



**Monday, August 13, 2018
6:30 p.m. – Regular Meeting**

YCS Board of Education Meeting | YCS Central Office * 1885 Packard Rd. * Ypsilanti, MI 48197 * (734)221-1230

Please Join Us Before our Board Meeting

Prior to this meeting, there will be a Meet-and-Greet with Alena Zachery-Ross, who the Board of Education is currently considering for the position of interim superintendent. The Board encourages the community's participation in the process and welcomes feedback.

Meet-and-Greet: Monday, August 13, 2018 @ 5:30 p.m., YCS Administration Building

MEETING AGENDA

I. CALL TO ORDER | PLEDGE OF ALLEGIANCE

II. ACCEPTANCE OF AGENDA

III. PRESENTATION

A. STEMM Expansion Proposal

- Scott Heister, Ypsilanti STEMM Middle College Director / YCHS FIRST Robotics Program Lead Mentor
- Dr. Benjamin Edmondson, Superintendent

IV. PUBLIC COMMENTS #1

V. CONSENT AGENDA (Enc. #5)

- A. July 10, 2018 Special Meeting Minutes
- B. July 16, 2018 Regular Meeting Minutes
- C. July 24, 2018 Special Meeting Minutes
- D. July 26, 2018 Special Meeting Minutes
- E. July 26, 2018 Closed Session Minutes
- F. July 30, 2018 Special Meeting Minutes
- G. July 30, 2018 Closed Session Minutes
- H. New Hires & Resignations
- I. Current Administrative Contracts
- J. Change in Administrative Appointment

VI. ACTION ITEMS

A. ~~Student Affairs~~

- i. Communities in Schools (Enc. #6A.i)
- ii. ELA Ambitious Teaching Instructional Coach (Enc. #6A.ii)
- iii. Science Ambitious Teaching Instructional Coach (Enc. #6A.iii)
- iv. Community Liaison (Enc. #6A.iv)
- v. Lexia Learning (Enc. #6A.v)
- vi. Spanish for Kids (Enc. #6A.vi)

vii. Pioneer Valley Educational Press (Enc. #6A.vii)

B. Business/Finance

- i. **RESOLUTION:** Sinking Fund (Enc. #6B.i)
- ii. Synergistic Building Solutions (Enc. #6B.ii)

C. Human Resources

- i. Interim Superintendent Contract (Enc. #6Ci)
- ii. Human Resources Consultant (Enc. #6C.ii)

VII. DISCUSSION

A. **SECOND READ:** Athletic Handbook (Enc. #12)

VIII. *ATHLETIC HANDBOOK (Enc. #13)

IX. PUBLIC COMMENTS #2

X. OTHER

XI. BOARD/SUPERINTENDENT COMMENTS

XII. ADJOURNMENT

**Action Item*

Enclosure #5
APPROVAL OF CONSENT AGENDA
Meeting of 8/13/2018
Presented by Dr. Benjamin Edmondson
Prepared by Paula Gutzman

<input type="checkbox"/> <i>Discussion</i> <input type="checkbox"/> <i>Action – Roll Call</i> <input checked="" type="checkbox"/> <i>Action – Voice</i> <i>Ayes</i> _____ <i>Nays</i> _____		Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Brenda Meadows	Ellen Champagne	Sharon Lee	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

a. Consent Agenda

1. July 10, 2018 Special Meeting Minutes
2. July 16, 2018 Regular Meeting Minutes
3. July 24, 2018 Special Meeting Minutes
4. July 26, 2018 Special Meeting Minutes
5. July 26, 2018 Closed Session Meeting Minutes
6. July 30, 2018 Special Meeting Minutes
7. July 30, 2018 Closed Session Meeting Minutes
8. New Hires
9. Resignations
10. Current Administrative Contracts, 2018/19
11. Change in Administrative Appointment, 2018/19

Proposed Motion

" move that the Board of Education approve the following:

- 1) July 10, 2018 special meeting minutes;***
- 2) July 16, 2018 regular meeting minutes;***
- 3) July 24, 2018 special meeting minutes;***
- 4) July 26, 2018 special meeting minutes;***
- 5) July 26, 2018 closed session meeting minutes;***
- 6) July 30, 2018 special meeting minutes;***
- 7) July 30, 2018 closed session meeting minutes;***
- 8) the personnel matters as per the attached list dated August 7, 2018: New Hires and Resignations;***
- 9) Current Administrative Contracts, 2018/19, including contracts of Dr. Sherrell Hobbs, Laura Frey-Greathouse, Rob Cannon, Kharena Keith, Taryn Reid, Rodney Ranger, Marquan Jackson, and;***
- 10) Change in Administrative Appointment, 2018/19: Raymond Alvarado."***

Budget Impact: ☐ None ☒ As follows:

All New Hires are "Replacements"

Attachments:

1) Administrative Contracts; 2) Closed Session Minutes

☒ Enclosed ☒ To Be Distributed Separately | @ Meeting ☐ None

MINUTES: SPECIAL MEETING/WORKSHOP OF THE BOARD OF EDUCATION
Tuesday, July 10, 2018

The **Special Meeting** of the Ypsilanti Community Schools Board of Education was called to order by President Sharon Irvine at approximately 6:35 p.m. The Pledge of Allegiance was recited, led by President Irvine.

MEMBERS OF THE BOARD OF EDUCATION PRESENT

President Sharon Irvine, Secretary Maria Sheler-Edwards (appx. 6:40 arrival), Vice-President Dr. Celeste Hawkins (appx. 6:40 arrival), Treasurer Meredith Schindler, Trustee Brenda Meadows, Trustee Ellen Champagne (appx. 8:00 departure), Trustee Sharon Lee

MEMBERS OF THE BOARD OF EDUCATION ABSENT: None

MEMBERS OF ADMINISTRATIVE CABINET PRESENT

Superintendent Dr. Benjamin Edmondson, Assistant Superintendent Dr. Sherrell Hobbs

ACCEPTANCE OF AGENDA: Accepted as Presented

Motion by Lee, supported by Schindler

Action Recorded: 5/Yes; 0/No

PUBLIC COMMENTS #1: None

ANTI-BIAS WORK | ANALYZING BOARD POLICY

(Sheler-Edwards arrival)

(Hawkins arrival)

(Champagne departure)

Iheoma Iruka, Ph.D. - HighScope Educational Research Foundation | Chief Research Innovation Officer/Director, Center for Early Education Evaluation facilitated this Board work-session on anti-bias and exploration of Board policy relating to anti-bias. Conversation on "what the goal of YCS is". Presentation of "PACC", Principles for Supporting Black Males: **P**rotection, **A**ffection, **C**orrection & **C**onnection.

PUBLIC COMMENTS #2: None

BOARD/SUPERINTENDENT COMMENTS: None

OTHER *(item moved down on agenda)*

- Irvine spoke of the two conversations of the YIES | IB (Ypsilanti International Elementary School | International Baccalaureate): the upcoming swelling in enrollment, and community involvement. Conversation on community input via a survey possibly via distribution at school level, Superintendent's emails to community at large, and, website on the three options and a town hall meeting. The three options include:
 1. District "does nothing": working with current number of Washtenaw International Middle Academy (WIMA) enrollment slots & pulling back on guarantee for WIMA enrollment;
 2. Add WIMA enrollment slots & continue "to guarantee", and;
 3. District does own IB program & does nothing on WIMA side. Then, the anticipation is to create enough interest and then we can still guarantee, but will not have flooding affect from YIES swell of enrollment numbers. Parents could still have a choice.
- Edmondson spoke of survey identifiers: i.e., parent input v. community input.

- Audience member request for a late public comment. The comment was a town hall prior to the survey, allowing for open discussion before a survey.
- Sheler-Edwards inquires on a Board-determined-best-option and determined-best-direction. This eliminates exploring an option that YCS could not comply with.
- Schindler suggested another round of communication after a town hall. There is support on implementing our own IB programming, creating support from the community.
- Irvine encourages collecting input from many sources.
- Edmondson spoke on the matter of fairness and getting community input: once we have input, what do we do with the information collected?
- Irvine spoke of a consultant to facilitate efforts.

Meeting Adjourned: appx. 9:00 p.m.

Date Approved: _____

 Maria Sheler-Edwards, Secretary
 Board of Education
 Ypsilanti Community Schools

pg|abs: ____

DRAFT

YPSILANTI COMMUNITY SCHOOLS

Administration Building, Professional Development Room * 1885 Packard Rd.; Ypsilanti, MI 48197

MINUTES: REGULAR MEETING OF THE BOARD OF EDUCATION

Monday, July 16, 2018

The meeting was called to order by Vice-President Dr. Celeste Hawkins at 6:35 p.m. The Pledge of Allegiance was recited, led by Vice-President Hawkins.

MEMBERS OF THE BOARD OF EDUCATION PRESENT

Secretary Maria Sheler-Edwards, Vice-President Dr. Celeste Hawkins, Treasurer Meredith Schindler, Trustee Brenda Meadows, Trustee Sharon Lee

MEMBERS OF THE BOARD OF EDUCATION ABSENT

President Sharon Irvine, Trustee Ellen Champagne

ACCEPTANCE OF "AMENDED AGENDA #2": This amended agenda was accepted as presented.

Motion by Schindler, supported by Sheler-Edwards

Action Recorded: 5/Yes; 0/No

PRESENTATIONS: None

PUBLIC COMMENTS #1: None

CONSENT AGENDA

MOTION TO approve the following: 1) June 18, 2018 special meeting minutes; 2) June 18, 2018 regular meeting minutes; 3) June 25, 2018 budget hearing meeting minutes; 4) June 25, 2018 regular meeting minutes; 5) June 25, 2018 closed session meeting minutes; 6) June 29, 2018 special meeting minutes, and 7) the personnel matters as per the attached list dated July 11, 2018: New Hires and Resignations.

Motion by Sheler-Edwards, supported by Lee

Action Recorded: 5/Yes; 0/No

ACTION ITEMS, Student Affairs

FIELD TRIP: YCHS Robotics

MOTION TO approve the out-of-COUNTRY field trip of YCHS Robotics to China from July 22 – August 3, 2018.

Motion by Meadows, supported by Schindler

Action Recorded: 5/Yes; 0/No

ELA Ambitious Teaching Instructional Coach, 2018/19: Item Tabled, pending additional information

Science Ambitious Teaching Instructional Coach, 2018/19: Item Tabled, pending additional information

Building Administrator Leadership Coach & Mentor

MOTION TO approve the Leadership Coach contract with Luther Corbitt for a contract amount not to exceed \$32,000 for service dates of August 27, 2018 – June 14, 2019.

Motion by Lee, supported by Schindler

Roll Call Vote: 5/0 Yes

Yes: Sheler-Edwards, Hawkins, Schindler, Meadows, Lee

Community Liaison

MOTION TO approve the Community Liaison contract with Diane Washington for a contract amount not to exceed \$39,000 for service dates of August 27, 2018 – June 18, 2019, in addition to \$500 to be paid for mileage. (Note: corrected spelling of first name.)

Motion by Meadows, supported by Lee

Roll Call Vote: 3 Yes / 2 No (Per Hawkins: Motion Passes, pending additional information). Update: Does not pass; less than required four "yes" votes.

Yes: Meadows, Lee, Hawkins (No: Sheler-Edwards, Schindler)

Discussion: Conversation on the interview process and the candidate's ability to acquaint herself with the YCS community. **Update 7/24/18 special meeting per Irvine:** required four (4) yes votes to pass; therefore, did not pass. Will bring back for Board consideration again on 8/13/18.

Lexia Learning Systems

MOTION TO approve the Lexia Learning Systems purchase, Quote #Q-00213137.2, for an amount not to exceed \$60,632.

Motion by Schindler, supported by Meadows

Roll Call Vote: 5/0 Yes

Yes: Sheler-Edwards, Hawkins, Schindler, Meadows, Lee

Scholastic Education

MOTION TO approve the Scholastic Education purchase, Order #MLDSQ1612, for an amount of \$365,189.

Motion by Meadows, supported by Lee

Roll Call Vote: 4/1 Yes

Yes: Meadows, Lee, Hawkins, Schindler (No: Sheler-Edwards)

Athletic Handbook, 2018/19: Item Moved to 1st Read, below (no vote for approval @ this meeting)

ACTION ITEMS, Business/Finance

School Bond Loan Revolving Fund Annual Application

MOTION TO adopt the resolution to authorize the Annual Loan/Repayment Activity Applications for the former Willow Run Community Schools.

Motion by Schindler, supported by Meadows

Roll Call Vote: 5/0 Yes

Yes: Sheler-Edwards, Hawkins, Schindler, Meadows, Lee

Food Service Equipment

MOTION TO approve the purchase of equipment from Great Lakes Hotel Supply Company for Food Service in the amount of \$72,237.

Motion by Meadows, supported by Schindler

Roll Call Vote: 5/0 Yes

Yes: Meadows, Lee, Sheler-Edwards, Hawkins, Schindler

ACTION ITEMS, Human Resources

Collective Bargaining Agreement, YCSESPA MEA/NEA Item Added to Agenda

MOTION TO approve the Collective Bargaining Agreement between the District and the Ypsilanti Community Schools Educational Support Professional Association, MEA/NEA, effective upon ratification through June 30, 2021.

Motion by Meadows, supported by Lee
Roll Call Vote: 5/0 Yes
Yes: Sheler-Edwards, Hawkins, Schindler, Meadows, Lee

ACTION ITEMS, Other

Approval of NEOLA Policy Updates: 1) Vol 31, #1, and; 2) #8510 District Wellness Policy

MOTION TO adopt the following NEOLA policy updates and reviews:

NEOLA 31, #1:

#1619: Group Health Plans
#1619.01: Privacy Protections ...
#1619.02: Privacy Protections ...
#1619.03: Patient Protection ...
#2628: State Aid Incentives
#3142: Probationary Teachers
#3419: Group Health Plans
#3419.01: Privacy Protections ...
#3419.02: Privacy Protections ...
#3419.03: Patient Protection ...
#3420: Health Insurance Benefit (delete)
#4419: Group Health Plans
#4419.01: Privacy Protections ...
#4419.02: Privacy Protections ...
#4419.03: Patient Protection ...
#4420: Health Insurance Benefit (delete)
#5830: Student Fund-Raising
#6424: Purchasing Cards
#6605: Crowdfunding
#9700: Relations with ...

REVIEW: #8510: District Wellness Policy

Motion by Sheler-Edwards, supported by Lee
Roll Call Vote: 5/0 Yes
Yes: Meadows, Lee, Sheler-Edwards, Hawkins, Schindler

DISCUSSION Item Moved from Action Item to First Read

FIRST READ | Athletic Handbook, 2018/19: Athletic Director Lawrence Reeves shared conversation with the Board on the handbook.

PUBLIC COMMENTS #2

Lisa Watkins and Kellie Castle thanked administration who participated in negotiations on behalf of their unit (YCS Educational Support Professional Association, MEA/NEA), and, the Board for an approval of the contract.

OTHER: None

BOARD/SUPERINTENDENT COMMENTS

- Meadows thanked YCS support staff for their service to YCS.

Meeting Adjourned: 8:09 p.m.

Date Approved: _____

Maria Sheler-Edwards, Secretary
Board of Education
Ypsilanti Community Schools

pg: _____

DRAFT

MINUTES: SPECIAL MEETING/WORKSHOP OF THE BOARD OF EDUCATION

Tuesday, July 24, 2018

The **Special Meeting** of the Ypsilanti Community Schools Board of Education was called to order by President Sharon Irvine at 6:31 p.m. The Pledge of Allegiance was recited, led by President Irvine. Superintendent Dr. Benjamin Edmondson was a delayed arrival to this meeting.

