Prior to board action, Executive Director of Early Childhood Programs Edward Manuszak addressed the board. He shared the detailed steps that took place to develop the Head Start Sub-recipient contract. Dr. Manuszak fielded questions from the board.

Motion by Mary Jane Tramontin, seconded by Steve Olsen, that the Board of Education authorize the administration to approve the 2023-2024 Head Start Sub-Recipient contracts and Head Start Letter of Support, as presented.

Voting yes: Mary Jane Tramontin, Diane Hockett, Theresa Saunders, Steve Olsen

Voting no: None.

Motion carried.

NEW BUSINESS – 2023-2024 GSRP Sub-Recipient Contract Amounts: Prior to board action, Executive Director of Early Childhood Programs Edward Manuszak addressed the board. He reviewed all the changes and corrections that were made to the GSRP contract for the 2023-2024 school year. Dr. Manuszak and Early Childhood Programs Grants Manager LaDawn White spoke about enrollment changes and challenges for the upcoming year. Furthermore, Associate Superintendent Brian Marcel and Community & School Partnerships Executive Director Holly Heaviland gave additional input on GSRP enrollment issues as it pertained to their respective departments. The administrative team fielded questions from the board.

Motion by Theresa Saunders, seconded by Steve Olsen, that the Board of Education authorize the administration to approve the 2023-24 GSRP sub-recipient contracts in the amounts presented.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Theresa Saunders

Voting no: None.

Motion carried.

NEW BUSINESS – Resolution in Recognition of Head Start Awareness Month: Prior to board action, Dr. Manuszak and the Board of Education discussed the rich history the county and Washtenaw ISD have with Head Start.

Motion by Steve Olsen, seconded by Theresa Saunders, that the Board of Education approve the Resolution in Recognition of Head Start Awareness Month, as presented.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Theresa Saunders

Voting no: None.

Motion carried.

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

BOARD OF EDUCATION REPORTS:

Trustee Olsen spoke about the 2023 MASB Delegate Handbook and reviewed items that he will be voting on at the upcoming meeting.

ADMINISTRATIVE REPORTS – Superintendent’s Report

Deputy Superintendent Cherie Vannatter spoke about the following:

- On Tuesday, October 17, 2023, there was a Parent Advisory Committee (PAC) meeting. Special Education Mediation Services presented. Additionally, three ParaPro’s that are enrolled in the ParaPro to Teacher Certification cohorts attended the meeting.
- On Friday, October 20, 2023, Washtenaw ISD had a tailgate party to kick off the annual United Way giving campaign.
- Washtenaw Association of School Boards (WASB) Board of Directors will be meeting on Thursday, October 26, 2023, in the evening.

ADJOURNMENT

The meeting was adjourned at 6:03 p.m.

Respectfully submitted,

Theresa Saunders, Secretary
Washtenaw ISD Board of Education

DATE: October 24, 2023

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

FROM: Cherie Vannatter
Deputy Superintendent

RE: New Hire Recommendation – Health Resource Advocate (Lincoln)

I would like to recommend Julie Liskiewicz for employment as a Health Resource Advocate for Lincoln Consolidated Schools. Julie received her bachelor's degree in nursing from the University of Michigan. Until May 2022, Julie was employed as a school nurse with Dexter Community Schools. If approved by the Board, Julie's salary will be \$75,531 (Bachelor, Step 15). All other fringe benefits are set forth in the Unit II contract.

Please let me know if you require additional information.

Julie A Liskiewicz

Professional Summary

- Patient and family focused Registered Nurse with 40 years experience in a variety of clinical settings including inpatient, outpatient, home care, and school nursing and school district nursing. Experienced care giver for age ranges infant to adult.

Core Qualifications

Self directed and dependable

Expert in clinical skills

Critical airway assessment and maintenance

Patient, family, staff teaching

Computer charting

Proficient in PowerSchool

Knowledgeable about diabetes, insulin and insulin pumps, feedings pumps and tubes, seizures, school medication administration policies

Red Cross instructor

Experience

District Nurse 08/2012-Current

Dexter Community Schools- Dexter, MI

District nurse responsibilities include training and certifying staff as first responders teaching first aid/ CPR/ and use of the AED, co-developed on-line medication administration training for Dexter Schools.

Maintenance of district AEDs including monthly checks, and replacement of supplies purchased new AEDs this year and coordinated wifi connection for the units.

Review of district policies and School Board policies as needed

Emergency care plans for students with allergies, seizure disorders, diabetes, and asthma

Julie A Liskiewicz

Immunization reporting in MCIR

Attend IEP and 504 meetings for consult

Care of students with injuries, physical and emotional needs

Training of paraprofessional staff for care of students with special needs, including medication administration such as insulin dosing, nasal Midazolam, Diastat, Baqsimi, Epinephrine. Also including care such as tube feeding, oxygen administration, catheterization, and seizure safety

Consult to Washtenaw County school nurses as needed

Purchase supplies and equipment for the school clinics and reconcile budget

School Nurse 10/2010 - 08/2012

Ypsilanti High School- Ypsilanti, MI

Immunization reporting in MCIR

Care plans for students with diabetes and special needs

Attend IEP meetings for consult

Care of students with injuries, physical and emotional needs

Monitor students with diabetes

Monitor students and staff with special needs

Registered Nurse Framework level D Mott PACU 09/1986- 08/2012

University of Michigan Mott Children's Hospital- Ann Arbor, MI

Coordinate and provide the care of pre and post-operative patients and their families

Leadership in the development of the pre-operative holding room

Care of outpatients as well as critically ill patients

Expert airway management

Visiting Nurse 01/1999- 12/1999

Michigan Visiting Nurses- Ann Arbor, MI

Support and care for the postpartum woman and her newborn in the patient's home

Julie A Liskiewicz

Adapted teaching style to the learning ability of the patient and family

Registered Nurse 05/1982-09/1986

University of Michigan Mott Children's Hospital- Ann Arbor, MI

Total care of hospitalized infants and toddlers

Supervised care of patients by nursing assistants and aids

Education

1982 University of Michigan- Ann Arbor, MI, USA

Bachelor of Science in Nursing

Graduated Magna Cum Laude

Certifications

Professional School Nurse Certificate

State of Michigan Registered Nurse
License

BCLS Basic Cardiac Life Support

ACLS Advanced Cardiac Life Support

Red Cross instructor

PALS Pediatric Advanced Life Support

Cardiac Competency AED use

NCIT Nonviolent Crisis Intervention Training

DATE: November 1, 2023

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

FROM: Sherri Papazoglou, Finance Director

RE: New Hire Recommendation – Finance Manager

I would like to recommend Rebecca Muessig for employment as a Finance Manager. Rebecca received her Bachelor's degree in Accounting from Eastern Michigan University and a Master's degree in School Business Leadership for Wilkes University. Rebecca is currently employed as a Payroll/HR Manager at Milan Area Schools. If approved by the Board, Rebecca's salary will be \$83,863 (Grade 9 – Step 2) . All other fringe benefits are set forth in the Non- Affiliated contract.

Please let me know if you require additional information.



REBECCA S. MUESSIG

I am a driven individual who enjoys working in accounting. With each job that I have held, I have built upon my knowledge and experience to make each position a vital part of the financial team and strive to improve process to make them more effective and efficient. I enjoy collaboration with others to accomplish established goals. Problem-solving, being organized, and learning quickly are some of my attributes.

WORK EXPERIENCE

Payroll/HR Manager

05/2017 to Present

Milan Area Schools

Milan MI

I am responsible for processing payroll, processing payroll vendor payments, filing and paying tax obligations, filing financial reporting, MPSERS reporting and payments, benefits coordination, managing open enrollment, coordinating FMLA with employees, assisting with district audit, the employee onboarding, administering the workers compensation process, end of the year reporting, cross training with office staff, and other duties as assigned.

Accounting Coordinator

09/2016 to 05/2017

Milan Area Schools

Milan MI

My position handled accounts payable/receivable, bank reconciliations, journal entries, Medicaid reporting, purchasing card processing, purchase order processing, absence management monitoring, balancing assigned GL accounts, communication with all departments on expenditures, filing end of the year reporting, and coordinated with financial administrative assistance within the district buildings.

Accounting Associate

03/2010 to 09/2016

Michigan Municipal League

Ann Arbor MI

I was responsible for accounts receivable/payable, processing even registration and working registration desk at events, processing unemployment contributions, assisted with budget, balancing assigned GL accounts, audit preparation assistance, bank reconciliations, collaborated with other departments as needed, updating the member database, and other duties as assigned.

GL Accountant/Accounts Receivable

11/2006 to 10/2009

Masco Builder Cabinet Group

Adrian MI

I was responsible for bank reconciliations, coordination with accounts receivable department, assist with month-end close out of books, journal entries, assist with financial audit, improving process for indexing journal entries, reconciliation of key GL accounts, and implementation of key process improvements.

SKILLS

Payroll Processing - 5 years

Supervisory Skills - 4 years

Microsoft Office - 10+ years

Audit preparation - 10+ years

Banking processes - 10+ years

Excellent Communicator- verbal & written - 10+ years

Problem Solving Skills - 10+ years

Time Management - 10+ years

EDUCATION

Wilkes University

Master's

School Business Leadership

Wilkes Barre, PA

06/2021 to 01/2023

Easter Michigan University

Bachelor's

Accounting

Ypsilanti, MI

12/1999 to 12/2004

DATE: October 24, 2023

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

FROM: Cherie Vannatter
Deputy Superintendent

RE: New Hire Recommendation – Health Resource Advocate (Lincoln)

I would like to recommend Sarah Roth for employment as a Health Resource Advocate placed at Lincoln Consolidated Schools. Sarah received her doctorate degree in nursing from Spring Arbor University, her master's in nursing from University of Cincinnati, and her bachelor's degree in nursing from Saginaw Valley State University. Sarah is currently employed as an emergency room nurse for University of Michigan Medical Center. If approved by the Board, Sarah's salary will be \$99,821 (PhD, Step 15). All other fringe benefits are set forth in the Unit II contract.

