



**Monday, June 10, 2019**  
**6:30 p.m. – Regular Meeting (Meeting #2 of 2)**

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

**AGENDA**

**I. CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**

**II. ACCEPTANCE OF AGENDA**

**III. PRESENTATIONS**

- A. History/Vision of FIRST Robotics Program (Enc. #1)
  - *Dan Schunck, Physics & Engineer Teacher; FIRST Robotics Mentor Ypsilanti STEMM Middle College*
- B. YCS Art Washington DC 2020 Trip Update:
  - *Kathy Fisk, YCS Art Coordinator & YIES Art Teacher (Enc. #2)*
- C. Transportation Update: *Alena Zachery-Ross, Superintendent (Enc. #3)*
- D. Operations Update: *Alena Zachery-Ross, Superintendent*
- E. Business Office/Budget Update: *Alena Zachery-Ross, Superintendent*

**IV. PUBLIC COMMENTS #1**

**V. CONSENT AGENDA (Enc. #4)**

- A. May 20, 2019 Special Meeting Minutes
- B. May 20, 2019 Regular Meeting Minutes
- C. Resignations & Retirements

**VI. ACTION ITEMS**

**A. Student Affairs**

- i. **RESOLUTION:** MHSAA Membership, 2019/20 (Enc. #5)
- ii. Field Trip, YCMS (Washington, D.C.; Enc. #6)

**B. Business/Finance**

- i. Contracted Administration for Responsible Education Contract (Enc. #7)
- ii. InnoSynth Technologies Contract (Enc. #8)
- iii. Technology Services Contract, WISD (Enc. #9)
- iv. Donation: Toyota, Donor (Enc. #10)

**C. Human Resources**

- i. Director of District Operations (Enc. #11)

**D. Other**

- i. Thrun Law Conflict of Interests Waiver/Consent, WEOC/Van Buren Agreement (Enc. #12)
- ii. Membership Renewal, 2019/20 Michigan Association of School Boards (Enc. #13)

**VII. PUBLIC COMMENTS #2**

**VIII. OTHER**

**IX. BOARD/SUPERINTENDENT COMMENTS**

**X. ADJOURNMENT**



## Grizzly Robotics & YFRBI: A Brief History & Overview



**What is FIRST?** For Inspiration and Recognition of Science and Technology

**FIRST's Vision** - *"To transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology leaders."* Dean Kamen, Founder

**FIRST's Methodology** - Engage students in kindergarten through high school in exciting, mentor-based, research and robotics programs that help them become science and technology leaders, as well as well-rounded contributors to society.

"We're not using kids to build robots, we're using robots to build kids." - Dean Kamen

### **Stronger Together - FIRST in Willow Run & Ypsilanti Public Schools**

- FRC Team 66 founded in 1998 with GM as sponsor
- Originally students from WRHS and YHS competed as FRC 66
- FRC 66 found funding and staff to start a YHS team, FRC 470 started in 2000, sponsored by Visteon.
- FRC 66 wins FIRST World Championship in 2002
- FRC 66 & 470 competed side-by-side as Grizzly Robotics 2015-2018

### **What is YFRBI? - Ypsilanti FIRST Robotics Boosters, Inc.**

The 2013 merger raised concerns about the two teams assets so a group of concerned mentors and parents formed a 501c3 nonprofit which has evolved into a \$40,000+ source of funding for all of the FIRST programs in YCS and beyond. Community partners can make tax deductible contributions to the team of their choice or the Grizzly Robotics Program. In 2018, YFRBI provided start up funds for elementary school teams at YIES, Perry and Estabrook and a middle school team at WIMA.

### **2018-19 Highlights**

- Led a PD for FLL Jr, FLL, and FTC mentors/coaches - July 2018
- Hosted FTC kickoff at YCHS - August 2018
- Mentored students at Holmes through Fun Friday club
- Won Chairman's award at State Championship and competed at Worlds

### **2019-20 Plans**

- LEGO Summer Camp at YCMS - June 2019
- PD for FLL Jr, FLL, and FTC mentors/coaches - July 2019
- Host Washtenaw Robotics Competition at YCHS - August 2019
- Further strengthen and utilize relationships with community partners
- Continue to build sustainable systems in our mentoring structure
- Golf Outing Fundraiser - Sept. 14th, 2019, Pine View Golf Course

## YCS Art Department

Washington D.C. Update: Monday, June 10, 2019

Field Trip Board Approved: Monday, December 3, 2018 (see attached) *xed***Date of event: May 14, 2020**

Date of trip: May 13-17, 2020

Number of art students/chaperones going: 53

Number of art teachers going: 7

## Fundraising

- Fundraising: \$1691
- Sponsorships: \$1985
- Donations: \$2116
- Payments: \$3243
- Grants: Ypsilanti Rotary Club \$5000
- **\$14,622.82**

## Payments

- April 23, 2019: \$4000 check # 3906
- May 23, 2019: \$4400 check request from YCS
- **(\$10,400.00)**
  - June 14, 2019: \$6400 due
  - September 16, 2019: \$6400 due
  - November 15, 2019: \$6400 due
  - January 15, 2020: \$6400 due
  - March 16, 2020: \$10740 due

**Balance: 4,222.82**

Soliciting large sponsorships approval: working with Taryn Willis and submitting to Mrs. Zachery-Ross for approval.