MEMBERS OF THE BOARD OF EDUCATION PRESENT

President Sharon Irvine, Secretary Maria Sheler-Edwards, Vice-President Dr. Celeste Hawkins, Treasurer Meredith Schindler, Trustee Brenda Meadows, Trustee Ellen Champagne, Trustee Sharon Lee (8:18 departure)

MEMBERS OF THE BOARD OF EDUCATION ABSENT: None

MEMBERS OF ADMINISTRATIVE CABINET PRESENT (& Participants in Monitoring District Performance Session)

Data Assessment & Grants Coordinator Rob Cannon, Director of Facilities Steve Burgess, Communications & Marketing Coordinator Taryn Reid, Wellness & Community Partnerships Coordinator Kharena Keith

ACCEPTANCE OF AGENDA: Accepted as Presented

Motion by Schindler, supported by Lee

Action Recorded: 7/Yes; 0/No

Added to Agenda: PRESIDENT IRVINE COMMENT | Vote on Community Liaison Contract, Enc. #5A.v at the July 16, 2018 regular Board meeting: Regarding this item, President Irvine clarified that 4 votes were required for this item to pass. The vote at the July 16th meeting was a 3 Yes/2 No vote - which was a no pass vote; however, Irvine stated this item would be brought before the Board again at the next regular Board meeting.

PUBLIC COMMENTS: None

AMENDED MINUTES: June 25, 2018 Regular Meeting Minutes

Amended Motion: MOTION TO approve the AMENDED, as revised (tonight), minutes of the June 25, 2018 regular Board meeting.

Motion by Lee, supported by Schindler

Action Recorded: 7/Yes; 0/No

Discussion: Regarding the motion to "approve Energy Services Contract, Schneider Electric", the amended motion of a 2 Yes/4 No vote - a "no pass vote"- was deleted during discussion of this item. The originally listed "tie vote" is correct. The presented amended minutes are revised to indicate the tie vote.

MONITORING DISTRICT PERFORMANCE: Mary Kerwin, Senior Consultant | Michigan Association of School Boards led this superintendent's progress report session. Discussion and monitoring on progress of superintendent's performance goals. Board members participated in this session, along with administrative Cabinet members listed above. Kerwin will prepare consult notes from this session, and will forward to us.

The Board recessed at 8:27 p.m. The meeting reconvened at 8:36 p.m.

(Superintendent Dr. Benjamin Edmondson arrival)

OTHER

- Brief conversation on a review of financial resources.
- Edmondson commented on the American Center for Mobility.
- Irvine spoke on performance contracting.
- Brief conversation of District needs: computers, room upgrades, roofs, etc. Cabinet would propose funding design pieces.
- Board decision to add a Tuesday, **August 7, 2018** Board meeting for further discussion of finances.
- New date added to Board meeting schedule: **July 26, 2018**.
- New date added to Board meeting schedule: **July 30, 2018** - transitional leadership plan/options; interim superintendent.
- Irvine commented on a plan for November election and potential new Board members: 1) what does election look like; 2) possibly one person to plan it. MASB's Mary Kerwin will send additional information.
- Edmondson commented on recommended candidate for Estabrook principal, Ryan Johnson, to come before the Board for an approval on July 30th.

BOARD/SUPERINTENDENT COMMENTS

- Meadows thanked Edmondson for his work; comments on his tremendous work.
- Edmondson commented on his appreciation of the Superintendency opportunity.

Meeting Adjourned: 9:12 p.m.

Date Approved: _____

Maria Sheler-Edwards, Secretary
Board of Education
Ypsilanti Community Schools

pg: _____



MINUTES: SPECIAL MEETING OF THE BOARD OF EDUCATION

Thursday, July 26, 2018

The **Special Meeting** of the Ypsilanti Community Schools Board of Education was called to order by President Sharon Irvine at 6:31 p.m. The Pledge of Allegiance was recited, led by President Irvine. *Superintendent Dr. Benjamin Edmondson was not present at this meeting.*

MEMBERS OF THE BOARD OF EDUCATION PRESENT

President Sharon Irvine, Secretary Maria Sheler-Edwards, Vice-President Dr. Celeste Hawkins, Treasurer Meredith Schindler, Trustee Brenda Meadows, Trustee Ellen Champagne (arrival during closed session), Trustee Sharon Lee

MEMBERS OF THE BOARD OF EDUCATION ABSENT: *None*

ACCEPTANCE OF AGENDA: Accepted as Presented

Motion by Lee, supported by Schindler

Action Recorded: 6/Yes; 0/No

PUBLIC COMMENTS: *None*

(Champagne arrival during Closed Session)

REQUEST FOR CLOSED SESSION - Section 8(h) OMA, Attorney-Client Privilege

MOTION TO convene in closed session under Section 8(h) of the OMA to consider an attorney-client privilege.

Motion by Lee, supported by Hawkins

Roll Call Vote: 6/0 Yes

Yes: Sheler-Edwards, Hawkins, Schindler, Meadows, Lee, Irvine

The meeting was called to closed session at 6:33 p.m. The meeting reconvened to open session at 7:11 p.m.

RESIGNATION OF SUPERINTENDENT

MOTION THAT the Board of Education accept the resignation of Superintendent Dr. Benjamin Edmondson."

Motion by Schindler, supported by Sheler-Edwards

Roll Call Vote: 7/0 Yes

Yes: Meadows, Champagne, Lee, Sheler-Edwards, Hawkins, Schindler, Irvine

Discussion Included: Irvine shared the separation was initiated by Edmondson. Per the Resignation Agreement, Edmondson will continue to serve until interim superintendent is selected.

PUBLIC COMMENTS #2: *None*

OTHER

- Irvine spoke of an item at the next Board meeting on contracting for interim full-time superintendent services through the Washtenaw Intermediate School District.

BOARD/SUPERINTENDENT COMMENTS

- Schindler expressed thanks to Edmondson.
- Irvine commented how the departure communication was handled. Apologies for a delay from the time the Board spoke/Edmondson commented.

- Lee expressed thanks to Edmondson and Irvine on this process.
- Irvine shared Edmondson's departure will be a tremendous loss.
- Hawkins wishes Edmondson well.

Meeting Adjourned: 7:18 p.m.

Date Approved: _____

Maria Sheler-Edwards, Secretary
Board of Education
Ypsilanti Community Schools

pg: _____

DRAFT

MINUTES: SPECIAL MEETING OF THE BOARD OF EDUCATION

Monday, July 30, 2018

The **Special Meeting** of the Ypsilanti Community Schools Board of Education was called to order by President Sharon Irvine at 6:30 p.m. The Pledge of Allegiance was recited, led by President Irvine.

MEMBERS OF THE BOARD OF EDUCATION PRESENT

President Sharon Irvine, Secretary Maria Sheler-Edwards, Vice-President Dr. Celeste Hawkins, Trustee Brenda Meadows, Trustee Ellen Champagne, Trustee Sharon Lee

MEMBERS OF THE BOARD OF EDUCATION ABSENT

Treasurer Meredith Schindler

ACCEPTANCE OF AGENDA: Accepted as Presented

Motion by Lee, supported by Sheler-Edwards

Action Recorded: 6/Yes; 0/No

PUBLIC COMMENTS #1: None

APPROVAL OF ADMINISTRATIVE CONTRACT, Principal of Estabrook Elementary

MOTION TO approve the administrative contract with Ryan Johnson to serve as Principal of Estabrook Elementary for a period commencing on August 3, 2018 and ending on June 28, 2019.

Motion by Sheler-Edwards, supported by Lee

Roll Call Vote: 6/0 Yes

Yes: Sheler-Edwards, Hawkins, Meadows, Champagne, Lee, Irvine

REQUEST FOR CLOSED SESSION - Section 8(h) OMA, Attorney-Client Privilege

MOTION TO convene in closed session under Section 8(h) of the OMA to consider an attorney-client privilege.

Motion by Lee, supported by Meadows

Roll Call Vote: 6/0 Yes

Yes: Meadows, Champagne, Lee, Sheler-Edwards, Hawkins, Irvine

The meeting was called to closed session at 6:50 p.m. The meeting reconvened to open session at 7:25 p.m.

APPROVAL OF RESOLUTION: Contracting for Interim Full-Time Superintendent Services

Amended: MOTION THAT the Board of Education approve the resolution to approve contracting for interim full-time superintendent services through the Washtenaw Intermediate School District.

Motion by Sheler-Edwards, supported by Champagne

Roll Call Vote: 4/2 Yes

Yes: Sheler-Edwards, Hawkins, Champagne, Irvine

Discussion Included: Irvine commented Assistant Superintendent Dr. Sherrell Hobbs respectfully declined an offer for consideration of this position; if a search is opened, Hobbs may decide to apply at that time; Hobbs expressed commitment to the new interim superintendent and this community. Irvine commented the WISD would not give us a WISD employee; instead, the WISD would "act as a fiscal agent". The contract would include an end date. The WISD has recommended Alena Zachery-Ross as interim

superintendent. Discussion of August 13th meet-n-greet for the community to meet this candidate; also, for this meeting to include an approval of her contract with the WISD. Hawkins shared there is, available online, a TEDx Talk and the interview of Zachery-Ross at Okemos Schools. Zachery-Ross' resume was distributed to audience members. Superintendent Dr. Benjamin Edmondson commented she has been in an urban district and is a qualified candidate to step in.

PUBLIC COMMENTS #2

Tiffany Powell and Tracy Armstrong commented on the lack of laptops for staff. *Maria Goodrich* commented on the superintendent transition.

OTHER

BOARD/SUPERINTENDENT COMMENTS

- Edmondson commented on the need for additional laptops. There will be future conversation about a sinking fund: asking the community to hear our needs and to invest in our schools. We are using operational monies to use on other needs, so monies are limited for things like laptops.
- Hawkins inquired on conversation on how to fix this right now.
- Hobbs commented some computers are outdated and will stop working at some point.
- Edmondson said there has been some computer replacement over the last two years. Replacement has been with Chromebooks, and not Apples.
- Sheler-Edwards commented on the August 7th Board meeting (budget cuts & sinking fund).
- Edmondson thanked the Board for the approval of Ryan Johnson as new Estabrook principal.
- Hawkins thanked Edmondson for all he brought to the community. It is comforting to know Zachery-Ross has his support.
- Edmondson thanked the Board for the opportunity of the superintendency. He is indebted.
- Hobbs, as requested by the Board, received the following information from Technology Director Nik Jackson during the meeting: there are 218 laptops for 300 staff; just can not meet the needs.

Meeting Adjourned: 8:13 p.m.

Attachment: Atena Zachery-Ross Resume

Date Approved: _____

Maria Sheler-Edwards, Secretary
Board of Education
Ypsilanti Community Schools

pg: _____

Board of Education

Name	Location	Position	New Position or Replacement	Salary
New Hire				
Andrews, Kelly	Ford	Science Teacher	Replacement	\$48,500.00
Booker, Ted	High School	Counselor	Replacement	\$52,500.00
Franson, Lindsay	Ford	1st Grade Teacher	Replacement	\$40,250.00
Garcia, Juan	District	Custodian	Replacement	\$15.61
Huget, Hannah	Holmes	31a Teacher (.5 FTE)	Replacement	\$21,000.00
Jalilevand, Jessica	Middle School	Math/Science Teacher	Replacement	\$40,250.00
Johnson, Jamar	District	Food Service	Replacement	\$9.95
Kadian, Samantha	Erickson	3rd Grade Teacher	Replacement	\$38,500.00
Kauffman, Lyndsey	ACCE	Art Teacher	Replacement	\$49,000.00
Krings, Nicole	Erickson	5th Grade	Replacement	\$38,500.00
Register, Ann	High School	Reading Specilist	Replacement	\$47,250.00
Schwartz, Stacy	Estabrook	Art Teacher	Replacement	\$38,500.00
Walter, Colleen	ACCE	Social Studies Teacher	Replacement	\$42,000.00
Zydeck, Megan	Ford	Kindergarten	Replacement	\$38,500.00
Resignations				
Bargardi, Deborah	WIMA	Special Education Teacher		
Canyon, Tatiana	YIES	31a Social Worker		
Dezarov, Dawn	District	Food Service		
Feltner, Steven	Ford/Holmes	Music		
Gallay-MacGregory, Erika	WIMA	Math Teacher		
Grambau, Joel	Estabrook	5th Grade		
Hunt, Daniel	Middle School	Special Education Teacher		
Letourneau, Tony	Holmes	Title 1 31a		
Meeker, Raymond	Estabrook	Science Teacher		
Robinson, Rebecca	Holmes	4th Grade		
Sheffer, Melissa	WIMA	Art Teacher		
Strickland, Christina	Beatty	Building Secretary		
VanEtten, Brandon	Ford	1st Grade		
Vonck, Beth	WIMA	ELA Teacher		
Walfish, Christina	Ford	Special Education Teacher		
	Prepared by: L. Nowling, Human Resources			
		8/7/2018		

Note this list is subject to change. If there are any changes, an updated version will be shared before the board meeting.

Enclosure #6A.i
APPROVAL OF CONTRACTED SERVICES
Communities in Schools, 2018/19
Meeting of 8/13/2018
Presented by Laura Frey-Greathouse
Prepared by Paula Gutzman

<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action – Roll Call <input type="checkbox"/> Action – Voice Ayes _____ Nays _____		Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Brenda Meadows	Ellen Champagne	Sharon Lee	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

Communities in Schools of Metropolitan Detroit will implement services, coordinate and manage community-based organizations that will provide programming in youth development and enrichment, academic enrichment and family services at Ypsilanti Community High School.

Proposed Motion

" move that the Board of Education approve the contract with Communities in Schools with contract dates of August 20, 2018 – June 28, 2019 for an amount not to exceed \$73,500."

Budget Impact: ☐ None ☒ **As follows:**

Grant | 31a 2017/18 Carryover Budget

Attachments:

☒ **Enclosed** ☐ **Issue Study Enclosed** ☐ **To Be Distributed at Meeting** ☐ **None**

MEMORANDUM

TO: LAURA FREY-GREATHOUSE, DIRECTOR OF ACADEMIC PROGRAMS,
YPSILANTI COMMUNITY SCHOOLS-Ypsilanti High School

DATE: July 10, 2018

SUBJECT: REQUEST TO USE CONTRACTED SERVICES-COMMUNITIES IN SCHOOLS

VENDOR INFORMATION

Name of Vendor: Communities In Schools of Metropolitan Detroit **EIN:** 38-3257060

Address: 26555 Evergreen Road Southfield, MI 48076

Telephone Number: 313-571-3402 **Fax Number:** 313-571-3404

E-MAIL Address: sonjaallen@cisdetroit.org

PURPOSE: Academic Enrichment Services

Communities In Schools of Detroit, Inc. will implement services, coordinate, and manage community – based organizations that will provide programming in youth development and enrichment, academic enrichment, and family services at University High School.

FEES: \$73,500.00

DURATION: August 20, 2018 – June 28, 2019

SCOPE OF SERVICE:

1. Organize Achievement Matters goal setting for students in academic, attendance, and attitude – Provide whole school and individual wrap around support services for students who are low performing in the areas of attendance, behavior and course performance. Based on identified needs and referrals we will create individual student plans, facilitate academic and social support through partnerships, and evaluate and document student progress.
2. Facilitate a results orientated truancy program by connecting students with services that address absenteeism.
3. Provide support items for school to enhance literacy and reading for students – e.g. Based on the results of our needs assessment we may provide books to promote at-home reading habits, connect the students with literacy tutorial models to encourage better study habits, connect the students with on-site tutors.
4. Offer health services; ex. Eye exams and glasses to enhance reading
5. Create community and higher education partnerships that create real-world, comprehensive learning experiences.