Please let me know if you require additional information.

Sarah B. Roth

EDUCATION

Doctor of Nurse Practice- Strategic Leadership

Spring Arbor University, Spring Arbor, MI

Graduated: June 2022

GPA: 4.0

Master of Science- Nurse Administration

University of Cincinnati, Cincinnati, OH

Graduated: December 2012

GPA: 3.749

Bachelor of Science in Nursing

Saginaw Valley State University, University Center, MI

Graduated: December 2009

Deans' List: Winter 2009

GPA: 3.265

Pre-Nursing

Kellogg Community College, Battle Creek, MI

Deans' List: Winter 2005

GPA: 3.7

SUMMARY

- RN with advanced degree and well experienced in clinical skills.
- Maintain clinical competencies by concurrent work as ER nurse.
- Registered Nurse license in the states of Michigan, Wisconsin, Minnesota, & Louisiana

WORK EXPERIENCE

Emergency Room Nurse

U of M Health System Adult ER, Ann Arbor, MI

Nov. 18, 2019-Present

- Independently maintained safe and effective care to patients with different acuity levels in a time-restricted and demanding environment
- Constantly communicated and collaborated with physicians and other healthcare professionals to ensure optimal care was given to patients in a timely manner
- Interaction with patient and family members often from pain, stress, shock or grief
- Demonstrate exemplary documentation skills by accurately maintaining nurses' notes and promoting sufficient communication among care staff
- Transfuse blood products
- Administered critical IV medications such as Cardizem, Dopamine, Insulin, Nitroglycerin, and Adenosine

Charge Nurse, Emergency Room

2012-Present

Henry Ford Allegiance Health, Jackson, MI

- Completed Charge RN tasks which entails, but not limited to: assigning staff and patients to appropriate locations, and problem solving with multiple healthcare teams.
- Covered the house shift phone for lunches or breaks.
- Communicating with patient's families
- Coordinating with the security team
- Contacting facilities management in regards to supplies

Emergency Room Nurse

Dec. 31, 2009-Present

Henry Ford Allegiance Health, Jackson, MI

- Gained Level III nurse position
- Completed Charge RN tasks which entails, but not limited to: assigning staff and patients to appropriate locations, and problem solving with healthcare team members
- Lead a team of 5-6 patients during 12 hr. shifts
- Transfuse blood products
- Administered critical IV medications such as Cardizem, Dopamine, Insulin, Nitroglycerin, and Adenosine
- Assisted in the care of multiple traumas, cardiac arrests, stroke codes, sexual assaults and conscious sedations
- Provided care to people across the lifespan with different conditions from infants, children, pregnant women, and the elderly
- Independently maintained safe and effective care to patients with different acuity levels in a time-restricted and demanding environment
- Constantly communicated and collaborated with physicians and other healthcare professionals to ensure optimal care was given to patients in a timely manner
- Interaction with patient and family members often from pain, stress, shock or grief
- Demonstrate exemplary documentation skills by accurately maintaining nurses' notes and promoting sufficient communication among care staff
- Provided training to nursing students

Nursing Adjunct Faculty for BSN & MSN Program

Fall 2016-Present

Spring Arbor University & Herzing University

- Maintain competency of current teaching methods
- Online classes taught

RN-BSN Program Director/Assistant Professor

Oct. 2013-June 2016

Concordia University, Ann Arbor, MI

- Assist in student recruitment
- Review course evaluations each semester; modify curriculums to meet objectives
- Design, modify, or revise courses and their content in conjunction with the faculty and curriculum committee
- Monitor program outcome assessments and report findings
- Assist with meeting accreditation standards, including reviewing submission materials and reports
- Develop class schedules
- Represents the University/BSN Completion program at conferences, meetings, conventions, and in the community
- Participate in admission process of qualified students to the program
- Classes taught online and face to face

PAST PROFESSIONAL ORGANIZATIONS

- American Nurses Association
- Emergency Nurses Association
- Member of Professional Practice Model of Nursing committee
 - Unit based emergency room council
 - Co-chair of Continuum of Care council
 - Practice Council
- Scheduling committee in emergency room
- Corporate Compliance Council committee

COMPUTER SKILLS

Windows, MS Word, Excel, PowerPoint; Virtual Basic, Java, HTML, Corel WordPerfect, various e-mail packages, HECTOR, McKesson, zoom, skype, EPIC

ACCREDITATIONS AND LICENSES

- BLS, ACLS, TNCC
- First Aid certified by American Red Cross
- Emergency Management training by U.S. Department of Homeland Security
- NIH Stroke certified by American Red Cross
- Basic Cardiac Dysrhythmia Certification

VOLUNTEER EXPERIENCE

Beginnings Care For Life, Coldwater, MI

Jan 2010-Present

Covenant Health Care, Saginaw, MI

Jan. 2008 – Dec.2009

American Red Cross, Lansing, MI

Jan. 2006 - May 2006

Free Presbyterian Church Free Clinic, Coldwater, MI

Dec. 2003 - May 2005

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"

Tyler D Hooper

Department

Special Education Department

Current Account 1

22.1219.1630.076.0000.00000.2300

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Supervisor

Chandra L. Dumas

Current Position Title

Floater Behavior TA

Recommended Position Title

Behavior Specialist

Current Position Number

10.23.196.07

Recommended Position Number

29.87.219.01

Current Bargaining Unit

Unit I

Recommended Bargaining Unit

Unit II

Current Account 4 Split

Recommended Account 1

22.1219.1290.076.0000.07487.2009

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Current Pay Rate/ Salary Level

\$44,27

Recommended Pay Rate/ Salary Level

\$49,880 - 52,151

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

High Point

Recommended Location

WOksite/Desk Location

Red Oak

Rational for Position Change

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

Tyler is moving from a TA to a Behavior Specialist

Effective Date

Date new duties were assigned or changes made

10/20/2023

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

Ndambi Gillespie Caitlyn Vannater

Department Head Comments

Department Head

Deborah Hester-Washington 10/12/2023

Finance Approval

- Approve
- Adjust, See Comments

Finance Comments

Finance

SAP 11/01/2023

Human Resources Approval

- Approve
- Adjust, See Comments

Human Resources Comments

Unit II, Masters, Step 1

Human Resources / Executive Admin Review

CD Harmon-Higgins 10/26/2023

Superintendent Comments

Superintendent

Naomi Norman 11/02/2023

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"

Vacant (2) General Education Social Worker - Grant Funded

Department

Community & School Partnership

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Account 4 Split

Recommended Account 1

11.1216.1440.000.2252.00000.0000

Recommended Account 1 Split

100

Supervisor

Darnesha Green

Current Position Title

General Education Social Worker - 185 Grant Funded

Current Position Number

26.00.216.07

Current Bargaining Unit

Unit II

Current Pay Rate/ Salary Level

MA-185

Recommended Pay Rate/ Salary Level

MA-205

Current FTE

1

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Recommended Account 4

Recommended Account 4 Split

Recommended FTE

1

Current Number of Work Days

185

Recommended Number of Work Days

205

Should the Current Position Remain?

- ☐ Remain
- ☒ Delete

Current Account 1

11.1216.1440.000.2251.00000.0000

Current Account 1 Split

100

Current Account 2

Current Location

Workspace/Desk Location

TLC

Rational for Position Change

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

Students need mental health support year-round, additional days ensure an extended time for mental health and coordination.

Effective Date

Date new duties were assigned or changes made

10/06/2023

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

Newly approved GE social work 205-grant-funded positions

Department Head Comments

Department Head

Holly Heaviland

10/06/2023

Finance Approval

- ☒ Approve
- ☐ Adjust, See Comments

Finance Comments

Finance

SAP

11/01/2023

Human Resources Approval

- ☒ Approve
- ☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

10/12/2023

Superintendent Comments

Superintendent

Naomi Norman

11/02/2023

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"

Vacant (2) General Education Social Worker - Grant Funded

Department

Community & School Partnership

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Account 4 Split

Recommended Account 1

11.1216.1440.000.2252.00000.0000

Recommended Account 1 Split

100

Supervisor

Darnesha Green

Current Position Title

General Education Social Worker - 185 Grant Funded

Current Position Number

26.00.216.09

Current Bargaining Unit

Unit II

Current Pay Rate/ Salary Level

MA-185

Recommended Pay Rate/ Salary Level

MA-205

Current FTE

1

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Recommended Account 4

Recommended Account 4 Split

Recommended FTE

1

Current Number of Work Days

185

Recommended Number of Work Days

205

Should the Current Position Remain?

- ☐ Remain
- ☒ Delete

Current Account 1

11.1216.1440.000.2251.00000.0000

Current Account 1 Split

100

Current Account 2

Current Location

Workspace/Desk Location

TLC

Rational for Position Change

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

Students need mental health support year-round, additional days ensure an extended time for mental health and coordination.