## Adding YCS and YCMS choir to trip

- Need to fill two busses from Brightspark and
- Encouraged to have a performance during reception at U.S. Department of Education
- YCMS Kari Safieddine: if approved, 20 students chosen over summer. Will fundraise separately once approved.
- YCS Crystal Harding: if approved, 20 students. Will fundraise separately once approved.

**MINUTES: REGULAR MEETING OF THE BOARD OF EDUCATION** *(Meeting #2 of 2)*

**Monday, December 3, 2018**

**Board meeting minutes included ...**

**Field Trip: YCS K-12 Art in 2019/20 (next school year)**

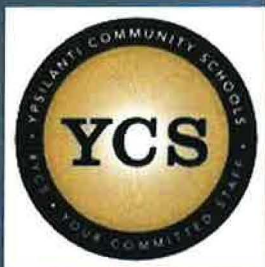
MOTION TO approve the overnight and out-of-state field trip of YCS K-12 selected Art department students to the Department of Education in Washington, D.C. during Spring 2020.

*Motion by Meadows, supported by Lee*

*Action Recorded: 6/Yes; 0/No*

Discussion Included: Trip brought to Board in advance of 2019/20 school year due to fundraiser efforts will begin. Confirmation this trip will be open to K-12 students. Fundraising goal of \$75,000, plans if enough funds are not raised. Fundraising availability to teachers.

## YPSILANTI COMMUNITY SCHOOLS



### TRANSPORTATION RFP

June, 2019



## VENDORS Who Responded to RFP



YCS Board of Education voted on May 20, 2019 to bring transportation services **"in house"**.



## Rationale for RECOMMENDATION to BRING IN-HOUSE

- PROVIDE EQUITY AND JUSTICE FOR TRANSPORTATION STAFF
- INCREASE TRANSPARENCY
- IMPROVE EMPLOYEE MORALE AND ENGAGEMENT
- INCREASE SERVICE
- HIRE STAFF WITH SAME PAY, INCREASED BENEFITS, AND REDUCE OVERALL COST
- IMPROVED PAY FOR FIELD TRIPS AT REDUCED COST TO SCHOOLS
- REDUCE COSTS



## ENGAGEMENT TO DATE

- MAY TO JUNE 10, 2019
  - CONTACTED LEGAL COUNSEL REGARDING ACCRETING TO THE MEA AND ANY CONFLICT LIABILITIES
  - CONTACTED CENTENTRA TO ADD SERVICES
  - CONTACTED HIRERIGHT FOR LICENSING AND DRUG SCREENING
  - CONTACTED MEA TO ADD TO CURRENT SUPPORT UNION AND WORK GUIDELINES
  - REVIEW OF SAFETY SURRICULA TO CONSIDER ADOPTING
  - INTERVIEWED AND RECOMMENDED TRANSPORTATION DIRECTOR
  - POSTED DRIVER POSITIONS
  - MET WITH CURRENT DURHAM STAFF REGARDING HIRING PROCESS
  - ENGAGED MICHIGAN WORKS TO SUPPORT APPLICATION PROCESS
  - GOOGLE DOCUMENT SHARED WITH PRINCIPALS TO DEVELOP SUMMER SCHOOL ROUTES
  - CURRENTLY DEVELOPING PERSONNEL FILES FOR ALL CURRENT DRIVERS
  - (2) ADDITIONAL BUSES DELIVERED

## TIMELINE

### JUNE 2019

- NEW BUS DELIVERY
- INTERVIEW DRIVERS AND MONITORS BEGINNING THIS WEEK
- REVIEW BACKGROUND CHECKS OF CURRENT DURHAM STAFF
- CONDUCT MOTOR VEHICLE RECORDS CHECK ON ALL CANDIDATES
- PROVIDE MICHIGAN SCHOOL BUS DRIVER CONTINUING EDUCATION FOR STAFF
- SUBSTANCE ABUSE TESTING
- COMPLETE EMPLOYEE HANDBOOK AND BENEFITS IN CONJUNCTION WITH MEA
- ADOPT SAFETY CURRICULUM
- FINALIZE STAFFING BY THE END OF THE MONTH
- SOFT LAUNCH SUMMER SCHOOL
- TECHNOLOGY TRAINING- TYLER TECHNOLOGIES AND GPS
- CONTINUE WORKING WITH HUMAN RESOURCES FOR LEGAL COMPLIANCE
- CONTINUE WORKING WITH HOEKSTRA
- GPS INSTALLED ON NEW BUSES
- ADD BUSES TO CURRENT INSURANCE
- NEW BUSES STATE POLICE INSPECTED
- FINALIZE FALL BUS ROUTES AND COMMUNICATE TO STAFF, PARENTS AND COMMUNITY PARTNERS