MEMORANDUM Ypsilanti Community Schools

METHOD OF ACCOUNTABILITY: The progress and performance of the contractor will be monitored weekly by Communities In Schools of Detroit. An evaluation will be conducted at the end of the contract period.

Name of District Contract Person: Laura Frey-Greathouse, Director of Academic Programs

Telephone Number: 734-714-1207

Location: 1885 Packard Rd., Ypsilanti, MI 48197

E-Mail Address: lfreygreathouse3@ycschools.us

Approved: _____
(Executive Director, Regional Superintendent or Assistant Superintendent of the requesting unit) _____
Date

Enclosure #6A.ii
APPROVAL OF CONTRACTUAL AGREEMENT
ELA Ambitious Teaching Instructional Coach, 2018/19
Meeting of 8/13/2018
Presented by Laura Frey-Greathouse
Prepared by Paula Gutzman

<input type="checkbox"/> <i>Discussion</i> <input checked="" type="checkbox"/> <i>Action – Roll Call</i> <input type="checkbox"/> <i>Action – Voice</i> <i>Ayes</i> _____ <i>Nays</i> _____		Brenda Meadows	Ellen Champagne	Sharon Lee	Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

Linda Kuzon will serve as an ELA Ambitious Teaching Instructional Coach for the 2018/19 school year. This agreement is for new services.

Kuzon will provide support to instructional staff in the following areas, K-12:

- Utilize YCS DTN Ambitious Teaching Strategies
- Support the implementation of MAISA
- Provide coaching on utilizing differentiated strategies based on student needs
- Direct guidance for implementing Instructional Learning Cycles
- Support administration in recognizing best practices and supporting administration and teachers when change is needed after observations
- Provide support and coaching through observations of instruction and professional development with Ambitious Teaching practices

Dates of Service: July 1, 2018 - June 30, 2019

Proposed Motion

" move that the Board of Education approve the ELA Ambitious Teaching Instructional Coach contract with Linda Kuzon for a contract amount not to exceed \$25,000 for service dates of July 1, 2018 - June 30, 2019."

Budget Impact: ☐ None ☒ As follows:
 Grant | Title I: Contract compensation not to exceed \$25,000

Attachments:

☒ Enclosed ☐ Issue Study Enclosed ☐ To Be Distributed at Meeting ☐ None



Contractual Agreement for ELA Ambitious Teaching Instructional Coach

This AGREEMENT is entered into this 1st day of July 2018. By and between Ypsilanti Community Schools and Linda Kuzon, ELA Ambitious Teaching Instructional Coach, hereinafter referred to as the "Contracted Person",

The Contracting Person will provide the following:

- Utilize YCS DTN Ambitious Teaching Attend meetings and provide updates to the Assistant Superintendent of Curriculum and Instruction
- Support the implementation of MAISA
- Provide coaching on utilizing differentiated strategies based on student needs
- Direct guidance for implementing Instructional Learning Cycles
- Support administration in recognizing best practices and supporting administration and teachers when change is needed after observations.
- Provide support and coaching through observations of instruction and professional development with the Reading and Writing Ambitious Teaching practices

Ypsilanti Community Schools agrees to provide as follows:

- Supplies and Materials
- Technology Equipment
- Facilities

It shall be the understanding of both parties; the Contracting Person and Ypsilanti Community Schools that time spent on this Contracting Person if being paid by Grant Funds, is not being compensated for under any other Grant Funds. It shall also be understood that the dates of service may change if there is a reduction in teaching staff for Ypsilanti Community Schools necessitating a change in how grant funds are used.

Date (s) of Service: July 1, 2018– June 30, 2019

Services to be conducted at: Ypsilanti Community Schools

Amount: Total Compensation not to exceed \$25,000, \$47/hour

Coach

Superintendent

Date: _____

Date: _____

Account Number: 12.1221.3120.000.6019.00000.0000

K-12 ELA (Reading & Writing) Ambitious Teaching Instructional Coach Job Description

- Utilize YCS DTN Ambitious Teaching Strategies
- Attend meetings and provide updates to the Assistant Superintendent of Curriculum and Instruction
- Support the implementation of MAISA
- Provide coaching on utilizing differentiated strategies based on student needs
- Direct guidance for implementing Instructional Learning Cycles
- Support administration in recognizing best practices and supporting administration and teachers when change is needed after observations.
- Provide support and coaching through observations of instruction and professional development with the following Ambitious Teaching practices:

Reading

- Explicit instruction of the five essential components of effective reading instruction: phonemic awareness, phonics, fluency, vocabulary, and comprehension.
- Recognize the role that motivation plays in students' reading by modeling for students how to engage with complex texts that do and do not interest them.
- Engage students in performative reading responses such as gesture, mime, vocal intonation, characterization, and dramatization to enable active construction of meaning and construct a collaborative environment that builds on the strengths of individual students.
- Have students read multiple texts focused on the same topic to improve comprehension through text-to-text connections.
- Foster students' engagement with complex texts by teaching students how different textual purposes, genres, and modes require different strategies for reading.
- Encourage students to choose texts, including nonfiction, for themselves, in addition to assigned ones, to help them see themselves as capable readers who can independently use reading capabilities they learn in class.
- Demonstrate, especially at the secondary level, how digital and visual texts including multimodal and multi-genre texts require different approaches to reading.
- Connect students' reading of complex texts with their writing about reading and with writing that uses complex texts as models so they will recognize and be able to negotiate many different types of complex texts.
- Develop students' ability to engage in meaningful discussion of the complex texts they read in whole-class, small group, and partner conversations so they can learn to negotiate and comprehend complex texts independently.

Writing:

A varied approach recognizes many different contexts and purposes for writing.

- Writing assignments can enhance content area learning through writing-to-learn activities which use writing as a means to explore new information.
- Studies show that maturing writers develop authority in stages, using these stages to

write themselves into positions of expertise. Emerging writers often imitate and repeat exemplary text before they can analyze and question it.

- Each discipline has content-specific knowledge, and students need to learn how to use this knowledge in their writing. Students benefit from being actively encouraged to see formal and linguistic features of the texts as emerging from and responding to the disciplinary and social purpose of communication.
- The numerous, varied writing tasks students confront depend on specific skills and knowledge. Students need to be able to effectively write for a range of purposes, content areas, and workspaces.
- Having to explicitly discuss and articulate particular genre decisions can help students to transfer knowledge into various disciplines and can help lessen the achievement gap.
- Research shows that from early developmental years to graduate student courses, students' explicit knowledge of the features and expectations of specific genres increases authentic and purposeful engagement with writing and reading.

Enclosure #6A.iii
APPROVAL OF CONTRACTUAL AGREEMENT
Science Ambitious Teaching Instructional Coach, 2018/19
Meeting of 8/13/2018
Presented by Laura Frey-Greathouse
Prepared by Paula Gutzman

<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action – Roll Call <input type="checkbox"/> Action – Voice Ayes _____ Nays _____		Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Brenda Meadows	Ellen Champagne	Sharon Lee	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

Maria Goodrich will serve as a Science Ambitious Teaching Instructional Coach for the 2018/19 school year. This is an agreement for new services.

Goodrich will provide support to instructional staff in the following areas, K-12:

- Utilize YCS DTN Ambitious Teaching strategies
- Support the implementation of Foss & IQWST Science
- Provide coaching on utilizing differentiated strategies based on student needs
- Direct guidance for implementing Instructional Learning Cycles
- Support administration in recognizing best practices and supporting administration and teachers when change is needed after observations
- Provide support and coaching through observations of instruction and professional development with Ambitious Teaching practices

Dates of Service: July 1, 2018 - June 30, 2019

Proposed Motion

" move that the Board of Education approve the Science Ambitious Teaching Instructional Coach contract with Maria Goodrich for a contract amount not to exceed \$30,000 for 980 hours at a rate of \$30.61/hour and service dates of July 1, 2018 - June 30, 2019."

Budget Impact: ☐ None ☒ As follows:

Grant: Title I

Attachments:

☒ Enclosed ☐ Issue Study Enclosed ☐ To Be Distributed at Meeting ☐ None



Contractual Agreement for Science Ambitious Teaching Instructional Coach

This AGREEMENT is entered into this 1st day of July 2018. By and between Ypsilanti Community Schools and Maria Goodrich, Science Ambitious Teaching Instructional Coach, hereinafter referred to as the "Contracted Person",

The Contracting Person will provide the following:

- Utilize YCS DTN Ambitious Teaching Attend meetings and provide updates to the Assistant Superintendent of Curriculum and Instruction
- Support the implementation of Foss and IQWST Science
- Provide coaching on utilizing differentiated strategies based on student needs
- Direct guidance for implementing Instructional Learning Cycles
- Support administration in recognizing best practices and supporting administration and teachers when change is needed after observations.
- Provide support and coaching through observations of instruction and professional development with the Ambitious Science Teaching practices

Ypsilanti Community Schools agrees to provide as follows:

- Supplies and Materials
- Technology Equipment
- Facilities

It shall be the understanding of both parties; the Contracting Person and Ypsilanti Community Schools that time spent on this Contracting Person if being paid by Grant Funds, is not being compensated for under any other Grant Funds. It shall also be understood that the dates of service may change if there is a reduction in teaching staff for Ypsilanti Community Schools necessitating a change in how grant funds are used.

Date (s) of Service: July 1, 2018 - June 30, 2019

Services to be conducted at: Ypsilanti Community Schools

Amount: Total Compensation not to exceed \$30,000, ⁹⁸⁰1180 hours (20hrs/week, 49 weeks), ^{30.61}\$25.42/hour

Maria Goodrich
Coach

Benjamin P. [Signature]
Superintendent

Date: July 10, 2018

Date: 7.10.18 W

Account Number: 12.1221.3120.000.6019.00000.0000

Enclosure #6A.iv
APPROVAL OF CONTRACTUAL AGREEMENT
Community Liaison
Meeting of 8/13/2018
Presented by Laura Frey-Greathouse
Prepared by Paula Gutzman

<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action – Roll Call <input type="checkbox"/> Action – Voice Ayes _____ Nays _____		Brenda Meadows	Ellen Champagne	Sharon Lee	Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

We wish to offer the position of Community Liaison to *Arthur Holt*. The attached contract includes a description of duties for this position.

Dates of Service: August 27, 2018 – June 18, 2019

Compensation: Not to Exceed \$38,000; an additional \$500 to be paid on a monthly basis (\$50/month) for mileage

Proposed Motion

“ move that the Board of Education approve the Community Liaison contract with Arthur Holt for a contract amount not to exceed \$38,000 for service dates of August 27, 2018 – June 18, 2019, in addition to \$500 to be paid for mileage.”

Budget Impact: ☐ None ☒ As follows:
Grant

Attachments:

☒ Enclosed ☐ Issue Study Enclosed ☐ To Be Distributed at Meeting ☐ None



Office of Human Resources
1885 Packard Road – Ypsilanti, MI 48197-1846
(734) 714-1210 □ www.ycschools.us

Contractual Agreement for Community Liaison

This AGREEMENT is entered into this 1st day of August, 2018. By and between Ypsilanti Community Schools and Arthur Holt, Community Liaison, hereinafter referred to as the “Contracted Person”,

The Contracting Person will provide the following:

- Work closely with staff on issues germane to supporting homeless, adjudicated, and disengaged youth.
- Work closely with building administrators and social workers to provide support for truant students.
- Work in cooperation with local agencies and governmental units in an effort to increase safety and attendance for both students and staff.
- Involves parents/families in the educational activities of the program: (1) to emphasize their role as the principal influence on the child's education and development, and (2) to assist parents/families to increase their knowledge, understanding, skills and experience in basic child development.
- Assist other services areas of the program with direct and indirect services.
- Participates in the training of families as requested.
- Provides community resources for families.
- Participates in recruitment activities.
- Participates in professional development, maintains appropriate certification and qualifications and keeps current in changing pedagogy.
- Regular predictable attendance.
- Establishes a relationship of trust and rapport with the families of the children.
- Communicates with families to facilitate positive interaction within the program.

Ypsilanti Community Schools agrees to provide as follows:

- Supplies and Materials
- Facilities

It shall be the understanding of both parties; the Contracting Person and Ypsilanti Community Schools that time spent on this Contracting Person if being paid by Grant Funds, are not being compensated for under any other Grant Funds. It shall also be understood that the dates of service may change if there is a reduction in teaching staff for Ypsilanti Communities Schools necessitating a change in how grant funds are used.

Date (s) of Service: August 27, 2018 – June 18, 2019

Services to be conducted at: Ypsilanti Community Schools

Amount: 187 days, 8 hours/day, \$25.40/hour, not to exceed \$203.20/per day, not to exceed \$38,000

An additional \$500 will be paid on a monthly basis (\$50 a month) for mileage.

Signature of Community Liaison

Superintendent

Date: _____

Date: _____

Account Number: 12.1211.3130.000.3067.00000.0000

Enclosure #6A.v
APPROVAL OF LEXIA LEARNING SYSTEMS LLC PURCHASE
Meeting of 8/13/2018
Presented by Laura Frey-Greathouse
Prepared by Paula Gutzman

<input type="checkbox"/> <i>Discussion</i> <input checked="" type="checkbox"/> <i>Action – Roll Call</i> <input type="checkbox"/> <i>Action – Voice</i> <i>Ayes</i> _____ <i>Nays</i> _____		Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Brenda Meadows	Ellen Champagne	Sharon Lee	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

Lexia RAPID is on the state-identified list for progress monitoring for the 3rd grade reading law. Because our teaching staff already uses Lexia, the instructional coaches along with Assistant Superintendent Dr. Sherrell Hobbs determined that Lexia RAPID would be the progress monitoring tool that YCS will use.

Proposed Motion

" move that the Board of Education approve the Lexia Learning Systems purchase, Quote #Q-00213139.4, for an amount not to exceed \$35,369."

Budget Impact: ☐ None ☒ As follows:
 General Fund

Attachments:

☒ Enclosed ☐ Issue Study Enclosed ☐ To Be Distributed at Meeting ☐ None

QUOTE



Lexia Learning Systems LLC
 300 Baker Avenue, Suite 320
 Concord, MA 01742 USA
 Phone: (978) 405-6200
 Fax: (978) 287-0062

Quote Number Q-00213139.4 Prepared By Janice Barnes
 Created Date 6/8/2018 Email jbarnes@lexialearning.com

Quote To Name Kristen Rickman
 Quote To Ypsilanti Cmty School District
 1885 Packard Rd
 Ypsilanti, MI 48197
 US
 Bill To Name Ypsilanti Cmty School District
 Bill To 1885 Packard Rd
 Ypsilanti, MI 48197
 US

Start Date	End Date	Quantity	Line Item Description	Sales Price	Total Price
9/1/2018	8/31/2019	6	Lexia RAPID Assessment Unlimited School Subscription	\$2,947.37	\$17,684.22
9/1/2018	8/31/2019	6	Lexia RAPID Assessment Implementation Support Service Package	\$2,947.37	\$17,684.22

Total Price \$35,368.44

Please fax or email Purchase Orders with quote number Q-00213139.4 to:

Attn: Janice Barnes
 Email: jbarnes@lexialearning.com
 Fax: (978) 287-0062

TERMS AND CONDITIONS

**Prices included herein are exclusive of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of Customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax exempt status upon request. Pricing is valid 60 days. Lexia will invoice the total price set forth above upon Customer's acceptance. Payment is due net 30 days of invoice.