Effective Date

Date new duties were assigned or changes made

10/06/2023

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

Approval of 3 Gen. Ed. Social Worker 205 positions

Department Head Comments

Department Head

Holly Heaviland

10/06/2023

Finance Approval

- ☒ Approve
- ☐ Adjust, See Comments

Finance Comments

Finance

SAP

11/01/2023

Human Resources Approval

- ☒ Approve
- ☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

10/12/2023

Superintendent Comments

Superintendent

Naomi Norman

11/02/2023

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"

Melissa Cischke

Department

Achievement Initiatives

Current Account 1

11.1232.1620.000.0000.00000.4600

Current Account 1 Split

75

Current Account 2

22.1232.1620.000.0000.00000.4600

Current Account 2 Split

25

Current Account 3

Current Account 3 Split

Current Account 4

Supervisor

Naomi Norman

Current Position Title

Administrative Assistant to the Superintendent

Recommended Position Title

MISTEM Project Assistant

Current Position Number

51.00.232.03

Recommended Position Number

51.00.221.09

Current Bargaining Unit

Non-Affiliated

Recommended Bargaining Unit

Non-Affiliated

Current Account 4 Split

Recommended Account 1

11.1221.1290.000.0000.00000.1100

Recommended Account 1 Split

35

Recommended Account 2

11.1226.1170.995.3322.00000.0000

Recommended Account 2 Split

50

Recommended Account 3

22.1299.1590.000.0000.09100.0000

Recommended Account Split 3

15

Current Pay Rate/ Salary Level

Grade 6 Step 5

Recommended Pay Rate/ Salary Level

Grade 6/ Step 5

Current FTE

1

Recommended FTE

1

Current Number of Work Days

230

Recommended Number of Work Days

230

Should the Current Position Remain?

- ☒ Remain
- ☐ Delete

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location

TLC/Superintendent Office

Recommended Location

WOksite/Desk Location

TLC/ Achievement Initiatives

Rational for Position Change

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

Effective Date

Date new duties were assigned or changes made

11/01/2023

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

Anne Fortunato

Department Head Comments

Department Head

Jennifer Banks

10/17/2023

Finance Approval

- ☒ Approve
- ☐ Adjust, See Comments

Finance Comments

Finance

SAP

11/01/2023

Human Resources Approval

- ☒ Approve
- ☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

10/19/2023

Superintendent Comments

Superintendent

Naomi Norman

11/02/2023

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"

Kim Warren

Department

Community School Partnerships

Current Account 1

11.1311.1590.990.3433.00000.0000

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Supervisor

Margy Long

Current Position Title

GSPC - Parent Liaison

Recommended Position Title

GSFC - Family Liaison

Current Position Number

52.00.212.03

Recommended Position Number

52.00.212.03

Current Bargaining Unit

Non-Affiliated

Recommended Bargaining Unit

Non-Affiliated

Current Account 4 Split

Recommended Account 1

11.1311.1590.990.3434.00000.0000

Recommended Account 1 Split

100

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Current Pay Rate/ Salary Level

NA Grade 4 no step

Recommended Pay Rate/ Salary Level

NA Grade 4 step 1

Current FTE

0.5

Recommended FTE

1

Current Number of Work Days

230

Recommended Number of Work Days

230

Should the Current Position Remain?

- ☒ Remain
- ☐ Delete

Recommended Account 4

Recommended Account 4 Split

Current Location

Worksite/Desk Location

TLC/ Success by 6 GSC in Early Childhood

Recommended Location

WOrksite/Desk Location

TLC/ Success by 6 GSC in Early Childhood

Rational for Position Change

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

MDE has increased the allocation of 32p, the grant that funds the position. The budget is waiting for MDE approval but the total allocation has been confirmed so the funds will be coming.

Effective Date

Date new duties were assigned or changes made

10/01/2023

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

I'm not aware of any other similar positions.

Department Head Comments

Department Head

Holly Heaviland 10/09/2023

Finance Approval

- ☒ Approve
- ☐ Adjust, See Comments

Finance Comments

Finance

SAP 11/01/2023

Human Resources Approval

- ☐ Approve
- ☒ Adjust, See Comments

Human Resources Comments

No change in step/grade; only FTE (from 0.5 to 1.0)

Human Resources / Executive Admin Review

CD Harmon-Higgins 10/23/2023

Superintendent Comments

Superintendent

Naomi Norman 11/02/2023

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"

Kristen Anderson

Department

Special Education

Current Account 1 Split

100

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Current Account 4 Split

Supervisor

Jennifer Parrelly

Current Position Title

Art Teacher

Recommended Position Title

Art Teacher

Current Position Number

20.47.122.12

Recommended Position Number

20.47.122.12

Current Bargaining Unit

Unit II

Current Pay Rate/ Salary Level

14 - \$73,907.00

Recommended Account 1

22.1122.1240.190.0000.06147.2400

Recommended Account 1 Split

50

Recommended Account 2

22.1122.1240.120.0000.07487.2009

Recommended Account 2 Split

50

Recommended Account 3

Recommended Account Split 3

Recommended Account 4

Recommended Pay Rate/ Salary Level

14 - \$73,907.00

Current FTE

0.5

Recommended FTE

1

Current Number of Work Days

92.5

Recommended Number of Work Days

180

Should the Current Position Remain?

- ☐ Remain
- ☒ Delete

Current Account 1

22.1122.1240.190.0000.06147.2400

Recommended Account 4 Split

Current Location

Worksite/Desk Location

High Point

Recommended Location

WOrksite/Desk Location

High Point, Red Oak, Young Adult

Rational for Position Change

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

Art will be provided to students at Red Oak and Young Adult Outcenters

Effective Date

Date new duties were assigned or changes made

10/23/2023

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

Christine Bruxvoort, Art Teacher

Department Head Comments

Department Head

Cherie Vannatter

10/16/2023

Finance Approval

- ☒ Approve
- ☐ Adjust, See Comments

Finance Comments

Finance

SAP

11/01/2023

Human Resources Approval

- ☒ Approve
- ☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

10/20/2023

Superintendent Comments

Superintendent

Naomi Norman

11/02/2023

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"

Christina Stark

Department

Special Education

Current Account 1

22.1122.1240.120.0000.07487.2006

Current Account 1 Split

0

Current Account 2

Current Account 2 Split

Current Account 3

Current Account 3 Split

Current Account 4

Supervisor

Lyn Arons

Current Position Title

WCC YA teacher

Recommended Position Title

Young Adult Project TC

Current Position Number

20.06.122.01

Recommended Position Number

28.00.218.11

Current Bargaining Unit

Unit II

Recommended Bargaining Unit

Unit II

Current Account 4 Split

Recommended Account 1

22.1218.1250.061.0000.07487.2200

Recommended Account 1 Split

0

Recommended Account 2

Recommended Account 2 Split

Recommended Account 3

Recommended Account Split 3

Current Pay Rate/ Salary Level

per contract, no change

Recommended Pay Rate/ Salary Level

per contract, no change

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

WCC YA classroom

Recommended Location

WOrksite/Desk Location

Ypsilanti Downtown YA Project location (J Rose's desk)

Rational for Position Change

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

Christina applied for the open YAP TC position

Effective Date

Date new duties were assigned or changes made

11/01/2023

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

Dawn Keith and Erika McCullough

Department Head Comments

Department Head

Deborah Hester-Washington

10/05/2023

Finance Approval

- ☒ Approve
- ☐ Adjust, See Comments

Finance Comments

Finance

SAP

11/01/2023

Human Resources Approval

- ☒ Approve
- ☐ Adjust, See Comments

Human Resources Comments

Human Resources / Executive Admin Review

CD Harmon-Higgins

10/12/2023

Superintendent Comments

Superintendent

Naomi Norman

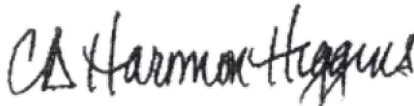
11/02/2023

DATE: November 14, 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. Angela Witham's retirement letter, effective February 29, 2024. Ms. Witham has been employed with the WISD since September 25, 1997 as a Teaching Assistant at High Point School.

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

Enclosure

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

From: Angela Witham
Sent: Monday, October 30, 2023 8:34 AM
To: Naomi Norman; Cherie Vannatter; Cassandra Harmon-Higgins; Jennifer Parrelly; Nicole Hubler; Rachel Antosh; Brian Marcel; Becky Mullins; Merri Lynn Colligan; Tanner Rowe
Cc: bwwitham@gmail.com
Subject: Notice of Retirement

Please consider this letter my official notice of my intent to retire as of February 29, 2024. I have enjoyed working with all the students and staff over the last 26 years. I will need to return my laptop and security fob on or before February 29, 2024. Can someone from technology please contact me regarding the laptop and fob? I also have several keys to High Point classrooms and closets/storage that will need to be returned.

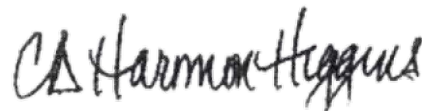
Angela Witham
High Point Floater
ext 1600
Building Union Rep for 3760

DATE: November 14, 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. Kathryn Lippert's retirement letter, effective December 31, 2023. Ms. Lippert has been employed with the WISD since January 25, 1999, as a Teaching Assistant.

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

Enclosure

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

From: Kathryn Lippert
Sent: Sunday, October 29, 2023 12:04 PM
To: Rebekah Ralls; Regina Roza; Cassandra Harmon-Higgins
Cc: Nicole Hubler; Cherie Vannatter; Naomi Norman; Brian Marcel; Leah Vance
Subject: Notification of retirement

To whom it may concern,

I'm writing this letter to inform you that I have been in contact with Michigan Office of Retirement Services of my intentions to retire on December 31, 2023. My first day of retirement will begin January 1 2024. I would like to thank WISD for 25 years of working with the very best. Thank you and may WISD continue to serve all of Washtenaw county with the best in educating our precious students.

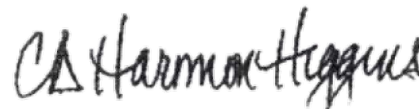
Sincerely,

Kathryn Lippert

DATE: November 14, 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 Ms. Emily Grifka's letter of resignation, effective November 10, 2023. Ms. Grifka has been employed with the WISD since April 5, 2013, first as a Secretary in Special Education and then transferred to Project Manager in Technology.