## TIMELINE

### JULY 2019

- ADD STAFFING, IF NEEDED
- CONTINUE COMMUNICATING WITH STAFF, FAMILIES, AND COMMUNITY PARTNERS
- CONTINUE ON-BOARDING STAFF
- CONTINUE TECHNOLOGY TRAINING- TYLER TECHNOLOGIES
- CONTINUE WORKING WITH HUMAN RESOURCES FOR LEGAL COMPLIANCE
- CONTINUE WORKING WITH HOEKSTRA
- FINALIZE ROUTING FOR 2019-20
- BEGIN PULLING DATA FROM GPS

## TIMELINE

### AUGUST 2019

- COMMUNICATE ROUTES EXTERNALLY
- SCHOOL TRAINING ON MyBOARD- SCHOOL STAFF GPS ACCESS
- MySTOP GOES LIVE- PARENT PORTAL
- CONTINUE WORKING WITH HUMAN RESOURCES
- BEGIN ANALYZING METRICS AND KEY PERFORMANCE ISSUES
- ADDRESS ANY ROUTING ISSUES



## TIMELINE

### SEPTEMBER 2019

- DRIVER TABLETS ARRIVE AND STUDENT I.D. CARDS
- BEGIN WITH 1 CAMPUS SOFT LAUNCH OF STUDENT TRACKING
- TABLET TRAINING FOR DRIVER'S AND OFFICE STAFF
- MONITOR GPS DATA AND KEY PERFORMANCE INDICATORS





## TIMELINE

### OCTOBER 2019

- GO LIVE WITH STUDENT TRACKING AT ALL CAMPUSES
- PARENT PORTAL GOES LIVE
- BEGIN MONTHLY MEETINGS ANALYZING GPS AND KEY PERFORMANCE INDICATORS



## QUESTIONS

**Enclosure #4**  
**APPROVAL OF CONSENT AGENDA**  
**Meeting of 6/10/2019**  
*Presented by Alena Zachery-Ross*  
*Prepared by Paula Gutzman*

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

**Rationale/Background Information**

- a. Consent Agenda
1. May 20, 2019 Special Meeting Minutes
  2. May 20, 2019 Regular Meeting Minutes
  3. Resignations
  4. Retirements

**Proposed Motion**

*" .... move that the Board of Education approve the following:*

- 1) May 20, 2019 special meeting minutes;*
- 2) May 20, 2019 regular meeting minutes, and;*
- 3) the personnel matters as per the attached list dated June 3, 2019: Resignations and Retirements."*

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

**Attachments**

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

## MINUTES: SPECIAL MEETING/STUDY SESSION OF THE BOARD OF EDUCATION

Monday, May 20, 2019 (Meeting #1 of 2)

The **Special Meeting** of the Ypsilanti Community Schools Board of Education was called to order by President Dr. Celeste Hawkins at 5:38 p.m.

### MEMBERS OF THE BOARD OF EDUCATION PRESENT

President Dr. Celeste Hawkins, Vice-President Brenda Meadows, Treasurer Gillian Ream Gainsley, Trustee Ellen Champagne

### MEMBERS OF THE BOARD OF EDUCATION ABSENT

Secretary Maria Sheler-Edwards, Trustee Sharon Lee, Trustee Meredith Schindler

### ACCEPTANCE OF AGENDA: Accepted as Presented

*Motion by Ream Gainsley, supported by Meadows*

*Action Recorded: 4/Yes; 0/No*

### PUBLIC COMMENTS: None

### TALENT MANAGEMENT

Sue McCarty, Director of Human Resources lead a presentation, including information on: 1) Staff Recruitment/Retention; 2) Teacher Evaluation; 3) Staff Allocation; 4) 2019/20 Staffing Model Template; 5) Intent Survey, and; 6) Administration Evaluation Process. Board requests: 1) for a list of open positions to Board members and others | they may be able to connect those with interest in YCS, and; 2) the accuracy of Middle Cities data in previous years.

### GRADUATION DATA

Dr. Carlos Lopez, Assistant Superintendent presented data and dialogued on the 4-Year Graduation Rates for YCHS AC-Tech (Arts, Communications and Technology), YCHS STEMM (Science, Technology, Engineering, Mathematics and Manufacturing) and ACCE (Achieving College and Career Education). Board request for future conversation on supports to increase percentage of graduates.

### CURRICULUM

Dr. Carlos Lopez, Assistant Superintendent dialogued on the English Language Arts (ELA) curriculum selection and acquisition. Information included: 1) the Process; 2) 2019 Selected Curriculum Programs, and; 3) Comprehensive Update of Planned ELA Curriculum Adoption Process. Committee members included: Sandy Bogoski (Kindergarten @ Ford), Jennifer Ramey (1<sup>st</sup> Grade | Coach), Sandy Todd (2<sup>nd</sup> @ Erickson), Tabia Patton (3<sup>rd</sup> @ YIES), Cathy Winters (4<sup>th</sup> | Coach), Debbie Swanson (5<sup>th</sup> @ Holmes), Jessica Terlep (YCMS), C. Renee Reeves (YCMS), Cynthia Fassbender (YCHS) and Amber Berryman (YCHS). In addition, the District Improvement Plan is being updated. Principals, Dr. Lopez and Director of State and Federal Programs Priya Nayak have served as committee members.