Term

This quote serves as an Order Agreement and becomes effective upon its acceptance by both parties. The Product/Services purchased pursuant to this Agreement will begin on or about the start date set forth above and continue in effect for the Product/Service Term set forth above ("Subscription Period"). Unless otherwise set forth herein, all Product licenses shall have the same start and end dates, all Products are deemed delivered upon provisioning of license availability, and all Services must be used within the Subscription Period; unused Product licenses or Services are not eligible for refund or credit. Without prejudice to its other rights, Lexia may suspend delivery of the Product/Services in the event that Customer fails to make any payment when due.

Order Process

To submit an order, please fax this quote along with the applicable Purchase Order to: (978) 287-0062, or send by email to your sales representative's email address listed above.

Note: Each Purchase Order must include the correct quote Quote Order Number provided on the applicable quote, and should attach the quote.

Acceptance

All Products and Services are offered subject to the Lexia EULA Application License Agreement terms, available at <http://lexialearning.com/privacy/eula> (the "License"), as supplemented by the terms herein. By placing any order in response to this quote, Customer confirms its acceptance of the License Terms and the terms and fees in this quote, which together, constitute the entire agreement between Customer and Lexia regarding the Products and Services herein (the "Agreement"). Customer and Lexia agree that the terms and conditions of this Agreement supersede any additional or inconsistent terms or provisions in any Customer drafted purchase order, which shall be void and of no effect, or any communications, whether written or oral, between Customer and Rosetta Stone relating to the subject matter hereof. In the event of any conflict, the terms of this Agreement shall govern.

Enclosure #6A.vi
APPROVAL OF CONTRACT, *Spanish for Kids LLC*
Meeting of 8/13/18
Presented by Laura Frey-Greathouse
Prepared by Paula Gutzman

<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action – Roll Call <input type="checkbox"/> Action – Voice Ayes _____ Nays _____		Brenda Meadows	Ellen Champagne	Sharon Lee	Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

There continues to be difficulty in staffing Spanish positions at Ypsilanti Community High School and Ypsilanti Community Middle School. It is our recommendation that this contract would best serve the needs of Ypsilanti International Elementary School (YIES) students.

Ypsilanti International Elementary School is required, as part of the International Baccalaureate program, to provide a foreign language experience to students. This was accomplished in 2016/17 and 2017/18 with Spanish for Kids LLC. This proposal will continue this service for 2018/19.

Proposed Motion

" move that the Board of Education approve the Spanish Language and Culture Classes Proposal #1457 with Spanish for Kids for 36 weeks and an amount not to exceed \$53,900."

Budget Impact: ☐ None ☒ **As follows:**
 General Fund: \$53,899.20

Attachments:

☒ **Enclosed** ☐ **Issue Study Enclosed** ☐ **To Be Distributed at Meeting** ☐ **None**

May 25, 2018

Ypsilanti Community Schools
1885 Packard Rd
Ypsilanti, MI 48197

RECEIVED
JUL 30 2018
YCS Superintendent Office

My name is Celeste Green and my company, Spanish for Kids, has been providing language and cultural classes at Ypsilanti International Elementary School for the past 2 academic school years. We have thoroughly enjoyed making deep connections with the students and community at YIES and giving the students there the opportunity to become bilingual. Teaching world languages at the elementary level is the optimal time for children and I am delighted to see a school in our community taking the steps to produce global thinkers who are culturally aware and well equipped for the 21st century. We are honored to be a part of this initiative!

Spanish for Kids began providing Spanish classes to young children over 15 years ago. We have had thousands of students participate in our program and develop a love for the Spanish language and cultures. Research shows that in order to produce multilingual, global students, it is imperative that students' early experience with language learning is a positive one. Students exit our program with memories of a very positive experience of language learning which inspires them to continue the exploration, journey and immersion into both the culture and the language. Our testimonials and repeat customers speak to our ability to create the positive experience necessary for students to continue their study of Spanish.

It would be our pleasure to be able to continue to offer Spanish to your outstanding PYP at YIES. Teaching languages to young children requires deep knowledge of how children learn languages. We specialize in this area as we offer our program to children between the ages of 4-11 years of age as this is the window of opportunity for language learning.

Please review the proposal below. I believe passionately in providing the highest quality, engaging program to children. I believe Spanish for Kids is a perfect fit for YIES and I am hopeful that we can continue to work together to create an outstanding experience for your students.

We strongly believe our proposal has been thoroughly outlined and will meet or exceed all of your expectations and requirements. I look forward to hearing from you upon your review of the proposal.

Sincerely,

Celeste Green
Spanish for Kids, LLC
630-768-5885
www.spanishforallkids.com



Spanish for Kids, LLC
Ann Arbor, MI 48108
www.spanishforallkids.com

Proposal: Spanish Language & Culture Classes

Prepared for: Ypsilanti International Elementary School

Prepared by: Celeste Green
Spanish for Kids, LLC

Description

The Mission of Spanish for Kids is to provide high quality, interactive and engaging Spanish curriculum to Pre-K through 5th grade students designed to put students on the path to bilingualism. We aim to prepare students for our global society and instill a lifelong love of the Spanish language and cultures.

Partner with Spanish for Kids to create the global citizens our children will need to be.

Proposal Number: 1457

www.spanishforallkids.com



Cost Summary

Please note that the costs below are based on a per student weekly fee. The cost below is based on Spanish being taught twice weekly for Pre-K and once per week for Kindergarten - 5th grade for students at YIES. The cost includes the following:

- A certified elementary FF endorsed teacher teaching K-5th classes.*
- A teaching assistant accompanying the K-5th teacher*
- All curricular materials
- Quarterly assessment of progress of students
- Certificate of completion each school year indicating the "I Can" statements that students are able to perform.
- Cultural lessons encompassing learning cultural practices in the 21 Spanish speaking countries.
- A teacher trained in Spanish for Kids' methods to teach pre-k
- Collaboration with homeroom teachers to incorporate topics learned in the regular classroom in Spanish class.

Description of Services

Cost of Services

- Spanish lessons
for Pre-K - 5th - 380 students*
(could increase, highly unlikely
to decrease. Our price will not increase)
- Schedule to be determined.
36 Instructional weeks

\$3.94 per student per week

\$3.94 x 380 students= \$1,497.20/wk

\$1,497.20 x 36 Weeks=

Academic year, total cost:

\$ 53,899.20

**Exceptions include illness or emergency circumstances of the lead teacher. In such case Spanish for Kids reserves the right to place a non-certified substitute teacher for a limited amount of time until lead teacher returns.*

Standard Disclaimer: The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.

Services Provided

Spanish for Kids stands out from other programs with innovative programming and low student/teacher ratio as well as reasonable rates. We provide all materials, teaching personnel, assessment as well as online programming for keeping concepts fresh in students minds between classes. We offer:

- 🎨 **A certified elementary FF endorsed teacher teaching K-5th grade classes.**
- 🎨 **A teaching assistant accompanying the K-5th teacher**
- 🎨 **Quarterly assessment of progress of students**
- **Cultural lessons encompassing learning cultural practices in the 21 Spanish speaking countries**
- 🎨 **Collaboration with homeroom teachers to incorporate topics learned in the regular classroom in Spanish class**



Contract and Terms

Agreements

In consideration of the mutual covenants set forth in this Agreement, Customer and Company hereby agree as follows:

1. Services Rendered.

Company agrees to render and be compensated for the Services according to the terms listed on Exhibit A attached hereto.

2. Delivery of Services.

Company will use reasonable diligence in the rendering of the Services.

3. Ownership Rights.

Customer shall retain all of its intellectual property rights in any text, images or other components it owns and transmits to Company for use in the Services. Customer shall hold the copyright for the agreed-upon version of the Services as delivered, and Customer's copyright notice may be displayed in the final version.

Company retains exclusive rights to pre-existing material it uses in Customer's project(s). Customer does not have right to reuse, resell or otherwise transfer material owned by Company or third parties.

4. Compensation.

For all of Company's services under this Agreement, Customer shall compensate Company, in cash, pursuant to the terms of Exhibit A attached hereto. In the event Customer fails to make any of the payments referenced in Exhibit A by the deadline set forth in Exhibit A, Company have the right, but is not obligated, to pursue any or all of the following remedies: (1) terminate the Agreement, (2) remove or withhold services or deliverables, or (3) bring legal action.

5. Limited Warranty and Limitation on Damages.

Company warrants the Services will conform to the Scope of Work. If the Services or Deliverables do not conform to the Scope of Work, Company shall be responsible to correct the Services or Deliverables without unreasonable delay, at Company's sole expense and without charge to Customer, to bring the Services or Deliverables into conformance with the Scope of Work. This warranty shall be the exclusive warranty available to Customer. Customer waives any other warranty, express or implied. Customer acknowledges that Company is not responsible for the results obtained by Customer on the Services. Customer waives any claim for damages, direct or indirect, and agrees that its sole and exclusive remedy for damages (either in contract or tort) is the return of the consideration paid to Company as set forth in Exhibit A attached hereto.

6. Independent Contractor.

Company shall be retained as an independent contractor. Company will be fully responsible for payment of its own income taxes on all compensation earned under this Agreement. Customer will not withhold or pay any income tax, social security tax, or any other payroll taxes on Company's behalf. Company understands that it will not be entitled to any fringe benefits that Customer provides for its employees generally or to any statutory employment benefits, including without limitation, worker's compensation or unemployment insurance.

7. General Provisions.

8.1 Entire Agreement.

This Agreement contains the entire agreement between the parties relating to the subject matter hereof and supersedes any and all prior agreements or understandings, written or oral, between the parties related to the subject matter hereof. No modification of this Agreement shall be valid unless made in writing and signed by both of the parties hereto.

8.2 Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. Exclusive jurisdiction and venue shall be in the Washtenaw County, Michigan Superior Court.

8.3 Binding Effect.

This Agreement shall be binding upon and inure to the benefit of Customer and Company and their respective successors and assigns, provided that Company may not assign any of its obligations under this Agreement without Customer's prior written consent.

8.4 Waiver.

The waiver by either party of any breach or failure to enforce any of the terms and conditions of this Agreement at any time shall not in any way affect, limit, or waive such party's right thereafter to enforce and compel strict compliance with every term and condition of this Agreement.

8.5 Good Faith.

Each party represents and warrants to the other that such party has acted in good faith, and agrees to continue to so act, in the negotiation, execution, delivery, performance, and any termination of this Agreement.

8.6 Right to Remove Services.

In the event Customer fails to make any of the payments set forth on Exhibit A within the time prescribed in Exhibit A, Company has the right to remove or withhold the Services or Deliverables until payment in full is made, plus accrued late charges of 1 ½% per month.

8.7 Indemnification.

Customer warrants that everything it gives Company to use in the delivery of the Services or any deliverable is legally owned or licensed to Customer. Customer agrees to indemnify and hold Company harmless from any and all claims brought by any third party relating to any aspect of the Services, including, but without limitation, any and all demands, liabilities, losses, costs and claims including attorney's fees arising out of injury caused by Customer's products/services, material supplied by Customer, copyright infringement, and defective products sold via the Services or Deliverables.

8.8 Use of Services for Promotional Purposes.

Customer grants Company the right to reference the Services or Deliverables or the Customer's name for promotional purposes and/or to cross-link it with other Services offered by Company.

8.9 Identification of Company.

Customer agrees that Company's identification may be associated with the Services or Deliverables as the creators. Customer also agrees to put Company's copyright notices on the Services or Deliverables and the relevant content therein.

9. Transfer of Rights.

In the event Company is unable to continue maintenance of the Services, Customer shall have non-exclusive rights to use pre-existing material owned by Company in connection with Customer's Services.

The parties represent and warrant that, on the date first written above, they are authorized to enter into this Agreement in its entirety and duly bind their respective principals by their signatures below:

EXECUTED as of the date first written above.

Ypsilanti Community Schools

By: _____

Title: _____

Date signed: _____

Spanish for Kids

By: _____

Title: _____

Date signed: _____

Exhibit A

Payment Terms

Pricing Plan:

Payment for services are due in monthly installments on the 1st of each month.

Invoices will be sent to the YCS business office on a monthly basis.
Payment will be due by the 1st of the following month.

Installment #1	Due
\$5,389.92	October 1, 2018
\$5,389.92	November 1, 2018
\$5,389.92	December 1, 2018
\$5,389.92	January 1, 2019
\$5,389.92	February 1, 2019
\$5,389.92	March 1, 2019
\$5,389.92	April 1, 2019
\$5,389.92	May 1, 2019
\$5,389.92	June 1, 2019
\$5,389.92	July 1, 2019

Total payments: \$53,899.20

Enclosure #6A.vii
APPROVAL OF PIONEER VALLEY EDUCATIONAL PRESS PURCHASE
Meeting of 8/13/2018
Presented by Laura Frey-Greathouse
Prepared by Paula Gutzman

<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action – Roll Call <input type="checkbox"/> Action – Voice Ayes _____ Nays _____		Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Brenda Meadows	Ellen Champagne	Sharon Lee	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

Re: 1) YCS Purchase Order #2019 - 00000007, \$28,086.00
2) YCS Purchase Order #2019 - 00000932, \$36,997.80

Guided Reading is the foundation of our literacy instruction in Grades K – 5. Ford and Perry are in need of additional Guided Reading leveled books. Teachers chose books from Pioneer Valley, as the students like the characters and they are culturally diverse.

Proposed Motion

" move that the Board of Education approve the Pioneer Valley Educational Press purchases, YCS Purchase Order #s 2019...007 and 2019...0932, for a total amount not to exceed \$65,084."