The Administration recommends that the Board accept Ms. Grifka's letter of resignation. We wish her well in her future endeavors.

Enclosure

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

From: Emily Grifka
Sent: Monday, October 30, 2023 9:09 AM
To: Becky Mullins; Nicole Hubler
Cc: Merri Lynn Colligan
Subject: Resignation Notice - Emily Grifka

Hi Becky and Nicole,

I am writing to formally submit my resignation from my position as Project Manager in the Technology Department. My last day of work will be November 10, 2023.

Please let me know what next steps HR would like me to take and if there is anything I can do during my final two weeks to help make the transition as smooth as possible. I will do my best to ensure that all of my projects are completed, and that my responsibilities are passed on to my successor in an organized manner.

Thank you, as always, for your help and guidance,
Emily

Emily Grifka
Project Manager, Technology & Data Services
Washtenaw Intermediate School District

O: 734.994.8100 ext. 1295
www.washtenawisd.org

To Ensure a Timely Response to Your Support Request:

WISD Staff: Please [submit a CSR](#) or call our Staff Helpdesk Line at 734-994-8100 x 1286.

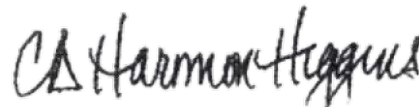
Parent/Guardians: Please call our Parent/Guardian Technical Assistance Helpdesk Line at 734-994-8857 or reach out directly to your student's teacher.

This email may contain proprietary and confidential information for the sole use of the intended recipient. Any review, transmission, dissemination, or other use of this information by persons or entities other than the intended recipient is prohibited. If you are not the intended recipient, please contact the sender and delete all copies. To the extent that opinions are expressed in this message. They are not necessarily the opinions of WISD or any of its affiliates, employees, directors, or board members.

DATE: November 14, 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 Ms. Wesley Konesky's letter of resignation, effective October 18, 2023. Ms. Konesky has been employed with the WISD since July 10, 2023, as an Early Intervention Psychologist.

The Administration recommends that the Board accept Ms. Konesky's letter of resignation. We wish her well in her future endeavors.

Enclosure

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

To: Cassandra Harmon-Higgins

I am providing notification of my resignation as Early On School Psychologist as of 4:30 pm on October 17, 2023, due to personal, ethical, and professional reasons. I offer two weeks of continued employment to assist in finding a replacement but will work remotely unless I have an in-person assessment or meeting.

I have attempted to address and work through various concerns associated with my employment. An investigation into one of these concerns, which occurred over a month ago, is ongoing with no communication to me as to its process, progress, or anticipated date of conclusion, creating additional stress within the work environment.

I hope my shared experiences shape a better path forward.


Wesley Konesky

DATE: November 1, 2023

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Tanner Rowe, Director of Operations

RE: Contract Renewal Recommendation – McIntosh Grounds Maintenance

McIntosh Grounds Maintenance have been the stewards of Washtenaw ISD's (WISD) grounds for decades. They continuously provide excellent service at competitive prices. Their services include both summer and winter grounds maintenance. In the summer, they provide our weekly mowing and edging as well as our spring and fall seasonal cleanups. In addition, McIntosh keeps our flowers, plants, and trees in good health while maintaining the beds and mulch across the entire campus at 1735 and 1819 S. Wagner Rd.

In the winter, McIntosh prioritizes our sites and is here early to plow snow and salt walks well before staff and students arrive. They understand the importance of providing a safe and accessible environment.

McIntosh's contract has the option to renew for up to 3 fiscal years with 3% annual increases. Depending on the needs of each season, WISD spends on average about \$60,000 annually maintaining the grounds at 1735 and 1819 S. Wagner Rd. for both the summer and winter seasons. The winter season can see greater variation depending on the amount of snow received and the number of times plowing and salting is needed. Based upon all our past and our current experiences with McIntosh, we would like them to continue to serve as our grounds maintenance contractor.

The administration recommends the Board authorize the administration to execute the contract renewal with McIntosh Grounds Maintenance for three (3) years, with an overall total not to exceed \$190,000.

If you have any questions, please feel free to contact me in advance of the meeting.



PROPOSAL

TO: WISD
Tanner Rowe
1819 S. Wagner Rd
Ann Arbor MI 48103

Phone Date
734-994-8100 10/30/23

Location
1819 S. Wagner Rd, Ann Arbor MI

Summer/Winter Services: Please choose from the following:

- ☐ 2023/2024 Fiscal Year (Beginning July 1, 2023-June 30, 2024)
☐ 2023/2024 & 2024/2025 Fiscal Years (3% yearly increase)
☐ 2023/2024, 2024/2025, & 2025/2026 Fiscal Years (3% yearly increase)

Summer Services

Please initial services requested

Mowing and Trimming

Weekly or as needed, string trimming any areas the mower cannot reach, machine blowing all driveways, roadways and sidewalks removing all grass clippings throughout the mowing season. \$1,120.00 per occurrence

Mechanical Edging

Cutting a thin, even vertical line between the grass and hard surfaces such as cement, sidewalks or curbing to create a crisp, clean edge. Performed monthly. \$154.00 per occurrence

Spring Cleanup

Removal of leaves and branches from lawn and landscape beds, hauling of debris off-site. \$1,074.00

Pruning: based on 2 occurrences

Bushes and/or trees (up to 18ft) along with removal of dead and dying branches, hauling of debris off-site. \$4,481.00 per season

Fall Cleanup: based on 1 occurrence

Removal of leaves, perennial cut back, annuals removal, hauling of debris off-site. \$3,156.00

Mulch Installation and Bed Prep: based on 102 yards

Weeding of landscape beds/trees rings prior to mulch installation. Mulch applied to the proper depth to promote the health of the plant, prohibit weed growth, maintain even soil temperatures and moisture throughout the seasons, and provide pleasing aesthetics for your property. Mixed Hardwood \$100.00 per yard

Weeding Services**

A combination of pre-emergent, post-emergent and hand pulling in landscaped bed areas. Post-emergent applied to hardscape surface areas such as driveway and sidewalk cracks. Billed in 6 equal installments, May through October. Seasonal Total \$5,396.00 Installment Amt \$899.33 per month

Weeding services only offered to full-time mowing customers

Winter Services**Please initial services requested**

Snow plowing of parking lot and driveway:

1½" - 4"	\$750.00 per occurrence	_____
4" - 8"	\$1,125.00 per occurrence	
8+"	\$1,500.00 per occurrence	

Snow shoveling of building and city sidewalks:

1" - 4"	\$828.00 per occurrence	_____
4" - 8"	\$1,242.00 per occurrence	
8+"	\$1,656.00 per occurrence	

Salting of parking lot and driveway as needed

\$700.00 per application _____

Ice melt product applied to cement sidewalk areas as needed

\$44.00 per 50# bag _____

Snow and Ice Watch Program:

On-site, pre-dawn checks of property any day there may be a chance of slip and fall conditions due to snow/ice

* McIntosh Grounds Maintenance, Inc. reserves the right to adjust pricing on multi-year contracts prior to the beginning of the season based on salt availability and market pricing. No mid-season changes will be made. Pricing will only increase if there is a substantial salt price increase.

Authorized Signature Doug McIntosh

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Signature _____
By signing you agree to our pricing and terms and conditions.Date of Acceptance: _____
Please return signed (white) copy to ensure a spot on our list. Thank you.

MEMORANDUM

TO: Naomi Norman, Superintendent and WISD Board of Education

FROM: Cherie Vannatter
Deputy Superintendent

DATE: November 14, 2023

RE: 2023-2024 Contract with New Directions Solutions LLC/ProCare

We are requesting approval to contract with New Directions Solutions LLC/ProCare to provide staffing for WISD Programs from July 1, 2023, through June 30, 2024.

The estimated amount of the contract is \$475,000.00. This amount is based on New Directions Solutions LLC/ProCare expenditures for the 2022-2023 school year. The contract will be paid through various special education Instructional Services accounts (see attachment A).

Individual addendums to this contract, for each contracted staff person, will be provided by New Directions Solutions LLC/ProCare, as staffing needs arise. Each contracted employee will require a CHRI form, REP form, and fingerprinting before providing service.



WASHTENAW INTERMEDIATE SCHOOL DISTRICT CONTRACTED SERVICES AGREEMENT

This Agreement is made this 1st day of July 2023 by and between the Washtenaw Intermediate School District, hereinafter referred to as the WISD or District and New Directions Solutions LLC/ProCare, hereinafter referred to as Contractor.

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

SECTION I – SCOPE OF SERVICES

THEREFORE, in consideration of payment to the Contractor of the sums specified in Section I and II the Contractor hereby agrees as follows:

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than July 1, 2023. Once this contract is implemented, then ending date for providing services shall be June 30, 2024.
2. The Contractor shall, upon request (and subject to availability), provide to the District, qualified personnel for supplemental staffing services, to perform tasks agreed upon in the terms set forth in this Agreement (and/or subsequent Addendums between the Contractor and District). Personnel provided are employees of the Contractor, subject to the Contractor's screening process and must also meet the minimum qualifications (e.g., licenses, certifications, etc.) set forth by the WISD.
3. Prior to any work being completed for the WISD, individuals working for the Contractor are required to undergo a fingerprint based criminal background check submitted to the Michigan State Police, that yields state and federal Criminal History Record Information (CHRI). The Contractor will be responsible for payment of the fingerprinting service. (Contractor must obtain the proper forms from the WISD HR Department prior to fingerprinting).
4. The District must comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state of another state, or of the United States.
5. Neither the WISD nor the Contractor will discriminate based on race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information, sexual orientation, or any other characteristic protected under applicable federal, state, or local law.