### RECESS: 6:31 - 6:37 p.m.

### BOARD SUBCOMMITTEE REPORTS: None

### OTHER: None

### BOARD/SUPERINTENDENT COMMENTS: None

*Meeting Adjourned: 6:40 p.m.*

*Minutes Recorded by: Paula Gutzman*

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

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



**YPSILANTI COMMUNITY SCHOOLS**

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

**MINUTES: REGULAR MEETING OF THE BOARD OF EDUCATION (Meeting #2 of 2)**

**Monday, May 20, 2019**

The meeting was called to order by President Dr. Celeste Hawkins at 6:41 p.m. The Pledge of Allegiance was recited, led by Ypsilanti International Elementary School (YIES) students and Principal Cassandra Sheriff.

**MEMBERS OF THE BOARD OF EDUCATION PRESENT**

President Dr. Celeste Hawkins, Vice-President Brenda Meadows, Secretary Maria Sheler-Edwards, Treasurer Gillian Ream Gainsley, Trustee Ellen Champagne

**MEMBERS OF THE BOARD OF EDUCATION ABSENT**

Trustee Sharon Lee, Trustee Meredith Schindler

**ACHIEVEMENTS, AWARDS AND RECOGNITION**

Ypsilanti International Elementary School (YIES) Points of Pride included: 1) Champions of Change Walk-A-Thon Peace Fundraiser; 2) WIHI 11<sup>th</sup> Grade Student Literacy Tutors to YIES Students; 3) Annual Blooming YIES Fundraiser; 5) Collaboration with Battle Creek Public Schools, Who will Model Their IB School After YIES; 6) 2<sup>nd</sup> Grade Team Facilitated an African American Wax Museum, and; 7) 1<sup>st</sup> Grade Students Fundraiser for the Purchase/Install of a Lending Library Book House.

**ACCEPTANCE OF AGENDA:** Accepted as Presented

*Motion by Ream Gainsley, supported by Meadows*

*Action Recorded: 5/Yes; 0/No*

**PRESENTATIONS**

**Community Partnerships Update:** Superintendent Alena Zachery-Ross gave a PowerPoint presentation. Update information was provided by YCS teacher Dwi Lmuban-Toruan, who has been in communication this year with our partners. Community partners are "teachers beyond the classroom". This work is included in the Blueprint process. Partners go well beyond recognizing and the outreach we have together. Dialogue on a vetting process, an evaluation tool, and Memorandums of Understanding.

**Student Transportation Update:** National Bus Service (NBS) provided documentation in support of in-district services. The Board subcommittee met to review this information last week.

Matthew Snyder and Justin Wilczynski of NBS were presenters. NBS has been consulting with YCS since last year regarding this venture. They have assisted with the RFP process and making selections. They provided an overview of the: 1) RFP; 2) process; 3) bids, and; 4) recommendation to Board. Dialogue on why an "in-house" transportation service included: 1) financial; 2) our District is able to put in the effort to do this; 3) transparency (raw data/transparency is lost with a third party). With Board approval tonight of an in-house service, staff recruitment would begin immediately. Zachery-Ross shared transportation staff would be more immersed in the District (ie, during summer, employees could sub as custodians, paraeducators, etc.). Dialogue on Michigan State Police inspections.

**PUBLIC COMMENTS #1**



Leslie Harris commented on bussing. Sonya Gawthrop dialogued on school safety. Raymond Alvarado extended an invite to the 4<sup>th</sup> Annual Grizzly Awards on June 7, 2019. Maria Goodrich commented on partnerships and the education they provide for students.

### **CONSENT AGENDA**

MOTION TO approve the following minutes: 1) April 24, 2019; 2) April 24, 2019 closed session meeting #1 of 2; 3) April 24, 2019 closed session meeting #2 of 2, and; 4) May 6, 2019 regular meeting.

*Motion by Ream Gainsley, supported by Champagne*

*Action Recorded: 5/Yes; 0/No*

### **ACTION ITEMS, Business/Finance**

**RESOLUTION: Recommendation to Provide In-District Transportation Services** NOTE: Motion to "approve the recommendation" only (see below); no Resolution.

MOTION TO approve the recommendation of administration and National Bus Service and reject RFP responses for providing transportation services for the 2019/20 school year, and further, to charge administration, working with National Bus Service consultants, with bringing the operation back in-district prior to the start of summer school 2019.

*Motion by Ream Gainsley, supported by Meadows*

*Roll Call Vote: 5/0 Yes*

*Yes: Meadows, Ream Gainsley, Champagne, Sheler-Edwards, Hawkins*

### **ACTION ITEMS, Other**

**RESOLUTION: Designating District's Election Representative, Board of WISD**

MOTION TO adopt the Resolution Designating District's Election Representative for the June 3, 2019 WISD Biennial Election, directed to cast a vote on the ballot on behalf of this Board for the following candidates: 1) Diane Hockett, and; 2) Mary Jane Tramontin.