Budget Impact: ☐ None ☒ As follows:
Grant | Title 1

Attachments

☒ Enclosed ☐ Issue Study Enclosed ☐ To Be Distributed at Meeting ☐ None



YPSILANTI

COMMUNITY SCHOOLS

Tax Exempt: 381805562

PURCHASE ORDER # 2019-00000007

PURCHASE ORDER NUMBER MUST APPEAR ON
ALL PACKAGES, INVOICES, SHIPPING LABELS,
AND ANY OTHER CORRESPONDENCE

PAGE 1 of 2
DATE: 07/18/2018

Originator: Nowling, Lois
Dept: Ed Qual Educational Quality
Email:
Phone: (734) 221-1226 x

Vendor Contact:

PIONEER VALLEY EDUCATIONAL PRESS
155A INDUSTRIAL DRIVE
NORTHHAMPTON, MA 01060

Send Invoice To:

Ypsilanti Community Schools
Administration Building
1885 Packard Road
Ypsilanti, MI 48197

Ship To:

Ford Early Learning Center
2440 Clark Road
Ypsilanti, MI 48198

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
8.0000	Each	Item - Level A Book Bundle	350.0000	\$2,800.00
8.0000	Each	Item - Level B Book Bundle Item # LBC-B	350.0000	\$2,800.00
4.0000	Each	Item - Level C Book Bundle Item # LBC-C	350.0000	\$1,400.00
6.0000	Each	Item - Level D Book Bundle Item # LBC-D	350.0000	\$2,100.00
6.0000	Each	Item - Level E Book Bundle Item #LBC-E	350.0000	\$2,100.00
6.0000	Each	Item - Level F Book Bundle Item # LBC-F	350.0000	\$2,100.00
5.0000	Each	Item - Level G Book Bundle Item #LBC-G	350.0000	\$1,750.00
5.0000	Each	Item - Level H Book Bundle Item # LBC-H	350.0000	\$1,750.00
5.0000	Each	Item - Level I Book Bundle Item #LBC-I	350.0000	\$1,750.00
1.0000	Each	Item - Nonfiction Classic Bundle NFC2cp	1,675.0000	\$1,675.00
1.0000	Each	Item - Gilbert the Pig Set 1 Item # GIL 1cp	185.0000	\$185.00
1.0000	Each	Item - Gilbert the Pig Set 2 Item # GIL2cp	185.0000	\$185.00
1.0000	Each	Item - Bella and Rosie Collection Item # BRBCcp	1,100.0000	\$1,100.00
1.0000	Each	Item - Explore the World Complete Bundle Item #ETW-68cp	2,035.0000	\$2,035.00
1.0000	Each	Item - Jasper the Cat Set 1 Item #J1cp	175.0000	\$175.00
1.0000	Each	Item - Jasper the Cat Set 2 Item #J2cp	175.0000	\$175.00
1.0000	Each	Item - Pawprints Nonfiction Set 1 Item # PW-NF 1cp	125.0000	\$125.00
1.0000	Each	Item - Pawprints Nonfiction Set 3 Item # PW-NF3cp	125.0000	\$125.00
1.0000	Each	Item - Pawprints Nonfiction Set 2 Item # PW-NF2cp	125.0000	\$125.00
1.0000	Each	Item - Spaceboy Set 1 Item # SB1cp	175.0000	\$175.00
1.0000	Each	Item - Galaxy Girl Set 1 Item# GG1cp	175.0000	\$175.00
1.0000	Each	Item - Little Dinosaur Set 1 Item# LD1cp	175.0000	\$175.00
1.0000	Each	Item - Rhymes and Songs Set 1 Item RHY1ap	40.0000	\$40.00
1.0000	Each	Item - Now I know My ABC's - Lap Book Item # ABC-combo	22.0000	\$22.00
1.0000	Each	Item - Jack and Daisy Coral Set Lap Book Item # JD4-Map	40.0000	\$40.00
1.0000	Each	Item - Mighty Treasures Lap Book: Daisy and Rosie TT-M65	7.0000	\$7.00
1.0000	Each	Item - Marvin Pig Set 1 MV 1-Map	40.0000	\$40.00
1.0000	Each	Item - Oliver the Cat Set 2 OL2-Map	40.0000	\$40.00

VENDOR NOTICES

- 1) Any change in the fulfillment of this order (estimated or otherwise) must be preapproved by us before proceeding.
- 2) Transportation charges must be prepaid.
- 3) We are exempt from Michigan Sales and Use Tax and Federal Excise Taxes.
- 4) All Toxic/Hazardous materials must be accompanied by Materials Safety Data Sheets, as required by Section 14 of Act 151, Public Acts of 1980 as amended (MIOSHA).
- 5) Items on back order will be considered AUTOMATICALLY CANCELLED AFTER 90 DAYS FROM DATE OF ORDER unless approved by the Purchasing Department.

Proposed Purchase

Special Instructions



YPSILANTI

COMMUNITY SCHOOLS

Tax Exempt: 381805562

PURCHASE ORDER

2019-00000007

PURCHASE ORDER NUMBER MUST APPEAR ON
ALL PACKAGES, INVOICES, SHIPPING LABELS,
AND ANY OTHER CORRESPONDENCE

PAGE 2 of 2

DATE: 07/18/2018

Originator: Nowling, Lois
Dept: Ed Qual Educational Quality
Email:
Phone: (734) 221-1226 x

Vendor Contact:

PIONEER VALLEY EDUCATIONAL PRESS
155A INDUSTRIAL DRIVE
NORTHHAMPTON, MA 01060

Send Invoice To:

Ypsilanti Community Schools
Administration Building
1885 Packard Road
Ypsilanti, MI 48197

Ship To:

Ford Early Learning Center
2440 Clark Road
Ypsilanti, MI 48198

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Item - Favorite Nursery Rhymes - Lap Book Item # NURS11	18.0000	\$18.00
1.0000	Each	Item - Early Nonfiction Set 1 ENF1-Map	40.0000	\$40.00
1.0000	Each	Item - Clarence the Dragon Set 2 CL2-Map	40.0000	\$40.00
1.0000	Each	Item - Mighty Treasures Lap Book: Daisy's Party Dress Item # TT-M12	7.0000	\$7.00
1.0000	Each	Item - Jaxson and Boss Set 1	40.0000	\$40.00
1.0000	Each	Item - Mighty Treasures Lap Book Oliver Goes Camping TT-M15	7.0000	\$7.00
1.0000	Each	Item - Clarence the Dragon Set 1 CL 1cp	185.0000	\$185.00
1.0000	Each	Item - Clarence the Dragon Set 2 CL2-Map	210.0000	\$210.00
1.0000	Each	Item - Bella and Rosie Lesson Cards	55.0000	\$55.00
1.0000	Each	Item - Pickles the Dog Set 1 Item #P1cp	175.0000	\$175.00
1.0000	Each	Item - Pickles the Dog Chapter Books Item # P9cp	125.0000	\$125.00
1.0000	Each	Item - Bella and Rosie Early Chapter Book BR4cp	125.0000	\$125.00
1.0000	Each	Item - Quack the Duck Set 1 PWQU1cp	185.0000	\$185.00
1.0000	Each	Item - Quack the Duck Set 2 QU2cp	185.0000	\$185.00
1.0000	Each	Item - Rusty the Robot Set 1 Item # RUS 1cp	185.0000	\$185.00
1.0000	Each	Item - Traditional Tales Bundle Item # TRAD40-BUNDLE-cp	1,150.0000	\$1,150.00
1.0000	Each	Item - Lulu & Otis Set LO1cp	185.0000	\$185.00
TOTAL DUE				\$28,086.00

VENDOR NOTICES

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- 2) Transportation charges must be prepaid.
- 3) We are exempt from Michigan Sales and Use Tax and Federal Excise Taxes.
- 4) All Toxic/Hazardous materials must be accompanied by Materials Safety Data Sheets, as required by Section 14 of Act 151, Public Acts of 1980 as amended (MIOSHA).
- 5) Items on back order will be considered AUTOMATICALLY CANCELLED AFTER 90 DAYS FROM DATE OF ORDER unless approved by the Purchasing Department.

Proposed Purchase

Special Instructions



YPSILANTI

COMMUNITY SCHOOLS

Tax Exempt: 381805562

PURCHASE ORDER **# 2018-00000932**

PURCHASE ORDER NUMBER MUST APPEAR ON
ALL PACKAGES, INVOICES, SHIPPING LABELS,
AND ANY OTHER CORRESPONDENCE

PAGE 1 of 2
DATE: 07/18/2018

Originator: Nowling, Lois
Dept: Ed Qual Educational Quality
Email:
Phone: (734) 221-1226 x

Vendor Contact:

PIONEER VALLEY EDUCATIONAL PRESS
155A INDUSTRIAL DRIVE
NORTHHAMPTON, MA 01060

Send Invoice To:

Ypsilanti Community Schools
Administration Building
1885 Packard Road
Ypsilanti, MI 48197

Ship To:

Ypsilanti Community Schools
Administration Building
1885 Packard Road
Ypsilanti, MI 48197

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Item - Jasper the Cat Set 1 Item #J1cp	175.0000	\$175.00
1.0000	Each	Item - Jasper the Cat Set 2 Item #J2cp	175.0000	\$175.00
1.0000	Each	Item - Jasper the Cat Chapter Books Item #J9cp	125.0000	\$125.00
1.0000	Each	Item - Traditional Tales Bundle Item # TRAD40-BUNDLE-cp	1,150.0000	\$1,150.00
1.0000	Each	Item - Pickles the Dog Chapter Books Item # P9cp	125.0000	\$125.00
1.0000	Each	Item - Galaxy Girl Set 1 Item # GG1cp	175.0000	\$175.00
1.0000	Each	Item - Spaceboy Set 1 Item # SB1cp	175.0000	\$175.00
1.0000	Each	Item - Spaceboy Chapter Books	125.0000	\$125.00
1.0000	Each	Item - Porcupine Set 1 Item #PWP01cp	175.0000	\$175.00
1.0000	Each	Item - Discover Our World Nonfiction Complete Bundle Item# DOW56-BUNDL-	1,675.0000	\$1,675.00
1.0000	Each	Item - Explore the World Complete Bundle Item #ETW-68cp	2,035.0000	\$2,035.00
8.0000	Each	Item - Level A Book Bundle Item LBC-A	350.0000	\$2,800.00
8.0000	Each	Item - Level B Book Bundle Item # LBC-B	350.0000	\$2,800.00
5.0000	Each	Item - Level C Book Bundle Item # LBC-C	350.0000	\$1,750.00
10.0000	Each	Item - Level E Book Bundle Item #LBC-E	350.0000	\$3,500.00
6.0000	Each	Item - Level G Book Bundle Item #LBC-G	350.0000	\$2,100.00
1.0000	Each	Item - Level I Book Bundle Item #LBC-I	350.0000	\$350.00
10.0000	Each	Item - Level F Book Bundle Item # LBC-F	350.0000	\$3,500.00
10.0000	Each	Item - Level D Book Bundle Item # LBC-D	350.0000	\$3,500.00
6.0000	Each	Item - Level H Book Bundle Item # LBC-H	350.0000	\$2,100.00
1.0000	Each	Item - Level J Book Bundle Item # LBC-J	350.0000	\$350.00
1.0000	Each	Item - Quack the Duck Set 1	185.0000	\$185.00
1.0000	Each	Item - Quack the Duck Set 2	185.0000	\$185.00
1.0000	Each	Item - Rusty the Robot Set 1 Item # RUS 1cp	185.0000	\$185.00
1.0000	Each	Item - At Home Set 1 Item # AH1cp	175.0000	\$175.00
1.0000	Each	Item - At School Set 1 Item # S1cp	175.0000	\$175.00
1.0000	Each	Item - Dinner Time Item # G91sp	30.0000	\$30.00
1.0000	Each	Item - Gilbert the Pig Set 1 Item # GIL 1cp	185.0000	\$185.00

VENDOR NOTICES

- 1) Any change in the fulfillment of this order (estimated or otherwise) must be preapproved by us before proceeding.
- 2) Transportation charges must be prepaid.
- 3) We are exempt from Michigan Sales and Use Tax and Federal Excise Taxes.
- 4) All Toxic/Hazardous materials must be accompanied by Materials Safety Data Sheets, as required by Section 14 of Act 151, Public Acts of 1980 as amended (MIOSHA).
- 5) Items on back order will be considered AUTOMATICALLY CANCELLED AFTER 90 DAYS FROM DATE OF ORDER unless approved by the Purchasing Department.

Proposed Purchase

Special Instructions



YPSILANTI
COMMUNITY SCHOOLS
Tax Exempt: 381805562

PURCHASE ORDER # 2018-00000932

PURCHASE ORDER NUMBER MUST APPEAR ON
ALL PACKAGES, INVOICES, SHIPPING LABELS,
AND ANY OTHER CORRESPONDENCE

PAGE 2 of 2
DATE: 07/18/2018

Originator: Nowling, Lois
Dept: Ed Qual Educational Quality
Email:
Phone: (734) 221-1226 x

Vendor Contact:
PIONEER VALLEY EDUCATIONAL PRESS
155A INDUSTRIAL DRIVE
NORTHHAMPTON, MA 01060

Send Invoice To:
Ypsilanti Community Schools
Administration Building
1885 Packard Road
Ypsilanti, MI 48197

Ship To:
Ypsilanti Community Schools
Administration Building
1885 Packard Road
Ypsilanti, MI 48197

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Item - Gilbert the Pig Goes on a Diet Item # G15sp	28.0000	\$28.00
1.0000	Each	Item - What's wrong with Gilbert Item # G93sp	30.0000	\$30.00
1.0000	Each	Item - Gilber the Pig Wears a Dress Item # G14sp	28.0000	\$28.00
1.0000	Each	Item - Gilbert the Pig Chapter Book Item # GIL9cp	125.0000	\$125.00
1.0000	Each	Item - Gilbert the Pig Set 2 Item # GIL2cp	185.0000	\$185.00
1.0000	Each	Item - Pawprints Nonfiction Set 1 Item # PW-NF 1cp	125.0000	\$125.00
1.0000	Each	Item - Pawprints Complete Collection Item # PW-CC	2,750.0000	\$2,750.00
1.0000	Each	Item - Mighty Treasures Lap Book: Daisy's Party Dress Item # TT-M12	7.0000	\$7.00
1.0000	Each	Item - Mighty Treasures Lap Book: Time to Swim Item # TT-M13	7.0000	\$7.00
1.0000	Each	Item - Rhymes and Songs Set 1 Item RHY1ap	40.0000	\$40.00
1.0000	Each	Item - Mighty Treasures Lap Book: Porcupine's Boo-Boo Item # TT-M28	7.0000	\$7.00
1.0000	Each	Item - Mighty Treasures Lap Book: Daisy and Rosie	7.0000	\$7.00
1.0000	Each	Item - Favorite Nursery Rhymes - Lap Book Item # NURS11	18.0000	\$18.00
1.0000	Each	Item - Mighty Treasures Lap Book: Oliver Goes Camping Item # TT-M15	7.0000	\$7.00
1.0000	Each	Item - Now I know My ABC's - Lap Book Item # ABC-combo	22.0000	\$22.00
1.0000	Each	Item - Jack and Daisy Coral Set Lap Book Item # JD4-Map	40.0000	\$40.00
1.0000	Each	Item - Bella and Rosie Collection Item # BRBCcp	1,100.0000	\$1,100.00
1.0000	Each	Item - Clarence the Dragon Set Item # CL1cp	185.0000	\$185.00
1.0000	Each	Item - Little Dinosaur Set 1 Item# LD1cp	175.0000	\$175.00
1.0000	Each	Item - Marshmallow the Pony Set 1 Item #MP1cp	185.0000	\$185.00
1.0000	Each	Item - Traditional Tales Set 1 # Item TR1cp	185.0000	\$185.00
1.0000	Each	Item - Estamated Shipping	1,761.8000	\$1,761.80
			TOTAL DUE	\$36,997.80

VENDOR NOTICES

- 1) Any change in the fulfillment of this order (estimated or otherwise) must be preapproved by us before proceeding.
- 2) Transportation charges must be prepaid.
- 3) We are exempt from Michigan Sales and Use Tax and Federal Excise Taxes.
- 4) All Toxic/Hazardous materials must be accompanied by Materials Safety Data Sheets, as required by Section 14 of Act 151, Public Acts of 1980 as amended (MIOSHA).
- 5) Items on back order will be considered AUTOMATICALLY CANCELLED AFTER 90 DAYS FROM DATE OF ORDER unless approved by the Purchasing Department.

Proposed Purchase

Special Instructions

Enclosure #6B.i

ADOPTION OF RESOLUTION: SINKING FUND MILLAGE PROPOSAL

Meeting of 8/13/2018

*Presented by **Dr. Benjamin Edmondson/Cathy Secor***

*Prepared by **Paula Gutzman***

<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action – Roll Call <input type="checkbox"/> Action – Voice Ayes _____ Nays _____		Brenda Meadows	Ellen Champagne	Sharon Lee	Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

To put a sinking fund millage proposal on the ballot for the November election, our Board of Education will need to adopt a resolution to approve ballot language by Monday, August 13, 2018 at the latest. The filing deadline for the election is 4:00 p.m. on Tuesday, August 14th. The attached language would authorize a sinking fund millage of 3 mills for 10 years, 2019 – 2028. Millage revenues would be eligible to be spent on:

- Instructional Technology
- School Security
- Site Improvements
- Building Construction, Repair, Remodeling

Proposed Motion

“ move that the Board of Education adopt the Resolution for a Sinking Fund Millage Proposal: 3 Mills for 10 Years, 2019 – 2028.”

Budget Impact: ☐ None ☒ As follows:

Sinking fund will be a separate “fund” for revenue and expense purposes.