SECTION II – COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services shall align with the hourly rate set forth in subsequent Addendums(s) as referenced in Section I (2).
2. If Contractor is required (by the District) to work more than forty (40) hours in a work week, the overtime rate is one and one-half (1.5) times the regular billing rate for such hours.
3. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this agreement.
4. Contractor shall submit an invoice describing the services, including dates and hours of work completed on a weekly basis to:

Washtenaw Intermediate School District

Attn: Business Office

1819 South Wagner Road

Ann Arbor, Michigan 48106

5. Contractor shall submit an invoice for services rendered no more than thirty (30) days after the work has been performed. (Invoices submitted after this date may not be paid.) All invoice discrepancies must be disputed within sixty (60) calendar days of receipt of the invoice by WISD. If ProCare invoiced incorrectly, it will be taken care of by ProCare within thirty (30) days of notice of the discrepancy.
6. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within thirty (30) calendar days from receipt in the WISD's Business Office.
7. The contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this agreement, be that of an independent Contractor. The personnel of the Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus, or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties, or costs in the collection of same.
8. The WISD may change the duties of the Contractor as above described, but such change shall not be a substantial alternation of the Contractor's duties, nor can such change be made without the input of the Contractor.
9. Contractor has not been debarred, excluded, or disqualified¹ under the non-procurement common rule, or otherwise declared ineligible from receiving federal funds, contract, certain subcontracts, and certain Federal assistance/benefits.

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

10. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above-described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
11. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered, not as a prepayment.
12. WISD agrees to report to the Internal Revenue Service (IRS) all amounts paid/reimbursed for services of the agreement in conjunction with the legal requirements.

SECTION III - INSURANCE COVERAGE

1. If the Contractor uses motor vehicles while performing the services above described, the Contractor shall provide to the WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by the WISD.
2. The Contractor shall maintain at his/her/their/its own expense during the term of this contract, the following:
 - a. Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;
 - b. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence, \$1,000,000 aggregate for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.
3. The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this Agreement. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent,

Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.
4. Limitation of Liability: In no event shall either party be liable in any manner for incidental or consequential damages, expressly excluding claims based on its breach of confidentiality obligations, gross negligence, willful misconduct, or indemnification obligations for third party claims.

SECTION IV - OTHER CONSIDERATIONS

1. The headings of sections of this contract are for reference only and will not affect in any way the meaning or interpretation of this contract.
2. All expenses for travel and mileage as a result of rendering requested services are the responsibility of the Contractor. However, the WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this contract will be paid by WISD at a rate to be determined by

WISD. Such travel expenses must be submitted under the guidelines established by WISD, including itemized receipts and expense submission dates.

3. The WISD will provide Contractor with access to the WISD's Policies and Administrative Guidelines (located on the WISD website). Unless otherwise agreed to in writing, Contractor (personnel) will abide by the WISD's Policies, Administrative Guidelines, and protocol related to health and safety while working and/or on the premises. District shall orient Contractor to the Exposure Control Plan(s)/Protocol(s) as it pertains to Occupational Safety and Health Administration (OSHA) requirements, including with respect to bloodborne pathogens and other emergent matters.
4. The WISD shall retain ownership interest in any of the following circumstances:
 - The WISD expressly directs the Contractor to create a specified work (electronic or otherwise), or the work is a specific requirement of the contract.
 - Any documents (electronic or otherwise) created and or developed by the contractor while under contract with the WISD; or
 - The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
5. The work done by the Contractor shall be to the entire satisfaction of WISD. Should the Contractor unsatisfactorily perform the duties, WISD may cancel the agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
6. Either party may terminate this Agreement (and/or an Addendum, referenced in Section I) by giving the other thirty (30) days advance written notice.
7. Neither Party will be liable for any failure/delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, riots, war, terrorist act, epidemic, pandemic, quarantine, natural catastrophes, governmental acts/omissions, changes in laws or regulations, and national strikes.
8. If one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.
9. This Agreement will be governed by and construed in accordance with the laws of the State of Michigan. Any dispute/claim from this contract shall be resolved exclusively in the federal and state courts of the State of Michigan and the parties hereby irrevocable submit to the personal jurisdiction of said courts and waive all defenses thereto.
10. At District's request, Contractor may provide telepractice services through VocoVision (or other District approved video conferencing, e.g. Zoom, Teams, etc.). Should utilization of VocoVision occur, District shall at that time, receive specific terms and conditions regarding VocoVision's telepractice services.

11. District agrees to provide Consultant the guaranteed number of work hours per week specified in the Assignment Confirmation (Sample – Addendum A). Minimum work hours shall be reduced to reflect scheduled school closings for holidays, planning days, or closures as described in Section IV (7). Hours paid shall reflect actual hours worked by the Consultant; minimum work hours per week shall be reduced based on school closings, as outlined above, and Consultant's absence(s).
12. Contractor may incur fixed expenses over the entire course of a Consultant's contract assignment with District related to the Consultant's housing and per diem costs. In the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), the District may transition to virtual services for all Consultants whose services can be performed in such a setting. The final determination of whether virtual services is appropriate remains with the District. If the Consultant works virtually, as requested by the District, the District shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. If virtual services is deemed necessary and is requested by the District, virtual service hours shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. If virtual services is deemed necessary and is requested by the District, virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by District and agreed upon by Contractor. The parties will mutually determine which contracted disciplines qualify for virtual services.
13. Any notice and/or demand required under this contract will be in writing and personally served or sent by certified mail, return receipt requested to the address below:

Washtenaw Intermediate School District ProCare

*Attn: Naomi Norman, Superintendent
1819 South Wagner Road
Ann Arbor, MI 48106*

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

COPY via email:

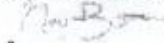
- nnorman@washtenawisd.org;
- charmonhiggins@washtenawisd.org;
- josie.jones@procaretherapy.com

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

SIGNATURES

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

New Directions Solutions, LLC dba ProCare Therapy

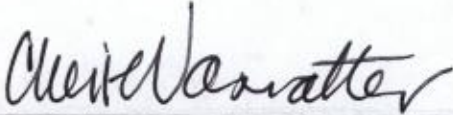


Nicole Barletta
Division Director
October 02, 2023 20:37 UTC
IP: 107.115.147.113

ProCare Therapy

October 2, 2023

Date



Washtenaw Intermediate School District

October 27, 2023

Date

Washtenaw Intermediate School District

Date

Washtenaw ISD Board Goals - 2023-24

Board Goals
Goal #1: Educate Educate in a manner that meets the needs of each and every learner inclusive of social identities while building an organizational culture focused on equity, inclusion, and social justice.
Goal #2: Serve Increase capacity to ensure racially conscious service as we collaborate with local districts, PSAs, internal programs and our community.
Goal #3: Advocate Lead and advocate for policies and practices that increase access and opportunity for all learners in Washtenaw County.

Washtenaw Intermediate School District (the "District")

A regular meeting of the board of education (the "Board") of the District was held in the Board Room at 1819 South Wagner Road, Ann Arbor, MI, in the District, on the **14th** day of **November, 2023**, at 5:00 o'clock in the p.m.

The meeting was called to order by Diane Hockett, President.

Present: Members:

Absent: Members

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

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, except that the levy may be restricted to areas in which a local school district or city is concurrently imposing a summer property tax levy, upon property located within the school district and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), hereby invokes for 2024 its previously adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District in areas in which a local school district or municipality are concurrently imposing a summer property tax levy and continuing from year-to-year until specifically revoked by this Board and requests each city and/or township in which this District is located to collect those summer taxes.
2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2024 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2024.
3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of this District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before the Board for its approval or disapproval.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members: _____

Nays: Members: _____

Motion declared adopted.

Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of **Washtenaw Intermediate School District**, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on the 14th of November, 2023, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Secretary, Board of Education



THRUN
LAW FIRM, P.C.

SCHOOL LAW NOTES

OCTOBER 26, 2023

Employment Law

<i>Labor Law Changes: Preparing to Bargain Formerly Prohibited Subjects</i>	1
<i>Shortened Waiting Period for School Retirees to Return to Work</i>	2
<i>Back to Basics: Classroom Observations</i>	3
<i>Register for Upcoming Labor & Employment Webinars</i>	4

Student Issues

<i>Avoiding the Naughty List this Holiday Season</i>	4
<i>Brushing Up on the CROWN Act and Grooming Standards</i>	5
<i>Common Questions About Transgender Students</i>	5

Constitutional Law

<i>The First Amendment Hits a Home Run</i>	6
--	---

New Legislation

<i>PA 57 of 2023: Legal Requirements School Officials Need to Know</i>	7
<i>Clean Drinking Water Act Signed</i>	8

Finance

<i>Reminder: File Your Qualifying Statement by December 31st</i>	8
--	---

Upcoming Speaking Engagements Webinar Series Registration Form

LISA L. SWEM	IAN F. KOFFLER
JEFFREY J. SOLES	FREDRIC G. HEIDEMANN
ROY H. HENLEY	RYAN J. NICHOLSON
MICHAEL D. GRESSENS	CRISTINA T. PATZELT
CHRISTOPHER J. IAMARINO	PHILIP G. CLARK
RAYMOND M. DAVIS	PIOTR M. MATUSIAK
MICHELE R. EADDY	JESSICA E. MCNAMARA
KIRK C. HERALD	RYAN J. MURRAY
MATTHEW F. HISER	ERIN H. WALZ
ROBERT A. DIETZEL	MACKENZIE D. FLYNN
KATHERINE WOLF BROADDUS	KATHRYN R. CHURCH
DANIEL R. MARTIN	MARYJO D. BANASIK
JENNIFER K. STARLIN	CATHLEEN M. DOOLEY
TIMOTHY T. GARDNER, JR.	AUSTIN M. DELANO
GORDON W. VAN WIEREN, JR. (OF COUNSEL)	

THRUNLAW.COM

**EAST LANSING
NOVI
WEST MICHIGAN**

Labor Law Changes: Preparing to Bargain Formerly Prohibited Subjects

This is the fourth article in a series that analyzes significant labor law changes.