*Motion by Champagne, supported by Sheler-Edwards*

*Roll Call Vote: 5/0 Yes*

*Yes: Meadows, Ream Gainsley, Champagne, Sheler-Edwards, Hawkins*

### **PROCLAMATION: Declaring June 7, 2019 National Gun Violence Awareness Day**

MOTION TO adopt the Proclamation for National Gun Violence Awareness Day on June 7, 2019. (Note: Zachery-Ross read aloud the proclamation before the Board vote.)

*Motion by Sheler-Edwards, supported by Champagne*

*Roll Call Vote: 5/0 Yes*

*Yes: Meadows, Ream Gainsley, Champagne, Sheler-Edwards, Hawkins*

### **Donation: YCS Event Series Sponsorship | Hoekstra Transportation, Donor**

MOTION TO accept a \$2,500 cash donation from Hoekstra Transportation for the YCS Event Series Sponsorship.

*Motion by Meadows, supported by Ream Gainsley*

*Action Recorded: 5/Yes; 0/No*

### **Donation: YCS Marketing/Special Events | Compass Group/Chartwells, Donor**

MOTION TO accept a \$4,000 cash donation from Compass Group/Chartwells for marketing/special events.

*Motion by Meadows, supported by Ream Gainsley*

*Action Recorded: 5/Yes; 0/No*

### **PUBLIC COMMENTS #2**

Maria Goodrich commented on the YIES lottery for seats. Leslie Harris spoke on bussing.

(Champagne departure)

### **OTHER**

- *Zachery-Ross* shared the Thurston property demolition is now complete. The YCS Job Fair is May 22<sup>nd</sup>. Friday is Seniors last day of school and the Senior Walk. May 31<sup>st</sup> is Prom at Polo Fields Country Club. June 4<sup>th</sup> is Graduation and the Senior breakfast. Board: Please communicate with Zachery-Ross regarding Graduation proceedings.

Dialogue on recent violence in the community and what steps we can take to support the community; thank you for tonight's proclamation designating National Gun Violence Awareness Day on June 7<sup>th</sup> and a request to "wear orange" on this day. Dialogue on current administrative vacancies and options to cover/replace these positions: 1) Business/Finance Director; 2) Facilities/Operations Director. Trustee Lee received an Award of Distinction from Michigan Association of School Boards this morning at the Legislative Breakfast.

### **BOARD/SUPERINTENDENT COMMENTS**

- *Ream Gainsley* dialogued on addressing violence in the community and community outreach. Shared information on the Saturday, June 8<sup>th</sup> event, "Interrupters Event", at the Washtenaw County Sheriff's Office Service Center. "Interrupters" are volunteers walking door-to-door handing out information (summer jobs, things for children to do over summer break, etc.) as part of a public education campaign to interrupt violence in our neighborhoods.
- *Hawkins* commented on the recent Grizzly Soirée event. The Southeast Michigan Stewardship (SEMIS) Project was held today at Eastern Michigan University; YCS students were participants. Reminder to Board members of the sign up for upcoming District events; document is now in electronic version; please review again, signing up for additional events if possible.
- *Zachery-Ross* commented on the Board sign up for District events now a Google doc. Board encouraged to review again.

*Meeting Adjourned: 8:43 p.m.*

*Minutes Recorded by: Paula Gutzman*

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

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

## Board of Education

[illegible]



**Enclosure #5**  
**APPROVAL OF MHSAA MEMBERSHIP RESOLUTION, 2019/20**  
**Meeting of 6/10/2019**  
*Presented by Alena Zachery-Ross*  
*Prepared by Paula Gutzman*

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

**Rationale/Background Information**

It is recommended that the Board of Education approve the annual resolution for 2019/20 membership in the Michigan High School Athletic Association (MHSAA). This authorization shall be effective from August 1, 2019 and shall remain effective until July 31, 2020, during which the authorization may *not* be revoked.

Each school district which wishes one or more schools to participate in MHSAA tournaments and benefit from MHSAA services must schedule on its board of education agenda the adoption of the Membership Resolution. The Resolution should be signed in sufficient time to prevent a lapse in membership (before August 1st). A lapse in membership, even though only for a week, can create unnecessary problems should there be claims under the \$1,000,000 accident medical insurance plan or the concussion care gap insurance or if eligibility rulings are to be made during that period.

**Proposed Motion**

*“ .... move that the Board of Education approve the resolution for membership in the Michigan High School Athletic Association, effective August 1, 2019 - July 31, 2020.”*

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

**Attachments:**

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





Mark Uyl, Executive Director

1661 Ramblewood Drive • East Lansing, MI 48823-7329 • 517-332-5046 • Fax 517-332-4071 • MHSAA.com

TO: Superintendents of Schools  
FROM: Mark Uyl, Executive Director  
DATE: May, 2019  
SUBJECT: 2019-20 Membership – **Take Action Now!**

Unlike classroom courses of our schools, the interscholastic athletic program requires opponents; and to help promote a level playing field for competition, the interscholastic athletic program requires some organization to provide a forum to assist in developing competitive standards and to help assure they are maintained. For many years, many schools have worked through the Michigan High School Athletic Association to establish a common set of rules, for the orderly administration of an interscholastic athletic program, which promotes academic integrity and competitive equity.