If it passes, it could/should reduce the amount of repairs and maintenance for roofs, boilers, etc. expensed in General Fund.

Attachments

☒ Enclosed ☐ Issue Study Enclosed ☐ To Be Distributed at Meeting ☐ None

Ypsilanti Community Schools, Washtenaw County, Michigan (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Administration Building | Professional Development Room, within the boundaries of the District, on the 13th day of August, 2018, at 6:30 o'clock in the p.m.

The meeting was called to order by Sharon Irvine, President.

Present: Members

Absent: Members

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

WHEREAS:

1. Pursuant to the Michigan Election Law, the District's regular school election shall be held on the first Tuesday after the first Monday in November of even years.
2. It is necessary to conduct the District's regular election on Tuesday, November 6, 2018, to fill one or more Board positions.
3. On or before 4:00 p.m. on Tuesday, August 14, 2018, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the District (the "Election Coordinator").

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The regular school election of the school electors of the District be called and held on Tuesday, November 6, 2018.
2. The proposition to be voted on at the regular school election shall be stated on the ballots in substantially the form as set forth in Exhibit A. The Superintendent of Schools is hereby authorized and directed to insert into the millage ballot proposition prior to the printing of the official ballots an estimate of the revenue from local property tax the school district will collect the first year of levy if the millage is approved and levied by the school district. The Superintendent of Schools is hereby authorized to make this estimate following consultation with the county equalization director and/or other local municipal officials.
3. The Election Coordinator is requested to:
 - a. Utilize the Ann Arbor News/M Live Media Group, a newspaper published or of general circulation within the District, for publication of notices in accordance with the election law requirements.
 - b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.

- c. Provide a proof copy of the ballot to the District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.

4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the District by 4:00 p.m., on Tuesday, August 14, 2018.

5. 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

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Ypsilanti Community Schools, Washtenaw County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on August 13, 2018, 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, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

MDG/ttt

EXHIBIT A

YPSILANTI COMMUNITY SCHOOLS SINKING FUND MILLAGE PROPOSAL

Shall the limitation on the amount of taxes which may be assessed against all property in Ypsilanti Community Schools, Washtenaw County, Michigan, be increased by and the board of education be authorized to levy not to exceed 3 mills (\$3.00 on each \$1,000 of taxable valuation) for a period of 10 years, 2019 to 2028, inclusive, to create a sinking fund for the construction or repair of school buildings, for school security improvements, for the acquisition or upgrading of technology, and for all other purposes authorized by law; the estimate of the revenue the school district will collect if the millage is approved and levied in 2019 is approximately \$_____?

EXHIBIT B

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

**YPSILANTI COMMUNITY SCHOOLS
SINKING FUND MILLAGE PROPOSAL
3 MILLS FOR 10 YEARS**

Full text of the ballot proposition may be obtained at the administrative offices of Ypsilanti Community Schools, 1885 Packard Road, Ypsilanti, Michigan 48197-1846, telephone: (734) 221-1200.

Enclosure #6B.ii
APPROVAL OF CONTRACTED SERVICES AGREEMENT
Synergistic Building Solutions, LLC
Meeting of 8/13/2018
Presented by Dr. Benjamin Edmondson
Prepared by Paula Gutzman

<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action – Roll Call <input type="checkbox"/> Action – Voice Ayes _____ Nays _____		Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Brenda Meadows	Ellen Champagne	Sharon Lee	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

Attached is a Contracted Services Agreement with Synergistic Building Solutions LLC. This contract is for services of the Facilities and Operations Director. The contractor shall commence performance of duties in Section 1, Number 2 on July 1, 2018. Once this contract is implemented, the ending date for providing services shall be June 30, 2020.

Proposed Motion

" move that the Board of Education approve the Facilities and Operations Director contract with Synergistic Building Solutions for service dates of July 1, 2018 – June 30, 2020."

Budget Impact: ☒ None ☒ As follows:
General Fund

Attachments:

☒ Enclosed ☐ Issue Study Enclosed ☐ To Be Distributed at Meeting ☐ None



Ypsilanti Community Schools
Contracted Services Agreement
Facilities & Operations Director

This agreement is made this 30th day of June, 2017, by and between Ypsilanti Community Schools, hereinafter referred to as YCS, and Synergistic Building Solutions, LLC, hereinafter referred to as Contractor.

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

SECTION 1 – Scope of Services

The Contractor shall commence performance of duties in Section 1, Number 2 on July 1, 2018, with work days as outline din Section II, the Contractor does hereby agree as follows:

1. The Contractor shall commence performance of duties in Section 1, Number 2 on July 1, 2018. Once this contract is implemented, the ending date for providing services shall be June 30, 2020.

2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties.

- Oversee District Transportation
- Oversee all custodial and maintenance operations
- Establish and implement schedules and procedures for the ongoing maintenance of all Board owned buildings and grounds
- Evaluate performance of custodial and maintenance staff
- Consult with building administrators concerning work assignments and personnel matters
- Order supplies and equipment, or coordinate same, and ensure maintenance of appropriate supply inventory levels
- Develop and implement policies and procedures for the department
- Monitor and implement a preventative maintenance program
- Periodically inspect buildings and grounds (at least semi-monthly)
- Administer the collective bargaining agreement
- Prepare periodic reports regarding buildings and grounds
- Keep abreast of new developments, processes, and products in the building and grounds fields
- Prepare and provide in service training for custodial and maintenance staff
- Coordinate timely response to building alarm calls 24x7
- Perform other duties as requested by the Superintendent

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

4. The Contractor will be required to provide proof of fingerprinting and criminal background check or will be required to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. YCS will be responsible for the payment of the finger printing service.

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

SECTION II – Compensation

1. The compensation for the Contractor's services as described in Section 1 shall be \$79,928 annually. A work year is defined as July 1st through June 30th. Contractor must notify the Superintendent in advance when using non-work days when possible.

2. The Contractor shall be paid bi-monthly, 24 equal installments of \$3,331.00.

3. In addition to the compensation noted in Section 2 number 2, Contractor shall be entitled to a \$2,000 stipend as additional compensation for having a Juris Doctor Degree, which shall be paid on the 24th pay of each contract year, i.e. June 15th. This stipend shall reoccur each successive year of this Agreement.

4. The Contractor shall be entitled to fifteen (15) vacation days each contract year. All vacation days must be used prior to June 30th of each contract year. Vacations days do not roll over in to the next contract year's vacation. Contractor shall also be paid the daily rate for all holidays that are paid to 52 week district employees.

5. The Contractor may bill for in district mileage between school sites at the current IRS mileage rate. The Contractor may also bill up to \$45 per month for cell phone use.

6. The Contractor is retained by YCS only for the purpose and to the extent set forth in this Agreement, and the Contractor's relationship to YCS shall, during the life of this Agreement, be that of an independent contractor. As such, YCS agrees that the Contractor shall be free to dispose of such portion of his or her entire time, energy, and skill during regular business hours that s/he is not obliged to devote to YCS in such manner as the Contractor sees fit. The Contractor shall not be considered as having employee status or as being entitled to participate in any plans, arrangements, or distributions by YCS pertaining to or in connection with any, pension, bonus, or similar benefits for YCS regular employees, excluding those specifically enumerated in this Agreement. YCS will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employee Retirement, MESC insurance, or workers compensation insurance, unless required by law. The Contractor agrees to hold YCS harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this Agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.

7. The amount of salary will be revisited in July 2020 based on performance relative to improving transportation in terms of service and cost saving.

8. The Contractor has not been debarred, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving, Federal Contracts, certain subcontracts, and certain federal assistant and benefits.

9. YCS agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with legal requirements.

SECTION III – Other Considerations

1. 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.

2. Either YCS or the Contractor may terminate this Agreement on 90 days advance written notice, with or without cause; however, if YCS terminates this Agreement without cause, YCS will pay Contractor one full year of salary.

3. YCS may change the duties of the Contractor as above described, but such change shall not be a substantial alteration of the Contractor's duties, nor can such change be made without the input of the Contractor.

SIGNATURES

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

Agreed to by



Date: 8.6.18

Dr. Benjamin Edmondson
Superintendent
Ypsilanti Community Schools



Date: 8/6/2018

Steven D. Burgess
Director of Operations
Synergistic Building Solutions LLC (Independent Contractor)

<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action – Roll Call <input type="checkbox"/> Action – Voice Ayes _____ Nays _____		Brenda Meadows	Ellen Champagne	Sharon Lee	Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

This contract, between the Washtenaw Intermediate School District and Ypsilanti Community Schools, would provide YCS with the contracted services of an Interim Superintendent. The contract before us at this meeting is a contract with Alena Zachery-Ross to serve as Interim.

“ ... move that the Board of Education approve the proposed agreement between the Washtenaw Intermediate School District and YCS for Alena Zachery-Ross to serve as Interim Superintendent of Ypsilanti Community Schools, for a contract term of August 14, 2018 – June 30, 2019.”

54

ALENA ZACHERY-ROSS

EDUCATION

Doctorate of Education (Ed.D.) – Educational Administration Expected, June 2021

Michigan State University, East Lansing, MI

- In process: Transferring to MSU this fall from Walden University, courses are weekend only

Master of Arts – Educational Psychology

1999

Wayne State University, Detroit, MI

- **School Psychologist Certification**

Bachelor of Applied Science – Psychology

1995

Grand Valley State University, Allendale, MI

- **Endorsements:** Cognitive Impairment and Emotional Impairment
- **Honors:** *Honor's Program Graduate*

LICENSURE AND

CERTIFICATIONS

National Superintendent Certification Program

February 2018

American Association of School Administrators (AASA)

Superintendent Certification

September 2017

Michigan Association of School Administrators (MASA)

School Administrator Certification

Michigan Department of Education

School Psychologist Certification

Michigan Department of Education

EXPERIENCE

Superintendent of Schools

2017-2018

Okemos Public Schools

- Established District Wide Safety Team inclusive of the local police department and district administrators to advise the District Crisis team
- Established a Mental Health Advisory Committee inclusive of local university professors, psychologists, psychiatrists and parents
- Established a high school advisory committee to meet with and advise the superintendent on a monthly basis
- Managed a \$45M budget and engaged the Board and district administrators in an in depth budget planning prioritization process
- Implemented all aspects of the components of the district strategic plan for 2017-18
- Formulated district committees to gather input regarding a 2019 bond
- Implemented the strategies in the district's Equity Plan and held a community forum with the District Cultural Diversity Advisory Committee
- Provided professional development to the district Leadership Team monthly on Culturally Responsive Leadership

Superintendent of Schools

2012 – 2017

Muskegon Heights Public School Academy System, Muskegon Heights, MI

- Established all policies and operational procedures, allocated multi-million dollar budget, staffed administrators, teachers, and paraprofessionals, recruited students, wrote and implemented the strategic plan, and created the curriculum for all grades as inaugural Superintendent in 2012, resulting in growing district to 800+ K-12 students

ALENA ZACHERY-ROSS

- Manages \$13M annual budget, eliminated \$670,000 deficit in one year resulting in 12% fund balance, and wrote and received \$3M grants in two years including Charter School Planning grants in for technology and STEM and the Year Round Schools Grant to support balanced calendar needs for the district resulting in funding new broadcasting studio, and two STEM laboratories for middle and high school
- Supervised five central office employees, three principals, and more than 65 teachers across three buildings, K-1st grade building, 2nd – 6th grade building, and 7th – 12th grade building, while recruiting, hiring, and terminating
- Champions culture of excellence by securing North Central Accreditation from Advance-Ed in 2014 resulting in 15% increase in graduation rates, an average of 1.5 years growth in math and reading since 2012, and 10% of students participating in early college or dual enrollment programs at Muskegon Community College
- Developed and execute systems of accountability with all stakeholders to improve student and staff attendance, resulting in an average of 86% attendance for middle and high school students, and 92% for elementary school students for diverse, primarily low-income student population with 100% receiving free and reduced lunch
- Created five year strategic plan with input from over 170 stakeholders including parents, teachers, school support staff, community leaders, elected officials, business owners, and non-profit professionals resulting in fostering change in school culture and climate given overwhelming support and buy-in from entire community
- Collaborates with school board to self-manage district after terminating management company contract in 2014 and reorganized school system to pay-off debtors and to re-negotiate and manage contracts with external vendors, serving as national model

National Superintendent Search Associate

2015 – present

Hazard, Young, Attea and Associates. Schaumburg, IL

- Delivers presentation to boards of education around the nation to solicit new business resulting in winning multiple bids to act as exclusive executive search firm for national superintendent openings
- Reviews applications, disseminate community surveys, interview students, administrators, staff, teachers, and other stakeholders, and conduct focus groups to compile and analyze data in creating candidate profiles, while evaluating applicants and providing recommendations to clients in collaboration with team of associates

Assistant Superintendent of Curriculum and Instruction

2010 – 2012

Van Dyke Public Schools, Warren, MI

- Supervised and evaluated principals at five elementary schools, one middle school, one high school, and one alternative center for education in district of 4,800 students (86% free and reduced lunch) while restructuring the Office of Curriculum and Instruction to support new programs and projects at the district and school level
- Developed and implemented district's ELA curriculum with input from administrators and teachers with emphasis on tiered intervention strategies, while overseeing the development of PK-12 instructional programs, district/school improvement programs, monthly professional development, and teacher training
- Managed School Improvement Grant while serving as the director of federal and state grants including Title I, Title IIA, Title IID, Title III, Section 31 A, and ARRA by coordinating with internal and external stakeholders to support grant funded programs
- Analyzed and interpreted quantitative data from exams and student records and qualitative data from principal surveys regarding culture, needs, communication with central office, and barriers to success resulting in the reallocation of funds to be invested in staff development versus expenses incurred securing new support staff
- Performed various duties to support the goals and objectives of the district including negotiating employment contracts with various employee associations such as teacher's union, and developing a Closing the Achievement Gap (CTAG) committee to eliminate barriers to success with focus on academic achievement

Principal

2004 – 2010

Van Dyke Public Schools, Lincoln Middle School, Warren, MI

- Developed curriculum-based programs, analyzed and interpreted student data, and developed success strategies in collaboration with Intermediate School District to create culture of accountability among

ALENA ZACHERY-ROSS

administration and staff, resulting in improving State of Michigan school grade from D to B during tenure

- Supervised one Assistant Principal, one school counselor, two social workers and more than 60 teachers while managing the day-to-day operations of building with 1,200 middle school students while developing and delivering professional development programs related to instructional innovation and learning
- Reorganized instructional learning cycle by implementing block scheduling, Saturday school, and various summer intervention programs, resulting in considerable improvements in academic achievement including making Adequate Yearly Progress (AYP) five of six years, removing school from Phase 5 Alert Status

Principal

2003 – 2004

Van Dyke Public Schools, Lincoln Elementary School, Warren, MI

- Managed Title I school-wide school improvement/Comprehensive Needs Assessments transition for school of 300 K-6 students, while developing and implementing positive behavior support models, staff communication plans, and school programs to boost student achievement and to reach organizational goals and objectives
- Developed PLCs, curriculum maps, pacing guides, and PBIS programs while collaborating with small staff on school improvement goals resulting in moving building from State of Michigan grade C to B in one year
- Collaborated with central office administration, school staff, and stakeholders to execute strategic plan while managing school's operating budget and allocating funding received from various grants

Teacher Consultant & School Psychologist

2000 – 2003

Van Dyke Public Schools, Lincoln Middle School, Warren, MI

- Supported caseload of 30 students per semester by developing Individual Education Plans at the middle and high school level while providing them with academic and behavioral plans based on available data and needs
- Co-taught with teachers across all academic subjects and provided coaching, guidance, and support to the teachers to better serve students in caseload, and other students with special academic needs
- Collaborated with students and parents to conduct behavioral group therapy sessions to aid in their learning and development while providing psychological and emotional testing and assessments for entire school district