This month's topic examines steps school officials should consider in preparation for a union's demand to bargain the former "prohibited subjects." Specifically, PA 115 of 2023 repealed the prohibition against bargaining (1) teacher placement, (2) teacher layoff and recall, (3) teacher and administrator evaluation, (4) teacher discharge and discipline, and (5) merit pay. Governor Whitmer also signed into law PA 143 of 2023, which removes third party contracting of non-instructional services as a prohibited subject. These laws will become effective as early as the first week of February 2024.

Planning and Communication

School officials should anticipate that unions will demand to bargain over these topics. Whether a school with an unexpired collective bargaining agreement will be obligated to bargain about these now mandatory bargaining subjects is fact-specific, and school officials should consult with their school's legal counsel to discuss their specific circumstances if questions arise.

Schools should consider acting now to establish a new *status quo* for bargaining these subjects before they become unprohibited by (1) carefully reviewing current master agreements and (2) amending board policies to align with new law and best practices.

A careful review of current master agreements, especially contract appendices, should include a determination of whether any latent terms regarding these subjects exist that will spring into effect when the prohibition on the subjects is lifted. Master agreement terms should address legal requirements still in effect regarding the formerly prohibited subjects.

You will lose leverage at the table and possibly implement unfavorable contract terms if the parties begin negotiations based on language proposals prepared by the union. Accordingly, school officials should consider board policies as the starting point from which to negotiate any new master agreement terms. Boards should take the initiative to amend board policies that address teacher placement, teacher evaluation, teacher discipline, and teacher layoff and recall to reflect recent changes in the law.

Legal Guardrails

- **Teacher Placement/Layoff Recall:** Effective July 1, 2024, PA 116 of 2023 amends Revised School Code Section 1248 to establish factors school officials must consider when filling a vacancy, placing a teacher in a classroom, or conducting a staffing or program reduction or any other personnel determination resulting in elimination of a position. Last month's *School Law Notes* article on this subject is available here: [September 2023 School Law Notes](#).

- **Merit Pay:** Revised School Code Section 1250 requires districts to maintain a method of compensation for teachers and school administrators that includes job performance and job accomplishments as a significant factor. The State School Aid Act was amended by PA 144 of 2023 to eliminate the requirement that merit pay be included in a collective bargaining agreement. PA 144 will take effect 91 days after the last legislative session. However, if Section 1250 remains law, merit pay will still need to be negotiated into an applicable collective bargaining agreement because it is a mandatory subject.

- **Teacher and Administrator Evaluation:** Revised School Code Section 1249 requires that schools adopt and implement for all teachers and administrators a rigorous, transparent, and fair performance evaluation system that includes annual evaluations, observation requirements, and mid-year progress reports, among other things. The Teachers' Tenure Act also requires that all probationary teachers receive an Individualized Development Plan (IDP).

- **Teacher Discharge and Discipline:** The Teachers' Tenure Act governs teacher discharge and discipline. Teachers may be disciplined and discharged only for reasons that are not arbitrary or capricious. Schools may suspend a teacher without pay without triggering an appeal to the Tenure Commission if the suspension is less than 15 consecutive days and the total suspension without pay does not exceed the equivalent of 30 days of compensation.

Thrun's labor group is monitoring new legislation and will provide updates as the legislative process proceeds.

Next Steps

If your school receives a demand to bargain over the formerly prohibited subjects, board members should be notified.

Rather than work from a union's initial proposal during bargaining, school officials should be prepared to present to the union school board policies concerning appropriate working conditions and should require union representatives to identify how and why board policy should be revised in the applicable collective bargaining agreement. To be well-positioned to bargain using board policy as a starting point, before beginning collective bargaining negotiations, school officials should: (1) review current school board policies that address formerly prohibited bargaining subjects, (2) consult with the school's policy service provider, and (3) work with the board of education to revise board policy as appropriate.

For Thrun Policy Update Subscribers, the formerly prohibited bargaining subjects discussed in this article

will be addressed in updates to the following Thrun policies:

- Teacher Placement, Thrun Policy 4402 (Assignment and Transfer);
- Layoff and Recall, Thrun Policy 4405 (Reduction in Force and Recall);
- Teacher and Administrator Evaluations, Thrun Policy 4403 (Performance Evaluation);
- Teacher Discipline and Termination, Thrun Policies 4407 (Discipline) and 4408 (Termination); and
- Merit Pay, Thrun Policy 4404 (Performance Based Compensation for Teachers).

Policy updates will be available in the coming months.

• • •

Shortened Waiting Period for School Retirees to Return to Work

On October 10, 2023, Governor Whitmer signed into law with immediate effect Public Act 147 of 2023, which amends the Michigan Public School Employees Retirement Act (MPSER) to allow certain retirees to continue to receive their retirement allowance and subsidy for health care benefits when returning to work for a "reporting unit" (i.e., a public school district, ISD, or public school academy) sooner than previously permitted. This change will remain in place for five years after its effective date.

Retirees with a bona fide termination of employment are now permitted to work for a reporting unit after a six month post-retirement waiting period – a change from the previous nine month waiting period. A retiree can also return to work without a waiting period if the retiree does not earn more than \$15,100 in a calendar year. These same guidelines apply to a superintendent who retired while a superintendent, except that a retired superintendent must be employed in a position other than superintendent.

A *bona fide termination of employment* requires that the individual has completely severed the employer-employee relationship with the reporting unit employer, as determined by the retirement system. Before severing the employee-employer relationship, the retiree may not intend, expect, or have an offer or contingent offer to become employed by any reporting unit.

School officials should be mindful of the legal implications of hiring a retiree, especially if the retiree previously earned tenure in the district. This issue and other frequently asked questions regarding hiring

retirees was addressed in the September 29, 2022, edition of *School Law Notes*, found here: [September 2022 School Law Notes](#).

If you have questions about hiring a retiree, please consult with your Thrun labor attorney.

• • •

Back to Basics: Classroom Observations

Classroom observations are a vital component of the teacher evaluation process that requires planning and organization by school officials and observers. Failing to follow statutory requirements for teacher observations could result in a teacher challenging the year-end performance evaluation.

Observation Tools

Michigan has approved five observation tools for teachers: Charlotte Danielson's Framework for Teaching, the Marzano Teacher Evaluation Model, the Thoughtful Classroom, the 5 Dimensions of Teaching and Learning, and the Michigan Transformational Evaluation Model. Under Revised School Code Section 1249, a school may use an observation tool that is not on the state-approved list *if* the school publicly reports on the tool's research base, reliability, validity, and efficacy. Regardless of which tool is used, a school must report information about the observation tool on its website, including the process for collecting evidence to be used in the year-end evaluation (through observations).

Observations

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

Teachers (except those who received an "effective" or "highly effective" rating in the previous two consecutive years) must be observed *at least* twice per school year. One observation must be unscheduled. Although the law does not address the timing of observations, all observations must be complete before finalizing the teacher's year-end evaluation.

At least one observation must be conducted by the teacher's year-end evaluator. Other qualified observers may also conduct observations. MDE has identified "teacher leaders, master teachers, instructional specialists, and/or district administrators" who are trained on the evaluation tool as examples of qualified observers.

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

Section 1249 requires that an observation include a review of the lesson plan and the state curriculum standard used in the lesson. The statute also requires the evaluator to review student "engagement" during the observation. While the evaluation tool typically provides criteria to evaluate student engagement, the observer also should provide a narrative summary to support all conclusions. If the evaluation is challenged, the narrative will help explain how the observer scored the teacher.

Notably, a classroom observation is not required to last an entire class period. School officials should comply with the adopted observation tool(s)' recommended observation length.

Within 30 days after an observation, the observer must provide the teacher with feedback, preferably in writing. This feedback should provide clarity to the teacher about areas for improvement and may also be used to support the school's future employment decisions. The feedback should notify the teacher of any performance deficiencies to give the teacher "ample opportunity" to improve.

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

Although an informal walk-through can provide valuable information to the evaluator, it does not count as one of the two required observations unless the evaluator has reviewed the teacher's lesson plan, state curriculum standards, and student engagement. Observers may still conduct walk-throughs for monitoring purposes, especially when a teacher is subject to an IDP requiring periodic feedback. Regardless, when conducting an observation or a walk-through, the observer should always document when he or she entered and exited the classroom, as well as any noteworthy observations.

Failing to follow Section 1249's requirements may undermine the evaluation process and a school's later layoff, nonrenewal, or termination decisions. For Thrun Policy Subscribers, Policy 4403 governs teacher evaluations and classroom observations. School

officials and observers should ensure that observations are calendared and a detailed plan is in place to safeguard against any noncompliance issues.

• • •

Register for Upcoming Labor & Employment Webinars

Thrun Law Firm is offering a series of four webinars focused on labor and employment topics that school officials frequently encounter and where missteps may result in legal liability. These trainings are for K-12 and central office administrators who are new to the job as well as those veterans who want or need a refresher.

The following dates and topics will be offered:

- Wednesday, November 8 - Collective Bargaining: How to Say “No”
- Wednesday, November 15 - Teacher IDPs and the Evaluation Process
- Wednesday, December 6 - Managing the Grievance Process
- Wednesday, December 13 - Maneuvering through FMLA, PMLA, & ADA

Join Thrun Law Firm as we cover these important labor and employment topics and discuss common traps and pitfalls. Further details, including cost and time, are included on the attached registration form.