According to Michigan Attorney General Opinion #4795 of 1977, any local board of education, which desires to do so, may voluntarily join the MHSAA by adopting the rules of the association and agreeing to enforce those rules with respect to its schools. Institutional control remains the key to this organization.

Enclosed are two copies of the MHSAA Membership Resolution for the year August 1, 2019 through July 31, 2020. A copy describing essential eligibility requirements in PDF format may be downloaded from the Administrators page at MHSAA.com.

Each school district which wishes one or more schools to participate in MHSAA tournaments and benefit from MHSAA services must schedule on its board of education agenda the adoption of the Membership Resolution. The Resolution should be signed in sufficient time to prevent a lapse in membership (before August 1). A lapse in membership, even though for only a week, can create unnecessary problems should there be claims under the \$1,000,000 accident medical insurance plan or the concussion care gap insurance or if eligibility rulings are to be made during that period.

While it is not a prerequisite to conducting an interscholastic athletic program, MHSAA membership is required for all school districts, which wish their high schools to participate in MHSAA post-season tournaments. If the Membership Resolution is not signed and returned by the fourth Friday after Labor Day (September 27), your district's schools may not enter MHSAA post-season tournaments during 2019-20.

If the Membership Resolution is being returned from a multi-school district or diocese, please list ALL junior and senior high schools for which membership is requested. We strongly urge that all junior high/middle schools become MHSAA members, subject to MHSAA rules that are especially designed for students of that age and educational programs of that level. In order to assure compatible philosophies and equitable opportunities and competition, you are urged to invite all the junior high/middle schools against which yours compete or which feed into your high schools to also become MHSAA member schools if they are not already.

(over)

The Membership Resolution obligates the listed schools of your district to follow the standardized rules if your schools wish to qualify for and participate in MHSAA post-season tournaments, and it obligates your administration and board of education to enforce those rules.

**Complete the Membership Resolution only if your district intends to fulfill these obligations without exception.**

Also enclosed, is a copy of the minutes of the MHSAA Representative Council Meeting held May 5-6, 2019. Regulation CHANGES as indicated in the minutes will be published in the 2019-20 *MHSAA Handbook*, which we anticipate receiving from the printer before June 15. Copies will be sent to each superintendent and each member school immediately after delivery to our office. Please review the minutes of the Representative Council's Nov. 30, 2018 and March 21, 2019 meetings where other changes for 2019-20 were developed. Minutes, and a summary of Representative Council Action can be found on the Administrators page at MHSAA.com.

Thank you for your cooperation with these first procedures for the 2019-20 year of inter-scholastic athletics, which we will try work diligently to make the very best experience possible.

#### **New Transfer Rule**

A new sport-specific transfer rule has been adopted, the full effects of which will be felt during the 2019-20 school year. The revised rule means a transfer student has

- immediate eligibility in a sport not played the previous season for that sport and (unless one of the 15 Exceptions apply)
- no eligibility for the upcoming season in a sport actually played the previous season in that sport.

Students' sport participation during the 2018-19 school year will determine their eligibility for 2019-20 should they transfer schools and not meet one of the 15 stated Exceptions. This rule applies to high school students only.

Schools should inform students prior to participation in a scrimmage or game of this new rule impacting transfer students. Distribute the updated MHSAA Student Eligibility brochure to all students. (Available on MHSAA.com)

#### **Schools may join the MHSAA beginning with the 6<sup>th</sup> grade level**

Schools which join the MHSAA at the 6<sup>th</sup> grade level, may not only sponsor teams for 6<sup>th</sup> grade with MHSAA services (including catastrophic accident insurance and concussion care gap insurance), they may also allow 6<sup>th</sup> graders to participate with 7<sup>th</sup> and 8<sup>th</sup> graders in individual sports (bowling, cross country, track & field, swimming & diving, tennis and wrestling) and with league approval in team sports (MHSAA Executive Committee approval is not required in either case.)

Superintendents, principals and athletic directors should discuss 6<sup>th</sup> grade participation at the local and league level prior to completing the 2019-20 MHSAA Membership Resolution.

MU/ck  
Enclosures



The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2019 — through July 31, 2020

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

***(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2019-20 must be listed on the back of this form)***

**YPSILANTI COMMUNITY SCHOOLS**

City of Ypsilanti

County of Washtenaw, of State of Michigan, are hereby:

(A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and

(B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current **HANDBOOK** as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2019 and shall remain effective until July 31, 2020, during which the authorization may not be revoked.

### RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

**YPSILANTI COMMUNITY SCHOOLS**

School(s), on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Board of Education, YCS  
1885 Packard Road  
Ypsilanti, MI 48197  
azacheryross@yoschools.us

(Contact E-mail)

Board Secretary Signature  
or Designee

☐ Check if Designee

# Schools Which Are To Be MHSAA Members During 2019-20

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and on-site attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A.** This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th grade students.
- B.** If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

## Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. Upsilanti Community High School (ACTech) (STEMM) (ACCE)
2. Advanced Career & College Education
3. Early College Alliance (ECA)
4. Washtenaw International High School (WIHS)
5. Washtenaw Technical Middle College (WTMC)
6. Forrest School
7. Washtenaw DHHS
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

If necessary, list additional schools for either column on a separate sheet.

## Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. Washtenaw International Middle Academy

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8

Provide anticipated 2019-20 7th and 8th-grade enrollment: 125

Provide anticipated 2019-20 6th-grade enrollment: 65

1. ☒ Yes or No (circle one) 6th graders will be participating, in at least one sport, with 7th and 8th graders.
2. ☒ Yes or No (circle one) 6th grade students will be participating in one or more sports for the above school. If 6th graders are participating & not housed in the same building, list below the name of that building that houses 6th-graders.

2. Upsilanti Community Middle School

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8

Provide anticipated 2019-20 7th and 8th-grade enrollment: 460

Provide anticipated 2019-20 6th-grade enrollment: 230

1. ☒ Yes or No (circle one) 6th graders will be participating, in at least one sport, with 7th and 8th graders.
2. ☒ Yes or No (circle one) 6th grade students will be participating in one or more sports for the above school. If 6th graders are participating & not housed in the same building, list below the name of that building that houses 6th-graders.

3.

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_

Provide anticipated 2019-20 7th and 8th-grade enrollment: \_\_\_\_\_

Provide anticipated 2019-20 6th-grade enrollment: \_\_\_\_\_

1. ☐ Yes or No (circle one) 6th graders will be participating, in at least one sport, with 7th and 8th graders.
2. ☐ Yes or No (circle one) 6th grade students will be participating in one or more sports for the above school. If 6th graders are participating & not housed in the same building, list below the name of that building that houses 6th-graders.



**Enclosure #6**  
**APPROVAL OF OVERNIGHT & OUT-OF-STATE FIELD TRIP, YCMS**  
**United Way Club / Washington D.C.**  
**Meeting of 6/10/2019**  
*Presented by Alena Zachery-Ross*  
*Prepared by Paula Gutzman*

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

**Rationale/Background Information**

*Re: United Way Club Washington, D.C. Trip*

*Trip Requested By & Chaperone: Brittany Harper, YCMS Teacher (& Lisa Mathew, President of United Way Club)*

*Class: Ypsilanti Community Middle School, Grades 6-8*

*Destination: Washington, D.C.*

*Trip Date: June 17 - June 20, 2019*

See attached Field Trip Request Form for additional details.

**Proposed Motion**

***" .... move that the Board of Education approve the overnight and out-of-state field trip of Ypsilanti Community Middle School students to attend the United Way Club Washington, D.C. trip from June 17 - June 20, 2019."***

**Budget Impact:**    ☐ None    ☒ As follows:  
Grants, Scholarships, Donations and Fundraising

**Attachments:**

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



**PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS**

Type of Trip United Way Club Washington, D.C.  
Proposed Departure Date 6/14/19 Return Date 6/20/19  
Proposer Lisa Matthew Position President of United Way Club  
Date by which response is needed \_\_\_\_\_ Proposal Date 30 May 2019

**A. Purpose**

1. What is the major place to be visited or event to be attended?

The places to be visited include Smithsonian Museums, Monuments and government buildings and also meetings with government officials, at select government buildings.

2. How is the trip related to the educational program of the District?

3. In what ways will the student benefit?

The students will benefit from this trip by understanding that they can achieve anything in life with hard work and determination. Also, the students will gain a new confidence to pursue their dreams.

4. In what ways will the district benefit?

This activity will fulfill the community service and service learning goals of the district.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

**B. Students and Staff**

1. Which students, (grade, class, or organization) will be going?

Middle school students - all girls.  
6th thru 8th grades

B. Students and Staff (cont'd)

2. How many students in total?

5 schools with 9 students each / James and Grace Lee Boggs,  
George Cockett Academy, Western Int. Middle Academy

3. How many students are currently experiencing academic problems?  $\phi$

4. Which staff member will be in charge?

1 teacher advisor

5. What previous experience has the staff member had in conducting overnight or extended field trips?

6. What other staff members will be going? Mrs. Harper - Wilkes

7. How many chaperones, in addition to staff members will be going?

There will be 5 United Way Club members and  
1 WII Principal. United Way Club members  
will pay for their trip costs.

8. What are their names and affiliations with the students?

9. How many school days will be missed?

Trip is after the school year has ended.

10. How will teachers be advised in advance that the students will be out of school?

*n/a*

C. School Work

1. How will missed work be made up?

*n/a*

2. What special assistance will be provided students with academic problems?

D. Itinerary

1. What is the destination?

*Washington D.C.*

2. What will be the mode of transportation? What liability insurance does the carrier have?

*Bus Trip*

3. Where will the group be housed and fed?

*All meals will be paid by the scholarship.  
Students will be housed at a hotel within 30 minutes  
of Washington, D.C. with costs covered by fundraisers  
and grants.*

4. What enroute or supplementary activities are planned?

5. What arrangements have been made for dealing with emergency situations?
6. If tour guides are involved, what liability insurance do they carry?