School Psychologist

1999 – 2000

Detroit Public Schools, Detroit, MI

- Developed district-wide crisis intervention plans for traumatic events, and served as member of high school crisis team by traveling to schools in district to provide grief counseling services with 10 fellow psychologists
- Worked with teachers, school administrators, teachers, parents, and community organizations to provide counseling services and referrals as necessary, while also conducting psychological assessments for students

Teacher

1995 – 1999

Detroit Public Schools, William Davison Elementary, Detroit, MI

- Taught Special Education classes by developing and implementing IEPs for students while working with parents and families, paraprofessionals, and school administrators to serve students
- Coordinated one of the only micro-societies at an elementary school in Michigan by helping the students lead, develop, and execute plans to run their society, helping the school secure Blue-Ribbon School status

AWARDS & RECOGNITION

NAACP Unity Award – Muskegon Heights Public School Academy System

2016

WZZM TV Documentary

2016

- Profiling Muskegon Heights Public School Academy climate, culture, and student success

ALENA ZACHERY-ROSS

Presence Learning Award

2015

- For best practices and growth in Speech and Language

Regional VP of the Year – Mosaica Education

2013

COMMUNITY INVOLVEMENT

- **Board Member** – Grand Valley State University Alumni Association
- **Advisory Board Member** – Kids Food Basket
- **Executive Board Member** – Boys and Girls Club of Muskegon – Lakeshore
- **Founder** – Alena Zachery-Ross & Quinton Ross Scholarship (\$1,500 annual award)
- **Board Member** – Mediation and Restorative Justice of West Michigan
- **Member** – Optimist International for the City of Muskegon Heights
- **Member** – Delta Sigma Theta Sorority, Incorporated

ET

CETERA

Volunteerism: Habitat for Humanity, International Aide, Rotary Club of Muskegon Heights, Alumni Ambassador GVSU

Interest: International travel, community development and organizing, women's empowerment, community service

Enclosure #6C.ii
APPROVAL OF ADMINISTRATIVE AGREEMENT
Human Resources Consultant
Meeting of 8/13/18
Presented by Dr. Benjamin Edmondson
Prepared by Paula Gutzman

<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action – Roll Call <input type="checkbox"/> Action – Voice Ayes _____ Nays _____		Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Brenda Meadows	Ellen Champagne	Sharon Lee	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

The re-hire of Jack Bauman as our contractor of Human Resources is presented for Board consideration. Mr. Bauman was our previous director, retiring last year.

Proposed Motion

" move that the Board of Education approve the administrative agreement with Jack Bauman to serve as a Human Resources consultant.

Budget Impact: ☒ None ☒ As follows:
General Fund

Attachments:

☐ Enclosed ☐ Issue Study Enclosed ☒ To Be Distributed Separately ☐ None

Employment Agreement


This agreement will be with Jack Bauman, an independent contractor, and Ypsilanti Community Schools. Mr. Bauman agrees to work as a contractor for the district in the Human Resources Department at a daily rate of \$375 for July, August and September. The estimated number of days will be seven days in July, nine days in August and twelve days in September. Any days above these estimates must be approved by the district. Mr. Bauman will bill the district bi-monthly and be paid through a 1099 process.

For the Contractor:



July 10, 2018

For the District:



July 10, 2018

Enclosure #12
SECOND READ OF ATHLETIC HANDBOOK
Meeting of 8/13/2018
Presented by Laura Frey-Greathouse
Prepared by Paula Gutzman

SECOND READ

Handbook will be considered for
adoption at this regular Board meeting.

Rationale/Background Information

This handbook was brought before the Board of Education as a first read at our July 16, 2018 meeting. Lawrence Reeves, Athletic Director, shared background information at this meeting.

There will be a second read at this meeting, followed by a request for adoption by the Board of Education.

Attachments:

☒ Enclosed w/ following: *Approval of Athletic Handbook* ☐ None

Enclosure #13
APPROVAL OF ATHLETIC HANDBOOK
Meeting of 8/13/2018
Presented by Laura Frey-Greathouse
Prepared by Paula Gutzman

<input type="checkbox"/> <i>Discussion</i> <input type="checkbox"/> <i>Action – Roll Call</i> <input checked="" type="checkbox"/> <i>Action – Voice</i> <i>Ayes</i> _____ <i>Nays</i> _____		Maria Sheler-Edwards	Celeste Hawkins	Meredith Schindler	Brenda Meadows	Ellen Champagne	Sharon Lee	Sharon Irvine
	1 st /2 nd							
	Aye							
	Nay							
	Abstain							

Rationale/Background Information

YCS has not had an Athletic Handbook. The athletic director was tasked in 2017/18 with preparing an Athletic Handbook. This handbook is a result of this request. Previously, there was a first read of the handbook at the July 16, 2018 Board meeting.

This handbook details the rules, expectations and procedures of the YCS Athletic Department and its teams. The items below serve as guidelines for student athlete participation at YCS:

- *Athletic Department Mission*
- *Athletic Department Vision*
- *Athletic Director Philosophy*
- *Sports Offered at YCS*
- *Athletic Department Standards and Expectations*
- *Communication Between Stakeholders*
- *MHSAA Non-Negotiable Rules for Athletic Participation*
- *Health and Safety of Student Athletes*
- *Athletic Code of Conduct*

This handbook will serve as an integral part of the athlete/parent/coach orientation process. It will serve as a positive first impression of YCS, and, will promote fairness.

Proposed Motion

"... move that the Board of Education approve the Athletic Handbook."

Budget Impact: ☒ None ☐ As follows:

Attachments:

☒ Enclosed ☐ Issue Study Enclosed ☐ To Be Distributed at Meeting ☐ None

YPSILANTI COMMUNITY GRIZZLIES

2018-2019 ATHLETIC HANDBOOK



Dr. Benjamin Edmondson – Superintendent

Cory Gildersleeve – Principal

Lawrence Z. Reeves - Athletic Director



Ypsilanti Community Athletic Department Mission

Develop student athletes who possess the discipline, character and teamwork necessary to represent their school with pride, sportsmanship and confidence on the field of play, in school and in the community now and throughout their lives.

Ypsilanti Community Athletic Department Vision

Ypsilanti Community student athletes will treat players, officials, coaches and fans with courtesy and respect. A Grizzly will represent their team, school and community with pride, sportsmanship and a winning attitude. Ypsilanti Community Schools athletic teams will develop competitive and successful scholar athletes equipped with a growth mindset academically, athletically and socially.

Athletic Directors Philosophy

We will pursue athletic excellence through commitment to the highest standards of integrity, ethics, and honesty. The athletic program shall recognize student-athletes' academic pursuits first as a student and then an athlete. We encourage an atmosphere of fair play, sportsmanship, ethical conduct, in compliance with the Ypsilanti Community School District, the Southeastern Conference, and the MHSAA. Our athletic program is based on education with coaches as teachers. On the field of play we will give maximum effort and have a win first mentality. Our teams will respect all and fear none





YPSILANTI
COMMUNITY SCHOOLS



**2018-2019 Athletic Teams Sanctioned By Ypsilanti
Community Schools.**

Fall

Cross Country (Boys and Girls)
Football (Boys)
Golf (Girls)
Soccer (Boys)
Swimming and Diving (Girls)
Tennis (Boys)
Volleyball (Girls)
Sideline Cheer (Girls)

Winter

Basketball (Boys)
Basketball (Girls)
Competitive Cheer (Girls)
Swimming and Diving (Boys)
Wrestling (Boys)

Spring

Baseball (Boys)
Golf (Boys)
Soccer (Girls)
Softball (Girls)
Tennis (Girls)
Track and Field (Boys and Girls)



ATHLETIC DEPARTMENT STANDARDS AND EXPECTATIONS

Student Athletes Standards and Expectations

1. Maintain academic eligibility standards outlined by The MHSAA and Ypsilanti Community Schools Athletic Department.
2. Demonstrate sportsmanship and integrity to all coaches, teammates, opponents, spectators, school staff and officials during the course of an athletic season.
3. Attend all practices, games and team functions outlined by the coach. If a student athlete has to miss a practice or contest they must notify the coach with a legitimate reason prior to the practice or contest.
4. Maintain a good image on and off of the competitive field of play; refraining from inappropriate behaviors in school, social media platforms and within the community
5. Communicate any physical injuries or setbacks to the Head Coach and Athletic Trainer.



- d. If a freshmen is awarded a letter, he/she will receive the numerals along with the letter.
- e. All award candidates must have conformed to the regulations for attendance at practices and contests to the satisfaction of the coach for that sport.
- f. All award candidates should have displayed at all times, to opponents, officials and fellow teammates, the type of sportsmanship that is demanded by the YCS athletic department.
- g. All award candidates must have conformed to all of the rules for equipment return.

Letter Requirements for All Sports

As head coaches and sport regulations change, the letter requirements that follow may change. The changes will be outlined in each coaches written sports guidelines and reviewed with the Athletic Director.

All student athletes and team managers who receive a letter for sport participation must:

- Complete the season in good standing with letter approval from the head coach.
- Be a member of the varsity team for at least half of a season.
- Complete any extra requirements outlined prior to the season by the Head Varsity Coach that are not written above.



Snow Day Procedure

- If school is cancelled due to a snow day or unforeseen circumstance, all activities will be cancelled until conditions are deemed safe to travel or conduct practice by the Superintendent and Athletic Director.
- Student athletes will be notified by their coach if practices or contest are going to be conducted. The practice and contest status will be posted on the Ypsilanti Community Schools athletic website ypsigrizzlies.com with details.

NCAA Eligibility Center

- Students interested in competing in division one or two collegiate athletics must register with the NCAA Eligibility Center. Students should contact the YCHS counseling office, or view the NCAA website at <https://web3.ncaa.org/ecwr3/>

Award Policies

- A. All awards must conform to the regulations of the MHSAAA. A season is not completed until the conclusion of the awards banquet.
- B. Award Hardware Policy
 1. Freshmen Team – certificate
 2. Junior Varsity Team – certificate and numerals
 3. Varsity Team
 - a. First Year – Athletic Y Letter
 - b. Second year – 1st bar
 - c. Third Year – 2nd bar



Coaching Standards and Expectations

1. Develop an understanding of the role of interscholastic athletics, and communicate it to players, parents and the public.
2. Develop an up to date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.
3. Develop, communicate and model policies for athlete's conduct and language in the locker room, at practice, during travel, during competition and other appropriate times.
4. Develop fair, unprejudiced relationships with all squad members.
5. Allow athletes to prove themselves anew each season and do not base team selections off previous seasons or out of season activities.
6. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
7. Give the highest degree of attention to a student athlete's physical wellbeing.
8. Teach players strict adherence to game rules and contest regulations.
9. Teach players, by example, respect for school authorities and contest officials providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
10. Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be



familiar with MHSAA eligibility and contest regulations.

11. Present a clean professional image in terms of personal appearance, and provide a positive role model in terms of personal habits, language and conduct.

Parental Standards and Expectations

1. Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game.
2. Place the physical and emotional wellbeing of all the participants ahead of any personal desires to win.
3. Provide prompt transportation home for student athletes after the conclusion of practices and contests.
4. Provide support for coaches and officials working with the participants to provide a positive and enjoyable experience for all.
5. Promote tobacco, alcohol, drug and violence free sports environment for the participants and agree to assist by refraining from their use at events.
6. Refrain from comments or actions that are intended to intimidate, bait, anger or embarrass others.
7. Maintain the position as a spectator and refrain from coaching in the stands.
8. Support the participants in the appropriately designed areas for spectators.
9. Remember the game is for students not adults.
10. Make youth sports fun for all the participants.
11. Expect that your child treats all other players, coaches, fans, and officials with respect, regardless of race, sex, creed or ability.



School and Athletic Discipline

Disciplinary Actions: If a player is suspended from school they are ineligible to participate in practice or game competition the day the suspension was issued until the suspension is over. A player can be suspended indefinitely from athletic practice or competition for disciplinary reasons by way of the coach, athletic director, principal or superintendent's decision.

School Attendance Requirements

A student athlete must be in school all day on the day of an athletic contest unless he/she is participating in a school sponsored function. If there are extenuating circumstances to an athlete's attendance, the school attendance officer or Athletic Director will determine the eligibility.

Equipment

- Any individual who has failed to return, in good condition, any equipment issued shall be ineligible for an award and from participation in any other sport until such equipment is satisfactorily returned or the Athletic Department is reimbursed. Seniors who do not return equipment will have graduation materials withheld until equipment is returned or paid for.
- If a student does not return equipment at the conclusion of season or upon removal from the team will be responsible to pay for the equipment at its total value.



Academic Eligibility Requirements

Previous Semester Record: The MHSAA mandates that a student in 9th - 12th grade must pass at least 66% of their classes in the previous semester and current semester on their report card in order to participate on a school sponsored athletic team. If a student does not pass the required 66% of classes they will be ineligible to participate in athletics for the current semester in which the sport is played. Students in grades 6th -8th must also adhere to this rule, however students in these grade levels must pass at least 50% of their classes in order to participate in athletics the following or current semester. A student entering 9th grade for the first time may compete without reference to his/her academic record in 8th grade

Current Semester Record: Student athletes must maintain a 2.0 GPA and have no more than 1 failing grade. If they fail to do this they are ineligible for the following week. If they are ineligible again on the next weeks check they will be ineligible for another week. If there is a discrepancy with grade input in Powerschool. The student may take an athletic travel card issued by the athletic office to teachers to input current grades. The student has 24 hours to get the card filled out to clear up discrepancies.

Eligibility Checks: Eligibility Checks will occur bi-weekly. Players must maintain a 2.0 GPA and have no more than 1 failing grade. If they fail to do this they are ineligible for the following week. If they are ineligible again on the next weeks check they will be ineligible for another week.



12. Keep all comments from the stands positive, including those directed toward individuals other than your own child.
13. Promise to help your child enjoy the extra-curricular experience within your personal constraints by being a respectful fan, providing transportation or whatever you are capable of doing.



MHSAA Membership Resolution

Ypsilanti Community Schools is a member of the MHSAA. With this membership the school declares what schools are eligible to participate in Ypsilanti Community Athletics that are sponsored by the MHSAA. The schools that are on this membership resolution are listed below. Communication regarding any aspect of the Ypsilanti Community Athletic Department will come from the sources listed in the handbook on Media Communication. The YCHS athletic office will also communicate athletic information to the member schools Activities Director, administrative assistant or school administrator.

6-8

Ypsilanti Community Middle School (A.C. Tech; S.T.E.MM.)

Washtenaw International Middle Academy (W.I.M.A.)

9 12

Ypsilanti Community High School (A.C. Tech; S.T.E.E.M)

Achieving Career and College Education (A.C.C.E.)

Early College Alliance (ECA)

Washtenaw International High School (W.I.H.I.)

Washtenaw Technical Middle College (W.T.M.C)

Forrest School

Washtenaw DHHS



Dual Participation Policy

There exists circumstances in which it may be in the best interest of both a particular team and an individual athlete to allow participation on more than one athletic team during a particular season. This would allow individual athletes and opportunity to excel in activities that will help both them and others grow and develop physically, socially and emotionally while at the same time helping the overall growth and development success of the entire team.

A parent/guardian of a student who wishes to participate in two sports should request a meeting with the student, the coaches of both sports, and the Activities director to discuss these wishes and review the following guidelines.