• • •

Avoiding the Naughty List this Holiday Season

Every year school officials confront the quandary of what schools can do to celebrate the holidays without running afoul of the Constitution. School celebrations — whether musical performances, decorative displays, or curricular activities — often involve religious content that implicates the First Amendment’s Establishment Clause. Under the Establishment Clause, the government (including public schools) may not endorse or promote religion.

Last year, the U.S. Supreme Court struck down a test that courts had used for decades to determine whether government activity violated the Establishment Clause. The Court did not establish a new test in its place. Given this lack of guidance, schools should proceed with caution when celebrating the holidays.

Diversify Content

Whether a school display or performance violates the Establishment Clause is assessed based on the full context of the material. When secular holiday symbols

like Santas and reindeer are combined with a variety of religious symbols (such as a cross, creche, or menorah), it is less likely that a court would find that the material violates the Establishment Clause. Similarly, a display or performance that includes religious content should represent multiple religions, as diverse content is less apt to indicate school endorsement of a particular religion.

In recognition of religious music’s artistic merit, courts have consistently rejected a ban on all religious music from school performances. However, a performance of only devotional Christmas music without any other religions’ music or secular songs likely would be construed as an endorsement of religion in violation of the Establishment Clause.

Teach; Do Not Ritualize

Courts have long acknowledged the educational benefits of teaching about different religions and their holidays and symbols. Teachers may provide instruction about religious holidays, but they must ensure that no lesson or content endorses or promotes religion. The focus should instead be on the origin, history, and the religious holiday’s generally accepted meaning. The lesson should be educational and should include information about celebrations of various religions and cultures, not just a single religion or culture.

Accommodate Opt-Out Requests

Some parents and students may object to school-sponsored holiday activities. School officials should honor parental requests to excuse a student from those activities. Students who opt out must not be ostracized or penalized. For example, if a school choir intends to perform holiday songs at a church, students should be permitted to opt out of the performance without it affecting their grades or placement in the choir. School officials should keep in mind, however, that the absence of objecting students is not an opportunity to convert an otherwise educational activity into a religious celebration.

As courts continue to interpret last year’s Supreme Court decision involving the establishment of religion in the school context, school officials should proceed cautiously and ensure all holiday events, lessons, and displays are closely reviewed. If you have questions about holiday activities or displays, contact your Thrun attorney.

• • •

Brushing Up on the CROWN Act and Grooming Standards

Over the summer, Governor Whitmer signed into law the Creating a Respectful and Open World for Natural Hair Act (CROWN Act). The CROWN Act amends the Elliot-Larsen Civil Rights Act (ELCRA) to prohibit discrimination based on traits historically associated with race, including, but not limited to, hair texture, and protective hair styles. “Protective hair styles” include braids, locs, and twists.

The ELCRA prohibits discriminatory practices, policies, and customs in employment, housing, education, and places of public accommodation based on a person’s protected characteristics. Race was already included as a protected characteristic under the ELCRA. The CROWN Act clarifies that certain traits *historically associated with race*, such as hair styles, are also protected.

School officials must consider how the CROWN Act impacts dress code drafting and enforcement. Schools are generally permitted to establish a standardized dress code. Dress code requirements may apply to the regular school day, extracurricular activities, and special events (e.g., prom and graduation). Dress codes must be reasonable in scope and related to the school’s interests. Further, a dress code must contain gender-neutral, race-neutral, and content-neutral rules that are easy to understand and uniformly enforced to avoid allegations of discrimination.

Importantly, a school may address grooming requirements as part of its dress code. Previously, the Sixth Circuit Court of Appeals held that hair length restrictions do not typically infringe on students’ constitutional rights. Now, such restrictions could be interpreted to violate the ELCRA under the new amendment because certain regulations on hair length and hair styles may have a disparate impact on students of a particular race. For example, a student in Texas recently brought a discrimination claim against his school based on a similar law because he received a two-week in-school suspension for allegedly violating a hair length requirement while wearing dreadlocks.

When enforcing any grooming requirements, school officials must consider how diverse backgrounds may affect grooming standards and determine whether the student’s chosen hair or grooming is historically associated with race.

For Thrun Policy Subscribers, Policy 5204 governs student appearance and dress code. If you have a question regarding the CROWN Act or ELCRA and its application to the dress code, please contact a Thrun student issues attorney.

• • •

Common Questions About Transgender Students

Thrun Law Firm has recently experienced an uptick in transgender student questions. We are also monitoring pending Michigan litigation and Office for Civil Rights complaints filed against schools for their approaches to accommodating transgender students.

Conflicting court decisions and varying guidance from state and federal agencies render this topic complex. Below is general guidance on three frequent questions we receive from clients regarding transgender students.

1. *What if a parent does not agree with their student’s gender identity?*

Schools are often faced with a situation where the student and parent(s) do not agree on how to address the student’s transgender status. The Michigan State Board of Education has long taken the position that the best person to determine a student’s gender identity is the individual student. If you find that a parent does not agree with the student’s viewpoint, we recommend first discussing the issue with the family to determine if there is a potential adequate solution that works for the family. If those efforts are unsuccessful, consider contacting legal counsel.

2. *Which bathroom should transgender students use?*

The U.S. Department of Education interprets Title IX to prohibit discrimination based on a person’s sexual orientation or gender identity. This USD OE guidance aligns with the U.S. Supreme Court’s decision in *Bostock v Clayton Cty*, 140 S Ct 1731 (2020), which held that employers may not discriminate against employees because of sexual orientation or gender identity. Additionally, Michigan’s Elliott-Larsen Civil Rights Act was recently amended to protect individuals from discrimination based on sexual orientation or gender identity. The amendment is effective on the 91st day after the final adjournment of Michigan’s 2023 legislative session.

In the January 2023 edition of *School Law Notes*, we provided an overview of transgender student issues regarding bathroom use after an Eleventh Circuit Court of Appeals’ ruling that a Florida school’s policy of segregating bathrooms by a student’s “biological sex” did not violate the Fourteenth Amendment or Title IX. *Adams v School Bd of St. John’s Cty*, 57 F 4th 791 (CA 11, 2022). Notably, the *Adams* decision (which is not binding precedent in Michigan) conflicts with the majority of federal court decisions across the country, which have generally held that schools must allow students to use facilities, including bathrooms, that correspond with their gender identity, rather than their sex assigned at birth. Based on all available legal

authority, the most defensible legal position in Michigan is for schools to allow students to use bathrooms that correspond with their gender identity.

Schools undoubtedly will face questions from parents of students who have expressed discomfort with bathroom arrangements. We recommend reminding all students and parents that privacy in school private areas like bathrooms and locker rooms is paramount, regardless of gender identity. No individual should engage in conduct that violates another student's privacy rights, including taking photos or videos or "peeping" on students. If any student engages in such misconduct, discipline is generally appropriate. Additionally, any student who is uncomfortable using a group bathroom should be provided access to alternate facilities.

3. What is a Gender Support Plan?

Recognizing that each student's situation is different, schools may wish to consider developing "Gender Support Plans." In general, a Gender Support Plan is a collaborative document that is created during a meeting between building staff (principal, counselor, and others with whom the student has a relationship), the student, and, in most cases, the student's parent or guardian.

During this meeting, school personnel should address potential issues that the student may face, including bullying or harassment. If concerns arise, the school should address those issues in accordance with the Student Code of Conduct and board policy.

A Gender Support Plan generally will identify how the school will support the student. The Plan may address: (1) bathroom usage, (2) locker room usage, (3) preferred name, (4) preferred pronouns, and (5) notifying classmates and teachers. Importantly, a Gender Support Plan is a fluid document that can be modified throughout the school year.

Conclusion

No "one-size-fits-all" procedure appropriately accommodates transgender students. We encourage school officials to approach these situations on an individualized basis, recognizing that one student's desires and needs may be different than another student's.

• • •

The First Amendment Hits a Home Run

Parental support is a vital component of high school athletics, but it can also present schools with unique challenges. In *McElhaney v Williams*, one parent's overzealous advocacy turned into controversy.

The Sixth Circuit Court of Appeals, whose decisions are binding in Michigan, recently held that a parent's criticism of coaching decisions was protected speech under the First Amendment. *McElhaney v Williams*, Case No. 22-5903 (CA 6, 2023). This decision reminds school officials that parents and students generally have a First Amendment right to criticize school officials without penalty.

Background

McElhaney's daughter played infield for her high school softball team. In support of his daughter, McElhaney purchased season tickets with a designated seat located directly behind home plate.

Before the season began, the coach distributed a document outlining parent and student expectations. Parents were expected to refrain from attending practice and talking with their child mid-game. The document also prohibited parents from discussing their child's playing time directly with the coach. McElhaney broke this rule.

The dispute before the Sixth Circuit stemmed from the following text message exchange between McElhaney and the coach:

McElhaney: You need to look at the books and find out which kid has made the least amount of errors on the team. I can tell you [L] is with 0.... [C] has made two errors already at 2nd base.... She has no idea what she is doing.... [L] is right here and said she doesn't disagree with any of what wa(s) just said.

Coach: I am sorry you feel this way, and sorry that you don't understand that we are only trying to do what we feel like is best for our team currently.... We enjoy having [L] on our team... but I am under no circumstances going to continue to justify our reasons for what we do inside of our program or what we feel like is best for us.... I will not have this conversation again and feel completely disrespected in how this is being handled.

McElhaney: If you feel so disrespected, I would love for you to tell me how this... situation should be handled differently than discussing it with you instead of running to someone else.... In a nutshell, maybe I shouldn't have said anything to you and maybe... just let my kid learn to talk with you and address all of her concerns.