- a. A written contract will be established wherein all of the above named parties may agree on training and performance requirements concerning the games and practices.
- b. The athlete must choose his/her primary sport and would be expected to attend all practices and contest of the primary sport.
- c. The athlete would only be able to participate in the secondary sport when there is not a conflict with the primary sport activities. Potential conflicts will be resolved by the parties involved and included in the contract.
- d. The student athlete would be expected to abide by all team rules for both sports, unless mutually agreed upon.
- e. If the athlete fails to comply with any of the agreed upon criteria, the student athlete will no longer be eligible for the secondary sport.



- Make a strong effort to run a safe practice and competition area.
- Communicate important information (such as team expectations and important dates) to parents and administration.

Administrators will:

- Communicate with parents the Conflict resolution process.
- Enforce the chain of command as outlined in the conflict resolution process.
- Review with coaches the expectations as stated in the team's guidelines.
- Communicate and enforce athletic department expectations, procedures and guidelines to coaches, student athletes, parents, staff members and the community.

The Board of Education will:

- Recognize athletes and programs for academic and athletic success.
- Serve as an arbitrator in disputes that have exhausted the full grievance process.
- Enforce the chain of command as outlined in the conflict resolution process.
- Remain neutral by refusing all request to become involved in a dispute before a superintendent has been notified and all steps in the conflict resolution process has been exhausted.



COMMUNICATION

Media Communication to All Stakeholders

Communication regarding schedules, cancellations, changes, upcoming athletic events, fundraisers and any other topic of importance to the Ypsilanti Community Athletic programs will stem from the Athletic Office through various media sources

- Website – ypsigrizzlies.com
- Remind App – Group Text and Voice messaging service
- Twitter, Facebook and Instagram

Athletic Department Conflict Resolution Process

- All complaints must be held at the lowest level possible BEFORE intervention by a higher authority can occur.
- A 24 hour “cooling off” period must be granted before any complaints are initiated.
- Complaints must be made within 10 days of the incident. The entire process of Conflict Resolution must be completed within 30 days.

Due Process

1. **Speak to the Source of the Issue:** The player will speak directly with the coach, player or other individual in which they have a problem with. This meeting should be done in private away from practice sites and game areas and should be conducted face to face. Students who



feel uncomfortable speaking solely to the coach may request a parent to be present, however the meeting should be conducted by the athlete.

2. **Speak to the Head Coach:** This step is necessary only if the issue is in regards to another player, or lower level coach. If speaking with the head coach does not resolve the problem then the Head Coach should be notified and he/she should attempt to facilitate a solution. If the source of the issue is the head coach and he/she has been spoken to about this issue then move to step 3.
3. **Contact Athletic Director:** If an agreeable solution is not reached, then the Athletic Director will conduct a meeting between the parties in an attempt to find a resolution.
4. **Contact the Principal:** If an agreeable solution is not reached, then the Principal will conduct a meeting between the parties in an attempt to find a resolution
5. **Notify the Superintendent:** At this point in the process individuals who still believe their disputes have not been resolved adequately can submit a written narrative of their complaint to the School Superintendent. A copy of this file will be given to all concerned parties, who will be afforded the option of written rebuttal. After the superintendent has reviewed the documents he can conduct a meeting in a final attempt to resolve the dispute.
6. **Request a School Board Mediation:** This final step is appropriate only in extreme circumstances and shall follow the same process laid down for the Superintendent.



ATHLETIC CODE OF CONDUCT

Interscholastic Athletic Roles and Responsibilities

Student Athletes will:

- Maintain academic and social eligibility, through being a good student in school.
- Come prepared to work every practice where he/she is physically able.
- Accept the team rules as established by the coach, athletic department, and MHSAA.
- Attempt to communicate all questions and concerns with the coach in a timely fashion.
- Display a respectful attitude toward his/her teammates, coaches, officials, spectators and opponents at all times.

Parents will:

- Be supportive of not only their children but all competitors.
- Support team guidelines and goals
- Provide prompt transportation home after practices and contest for their participating (child)ren.
- Follow the appropriate communication protocol when any conflict of interest arises regarding athletic participation.

Coaches Will:

- Abide by MHSAA coaching standards as stated in the MHSAA handbook
- Come prepared to practice daily



Athletic Trainers Role: The Athletic Trainer is responsible for injury prevention, care, treatment and rehabilitation of student athletes.

Athlete's Responsibility: It is the responsibility of the athlete to follow the instructions of his/her physician, as well as the head trainer's recommendations and directions with regard to an injury, it is his/her own responsibility to follow up with treatment as directed by the team trainer.



Communication all parents can expect from their child's coach or the Athletic Director

- **Team Itinerary** – Parents need to know the location and times of all try-outs, practices, games, bus trips, meetings, banquets, team camps, conditioning sessions, et cetera.
- **Team Rules:** Parents appreciate knowing not only the philosophy of the coach but also any team policies including consequences that the coach established to supplement the code of conduct, rules and regulations.
- **Criteria for Team Selection:** Coaches should develop and communicate criteria for team selection including objective criteria such as those measured by the stopwatch or skills completed as well as subjective evaluations such as attitude, effort, catchability, grades and potential.
- **Criteria for Earning an Award:** Coaches should determine and distribute written criteria to parents
- **Injury:** Parents can expect to be informed immediately by the coach or team representative when an injury occurs that requires medical attention. Parents may contact athletic trainer for additional information on care.
- **Problem Behavior:** Coaches should call parents whenever an athlete exhibits atypical behavior and it persist longer than 48 hours.
- **Discipline** – The coach will inform parents within 24 hours of all discipline that results in loss of contest participation or removal from the team.



Communication Coaches Appreciate from Parents

- Schedule Conflicts: If a parent cannot contact the coach directly, leave a message with appropriate school personnel in a timely manner.
- Emotional Stressors: Coaches appreciate knowing about any unusual event in the life of a student athlete that is causing the student athlete additional stress.
- Volunteers: Coaches need help with so many aspects of managing the program (fundraisers, work projects, team dinners, awards banquet, et cetera) that they are always glad to hear from parents who have ideas and are willing to work for the team.
- Forthrightness: Every coach wants to resolve a conflict before it is taken to the Athletic Director, Principal or other higher authority or before it is discussed in the stands.

Appropriate Concerns for Parents to Discuss with Coaches.

- The treatment of your child
- Ways to help your child improve
- Concerns about your child's physical health and welfare. Academic progress, or violation of the code of conduct

Areas of Control That Belong to the Coach Alone:

- Tryout procedures, team placement, team size and selection criteria
- Position(s) played, lineups, and playing time
- Offensive and defensive strategies play calling and style of play



- The student athlete's family employer's insurance or private vendor health coverage insurance must provide coverage in case of any injury suffered while participating in athletics at Ypsilanti Community Schools.

Physicals

A physical form must be properly completed and signed by the parent/guardian and examining physician. This form shall be kept on file in the athletic office and on electronic file by the Athletic Trainer before a student may participate in athletic activities.

- a. A physical examination given after April 15th is good for the following school year.
- b. Physical examinations will be given free of charge to students at the RAHS clinic.

Injury Policy

Injury Reporting: Student athletes who are absent from practice due to extended illness or injury needs to report the injury to the Athletic Trainer.

Release to practice/compete following an injury: Any athlete who has sustained an injury must be released to return to competition or practice by the Ypsilanti Community Schools Athletic Trainer and or his/her M.D. or D.O. Release by M.D. or D.O. must be delivered in writing to the Athletic Trainer. If the Athletic Trainer feels the student athlete may be at risk of further, return may be withheld pending trainers consulting with team physician and/or athlete's physician.



HEALTH AND SAFETY OF STUDENT ATHLETES

Informed Consent – Assumption of Risk

Concussion Awareness

By its nature, participation in interscholastic athletics includes risk of injury which may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. All athletes, parents and coaches must be aware of the signs and symptoms of concussion and the importance of discontinued participation in practices and competitions.

Insurance

Parents or guardians of athletes are required to obtain adequate insurance coverage for their children in the event of injury. All students participating in athletic events must carry some form of health or accident insurance.

- Ypsilanti Community Schools does not assume liability for injuries suffered by students while participating in athletic activities. The responsibility for the expenses incurred for athletics for doctors, ambulance, or medical expenses for injury must be assumed by the parent or guardian.



- Practice plans, drills and scrimmages
- Coaching staff (upon approval of the Athletic Director and Human Resources dept.)



MHSAA RULES NON-NEGOTIABLE RULES
SUMMARY

1. AGE High school students become ineligible if they reach their 19th birthday before September 1 of a current school year.

2. PHYSICAL EXAMINATION Students must have on file, in the school's office, a physician's statement for the current school year (on or after April 15), certifying that he/she is physically able to compete in athletic practices and contests. An assumption of risk and consent to participation signed by the student and parent or guardian as well as consent to disclosure of Information otherwise protected by FERPA and HIPAA must also be on file prior to participation.

3. ENROLLMENT Students must be enrolled in the school they are representing prior to the fourth Friday after Labor Day for the first semester/trimester or second trimester or prior to the fourth Friday of February for the second semester or second or third trimester. "Enrolled," under this rule, is receiving active credit in at least 66% of full credit load potential for a full time student of the school you participate for. (Generally 4 of 5 or 6 classes on a transcript awaiting grades).

4. MAXIMUM ENROLLMENT Students cannot be eligible in high school for more than eight semesters, or twelve trimesters and the seventh and eighth semesters or 10th, 11th and



competitions. Schools with no concussions for a season (fall, winter and spring) are required to report this at the conclusion of that season.

6. POST-CONCUSSION CONSENT FORM: Prior to returning to physical activity (practice or competition) the student and parent (if a minor student) must complete the Post-Concussion Consent Form which accompanies the written unconditional clearance of an M.D., D.O., P.A or N.P. This form should be kept on file at the school for seven years after the student's graduation and emailed to or faxed to 517- 332-4071.

7. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.



- a. The clearance may not be on the same date on which the athlete was removed from play.
 - b. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity.
 - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.
 - d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to or after the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA if the situation was brought to the officials' attention.
5. **ONLINE REPORTING:** Member schools are required to complete and submit an online report designated by the MHSAA to record and track head injury events when they occur in all levels of all sports during the season in practices and



12th trimesters must be consecutive. Students are allowed four first semesters and four second semesters or four first, four second and four third trimesters of enrollment and competition and cannot compete if they have graduated from high school or accepted a GED. Terms count to the allowed total whether or not a student participates in sports.

5. ACADEMIC RECORDS Students must have received credit for at least the equivalent of 66 percent of full credit load potential for a full time student in the previous semester/trimester of enrollment, and must be currently receiving credit toward graduation or a certificate of completion and passing the same on the transcript of the school they represent in competition. The MHSAA minimum period of ineligibility is 60 school days for a student who has not passed 66% at the end of a term.

6. TRANSFER STUDENTS Under the rules during the 2018-19 school year, a student in grades 9 through 12 who transfers to another high school is not eligible to participate in any interscholastic contest for a set period of time (nearly one half the school year) depending on when the student changes schools unless the student qualifies for immediate eligibility under one or more of 15 stated exceptions and their written interpretations. An otherwise eligible transfer student who changes schools after set dates may not be eligible for MHSAA Tournaments. (Oct. 1 for Fall sports, Feb. 1 for Winter sports, May 1 for Spring sports).



International students in the US on an F -1 or J-1 visa should contact the athletic director for allowances and differences under the transfer rule.

Under the Athletic-Related Transfer Rule, a transfer student who has played high school sports and who does not meet one of the 15 stated exceptions would be ineligible for 180 school days in that sport if the transfer is into a school where one of the following links existed in the previous 12 months: A student participated on a non-school activity coached, coordinated or directed by any of that high school's parents or administrators or by any of its coaches. The student was coached by a former coach or personal trainer (school, non-school or out-of-season/summer) now on the staff of the new school; or the student attended an open gym at the new school. Under a rule known as an Athletic Motivated Transfer, an ineligible transfer student who is confirmed to have transferred for athletic reasons is ineligible to participate in an interscholastic contest for 180 scheduled school days for the school to which the student transfers.

Students and parents anticipating a change of schools should first seek advice from their high school administration. Effective Aug. 1, 2018 a Sport Specific Transfer rule affects students who change schools and do not meet one of the stated 15 Exceptions such as a full residential change. Starting Aug. 1, 2019, a student would have no eligibility for the upcoming season in a sport



health care professional.” The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.



with whom you were living for at least 30 calendar days during your last semester/trimester. Beginning Aug. 1, 2018 any sport a student plays (scrimmage or contest) affects that student's eligibility should that student change schools (transfer) without a residential change as defined. That student would be ineligible in that sport at the new school in the coming school year. The student would be eligible for sports not played in the previous school year. This is the new Sport Specific Transfer Regulation.

8. You have not received money, merchandise or other valuable considerations for participating in MHSAA tournament sports.

9. You have not participated in non-school contests during your sports season after having reported for your school team (limited allowances for ice hockey and individual sports).

10. You have not competed in an all-star or national high school championship after having played for an MHSAA school team in any MHSAA tournament sport.

MHSAA Concussion Protocol

"Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate



actually played the previous season in that sport (participated in an interscholastic scrimmage or contest). Students who transfer during a season in which they are participating are ineligible for the rest of that season and they remain ineligible at all levels of that sport through the next complete season in that sport. A transfer student would have immediate eligibility in a sport not played the previous season for that sport.

A student who plays in a scrimmage or a contest this school year (2018-19) and transfers without meeting one of the 15 stated Exceptions such as a full residential change, will not be eligible in that sport for the next school year. Beginning next year (2019-20), a student would have immediate eligibility in a sport not played in high school the previous school year.

7. UNDUE INFLUENCE (Anti-Recruiting)

The use of undue influence by any person directly or indirectly associated with a student or school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of 90 scheduled school days and a maximum of four years. Adults who recruit because of sports face suspension or disconnection from the program for up to four years.

8. LIMITED TEAM MEMBERSHIP After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport in the same season. Exceptions



include ice hockey and all individual sports, which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice. In tennis, the rule applies from the first date that competitions are allowed to commence for any player. In skiing it applies when the team holds its first scrimmage or contest. Students in skiing, hockey and soccer may only enter the MHSAA tournament if they have been a team member in a contest against at least four MHSAA member school teams. Students in individual sports may participate in a maximum of two (2) non-school individual meets or contests during the school season while not representing their school.

9. ALL-STAR COMPETITION Students who have represented any MHSAA school in competition in any MHSAA sport shall not compete at any time in any MHSAA tournament sport in all-star contests or national high school championships, regardless of the method of selection. Participation in an all-star contest shall cause that student to become ineligible for a maximum period of one year of school enrollment in that sport.

10. AWARD STATUS & AWARDS Students who have represented an MHSAA school in competition in any MHSAA sport can- not receive money or other valuable consideration for participating in MHSAA-sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA HANDBOOK. Students may accept, for



participating in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$25. Banquets, luncheons, dinners, trips and admissions to events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificates, or any other type of negotiable document are never allowed.

MHSAA Top Ten List for Student Athletes

1. You were enrolled in a high school not later than the fourth Friday after Labor Day.
2. You will not have turned 19 before Sept. 1.
3. You have had a physical examination and MHSAA Student Participation Consent Form completed since April 15, and it is on file in the school office.
4. You have not been enrolled in more than eight semesters or 12 trimesters in high school (Grades 9-12).
5. You have received credit for the equivalent of at least 66 percent of full class-load potential for a full time student in the previous academic term.
6. You are currently passing the equivalent of at least 66 percent of full class-load potential for a full time student.
7. You have not changed schools without a corresponding move by your parents and persons