The coach forwarded the messages to the principal. As a result, the principal banned McElhaney from attending softball games for one week. Despite this “curveball,” McElhaney attended the next softball game and he was asked to leave. Ultimately, McElhaney sued the school alleging First Amendment retaliation. He claimed that his criticism of the coach was protected First Amendment speech and that banning him from attending softball games was in retaliation for exercising his constitutional right.

Court's Analysis

The Sixth Circuit agreed that McElhaney's criticism of the coach was protected speech under the First Amendment but sent the case back to the lower court to decide whether the principal's decision to ban McElhaney from softball games was in retaliation for the content of his speech.

Under the First Amendment, people are generally free to speak without government interference. Otherwise constitutionally-protected speech may be restricted based on its content only if it falls within one of the following categories: obscenity, incites violence, fraud, or is a true threat. While the government may not generally prohibit speech based on its content, it can impose limited time, place, and manner restrictions. These restrictions cannot bar speech but can establish guidelines as to when, where, or how speech may take place.

The Sixth Circuit determined that the coach implemented reasonable time, place, and manner restrictions by not allowing parents to attend practice or speak to their child mid-game. The Court found, however, that the total ban on discussing playing time with the coach went too far, stating that the First Amendment's protections “encompass a parent's criticism of the ways in which school employees treat the parent's child at school.”

Two Takeaways

What does this decision mean for your school? This case emphasizes that a school cannot ban parents from criticizing its employees' decisions; however, schools are not without options. For example, the Court noted that the coach was not obligated to respond to McElhany's text messages. Sometimes no response is the best response.

Further, while schools may not ban protected speech, a school may implement limitations as to the time, place, and manner of the speech. In fact, the Court expressly affirmed the coach's policies that required parents to refrain from attending practice and speaking to their child mid-game.

Undoubtedly, steadfast parental support is important for high school athletics, but support can quickly turn into criticism. School officials may commit

a First Amendment error by penalizing a parent for making critical comments.

• • •

PA 57 of 2023: Legal Requirements School Officials Need to Know

The Revised School Code was recently amended to require public schools to provide students with resources and information about sexual assault and sexual harassment.

Section 1508

Public Act 57 of 2023 adds Section 1508 to the Revised School Code. Section 1508 requires MDE to develop age-appropriate material about sexual assault and sexual harassment and make those materials available to all school districts, ISDs, and public school academies. MDE's materials must cover the following topics:

- What constitutes sexual assault and sexual harassment;
- An explanation that sexual assault or sexual harassment is not the victim's fault; and
- Resources available for individuals who experience sexual assault or sexual harassment, including but not limited to, information about Title IX, contact information for organizations that assist sexual assault and sexual harassment victims, and actions that victims may take.

Once developed by MDE, school officials must disseminate these materials to students in grades 6 to 12 in a form and manner that the school determines appropriate. School officials must also disseminate to students the Title IX Coordinator's contact information, policies on sexual assault and sexual harassment, and specific information about the policies prohibiting retaliation against an individual for reporting sexual assault or harassment. This information must be included in a student handbook or similar publication and on the school's webpage.

Section 1508 gives MDE until June 1, 2024, to create and issue the required informational materials. Section 1508 does not state a deadline for schools to distribute the MDE materials to students.

Section 1526b

Public Act 57 also adds Section 1526b to the Revised School Code, which *encourages* public schools, including school districts, public school academies, and ISDs, to provide training to all school personnel who work with students about how to respond to students who have experienced sexual assault or sexual

harassment. Section 1526b encourages schools and ISDs to provide the training in conjunction with a local organization that receives funding from Michigan's domestic and sexual violence prevention and treatment board. The training may be included as part of the school's professional development.

While Section 1526b became effective October 10, 2023, it will first apply to the 2024-2025 school year.

School officials should review and amend their policies now to ensure that they will comply with PA 57's requirements and be prepared to comply with the new law when MDE releases the informational material.

If you have any questions about PA 57 or need assistance with reviewing sexual assault, harassment, or Title IX policies, please contact a Thrun attorney.

• • •

Clean Drinking Water Act Signed

On October 19, 2023, Governor Whitmer signed into law the Clean Drinking Water Access Act, Public Act 154 of 2023. Within 15 months of PA 154's effective date, each school must develop a "drinking water management plan" and make the plan available to school staff, parents and guardians of children enrolled in the school, the general public, and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) on request. The law contains specific plan requirements, and EGLE is required to provide a plan template within six months of the Act's effective date. A school must update its plan every five years and may be required to make changes as directed by EGLE.

Other requirements include:

- Ensuring plans include, among other safeguards, an annual schedule to test water samples;
- The creation of procedures to follow if testing finds levels of lead at or above a specific concentration;
- Requiring schools and childcare centers to install filtered bottle-filling stations and faucets and to shut off any drinking water outlet with unfiltered water by the end of the 2025-26 school year; and
- Prohibiting schools from installing any drinking water stations without filters beginning 15 months after the Act's effective date.

The Act also creates a statewide clean drinking water fund for schools and childcare centers to help buy filters.

We will keep our retainer clients updated on PA 154's implementation requirements, including EGLE's template plan, as they become available.

• • •

Reminder: File Your Qualifying Statement by December 31st

Obtaining "qualified status" each year from the Michigan Department of Treasury is critical if your school wants to borrow money. To issue most types of debt, a school must either have: (1) prior approval or (2) qualified status. The latter saves schools both time and resources.

Prior Approval

Acquiring Treasury's prior approval is the more costly and time-consuming option. If a school has not obtained qualified status, then school officials must submit a prior approval application to Treasury *each* time the school wants to borrow. Once the application is deemed "received," Treasury has up to 30 business days (i.e., six calendar weeks) to evaluate it.

While Treasury may process applications more quickly than 30 business days, prior approval can still cause significant delays, leading to additional stress for unexpected or urgent borrowings. If your school has been denied qualified status and must submit a prior approval application, you should plan ahead and allow sufficient time to accommodate this often lengthy process.

Qualified Status

To obtain qualified status, school officials must complete and electronically file a Municipal Finance Qualifying Statement with Treasury by December 31 of each year. Once a school has been granted qualified status, it can generally borrow during the following year without any further approval from Treasury.

New users must request a username and password from Treasury to file online. Further instructions for filing a Qualifying Statement can be found on the [Michigan Department of Treasury website](#).

Before filing the Qualifying Statement, school officials must have already filed their school's annual audit. Schools may satisfy their audit filing obligation with both Treasury and the Michigan Department of Education (MDE) through a single electronic filing with MDE. A school's June 30, 2023 audit must be filed with MDE by November 1, 2023. Specific instructions for audit submissions can be found on [the Michigan Department of Education website, Guidance on Electronic Filing of Financial Statement Audits](#).

Some questions on the Qualifying Statement form (such as those related to taxes levied and delinquent taxes) may be confusing. Please read and complete the form carefully. Upon request and free of charge, Thrun finance attorneys will review a retainer client's Qualifying Statement before it is filed. Because of Treasury's online filing interface, to receive a review, you must send a screenshot of the completed form to your finance attorney. Please provide the screenshot by early December to allow adequate time for review before the December 31 filing deadline.

• • •

Schedule of Upcoming Speaking Engagements

Thrun Law Firm attorneys are scheduled to speak on the legal topics listed below.

For additional information, please contact the sponsoring organization.

www.thrunlaw.com/calendar/list

Date	Organization	Attorney(s)	Topic
November 2, 2023	MASA Region 6	Lisa L. Swem	School Law Update
November 8, 2023	Thrun Law Firm, P.C.	Raymond M. Davis Ryan J. Murray Austin M. DeLano	Collective Bargaining: How to Say "No" Webinar
November 10, 2023	MASB	Raymond M. Davis MaryJo D. Banasik	Board of Education's Role in Labor Negotiations
November 10, 2023	SEAOC	Michele R. Eaddy	Special Education Legal Update
November 14, 2023	Gratiot-Isabella RESD	Michele R. Eaddy	FERPA: What School Officials Need to Know
November 15, 2023	Thrun Law Firm, P.C.	Katherine Broaddus Kathryn R. Church	Teacher IDPs and Evaluation Process Webinar
November 17, 2023	MASA Region II	Robert A. Dietzel	Legal Update
December 5, 2023	Genesee ISD	Michele R. Eaddy	Section 504
December 6, 2023	MSPSDHH	Michele R. Eaddy	Special Education Legal Update
December 6, 2023	MASPA 50 th Annual Winter Conference	Lisa L. Swem	Employee First Amendment Speech Rights
December 6, 2023	Thrun Law Firm, P.C.	Timothy T. Gardner, Jr. MaryJo D. Banasik	Managing the Grievance Process Webinar
December 7, 2023	MASPA 50 th Annual Winter Conference	Jennifer K. Starlin	Title IX
December 7, 2023	MASPA 50 th Annual Winter Conference	Robert A. Dietzel	Legal Update
December 7 & 8, 2023	Thrun Law Firm, P.C.	Thrun Law Firm, P.C. Attorneys	Thrun Board Policy Implementation 2-Part Webinar
December 8, 2023	Gogebic-Ontonagon ISD	Timothy T. Gardner, Jr.	Collective Bargaining Law Webinar
December 13, 2023	Thrun Law Firm, P.C.	Daniel R. Martin Cathleen M. Dooley	Maneuvering through FMLA, PMLA, & ADA
February 9, 2024	Gogebic-Ontonagon ISD	Roy H. Henley	Teacher and Administrator Non-Renewal Process Webinar
February 13, 2024	MAASE	Thrun Law Firm, P.C. Attorneys	Hot Topics in Special Education Law