E. **Finances**

1. What is the estimated total cost and cost per student?  $\phi$

2. What is the source of funds?

*Fundraising activities include school wide fundraisers, grants, corporate donations, charitable foundations, donations from local companies and support from friends & families.*

3. How will the funds be collected and safeguarded?

*NA*

4. How will any shortfall be made up or excess funds be used?

*NA*

5. What provision has been made for students who are financially unable to pay any necessary costs?

*NA*



F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

Communication to parents prior during and after the trip, will be via phone and email.

2. List telephone numbers at destination and where group will be housed.

3. What information will be provided to the media and the community?

Attach Field trip request form to front of this form.

Mr. White rec'd verbal approval to sign. (phone w/ty)

Bldg. Approval: Jaron M. [Signature]

Date: 3/11/19

Supt Approval:

Alana Zuck [Signature]

Date: 6/4/19

## Background

- United Way Club at WIHI founded in September 2017
- Club Objective: Serve our community
- Participate in various service opportunities, including mentoring, in the Southeastern Michigan community — Detroit and Ypsilanti
- Project in Inner-city Detroit

## United Way Club Washington, D.C. Trip for Middle School

Lisa Mathew

President of the United Way Club

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## Goals

Aim - Inspiring leadership, maximizing potential, and empowering women

- Young girls will understand that with hard work and determination, they can achieve anything in life

Short-term Objectives - Summer 2019

- Conduct 2 trips to Washington, D.C. for middle school girls

Long-term Objectives

- Establish a strong legacy at Washtenaw International High School (WIHI)
- Complete trips to Washington, D.C. even after 2020 graduation year
- Develop ongoing relationship and mentorship with students

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## Contents

- Background - Slides 3 and 4
- Activities - Slides 5 through 9
- Impact - Slide 10
- Participants - Slides 11 through 14
- Planning - Slides 15 through 20

2

## Smithsonian Museums

- American History Museum
- Air and Space Museum
- Art Museum
- Natural History Museum
- African American Art Museum
- African American History and Culture Museum



Interior of US Capitol building

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## Activities

Logistics: 4 days and 5 nights

Dates: 6/17 - 6/20 and Fall

- Smithsonian Museums
- Monuments
- Government Buildings
- Meetings with Government Officials



Above: Meeting with Rep. Brenda Lawrence



Above: Meeting with Sen. Debbie Stabenow

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## Government Buildings

- Congress - Senate and House of Representatives
- Supreme Court
- White House
- Library of Congress



US Capitol



US Supreme Court

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## Monuments

- Martin Luther King Jr. Memorial
- Lincoln Memorial
- Jefferson Memorial
- Washington Monument
- Franklin D. Roosevelt Memorial



Martin Luther King Jr. Memorial



Thomas Jefferson Memorial

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## Participants

- Bus
  - 5 schools with 9 students and 1 teacher advisor
  - 1 WIHI Principal
  - 5 United Way Club members

Total: 56 members

- Middle School girls (Grades 6 through 8)
- Students and teachers will participate cost-free through fundraising
- United Way Club members will pay for their trip costs



Rep. Debbie Dingell

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## Meetings with Government Officials

- Congressman John Lewis
- Senator Debbie Stabenow
- Senator Gary Peters
- Congresswoman Brenda Lawrence
- Congresswoman Debbie Dingell
- Congressman John Moolenaar
- Congressman Justin Amash
- Congressman Mark DeSaulnier



Sen. Debbie Stabenow



Rep. John Lewis

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## Student Selection

- Middle school students
- Teachers nominate based on evaluation of leadership, service, and character
- 12 students from each school selected to respond to essay questions
  - What makes you a leader?
  - What do you hope to gain from the Washington, D.C. Leadership trip?
- 9 students and 1 alternate chosen based on essay review from United Way Club Leadership

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## Impact

- Girls came back with new confidence to pursue their dreams and succeed with hard work and perseverance
- Understand that higher education is a powerful tool
- "I learned that if you put your mind to it, you can do anything."
- "There's so much to accomplish in this world. [...] I can overcome and succeed in my goals."
- "When I arrive in Detroit, I am going to be a leader, inspire people to follow in my steps, and show people never to give up their dreams."
- "I am taking so much with me, and I'm never going to forget this experience."

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## Transportation, Accommodations, and Meals

- Charter Bus
- Hotel within 30 minutes of Washington, D.C.
- All meals paid for by scholarship
- Students recommended to bring \$100 for gifts, additional snacks, or other miscellaneous items



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## United Way Club Mentors and Leaders

### WIHI School

- Principal Ms. Nhu Do

### United Way of Southeastern Michigan

- Ms. Cheryl Simon

### WIHI United Way Club

- President Lisa Mathew
- Vice President Ayse Uyulur
- Treasurer Rachel Nkrumah
- Secretary Grace Yi
- Freshman Representative Victoria Brown

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## 2019 Trip Budget

	Leave	Day One	Day Two	Day Three	Day Four/ Return	Subtotal
Tour Bus	\$2,250	\$700	\$700	\$700	\$2,250	\$6,600
Hotel		\$2,250	\$2,250	\$2,250		\$6,750
Breakfast		\$550	Free	Free	Free	\$550
Lunch		\$550	\$550	\$550	\$550	\$2,200
Dinner		\$825	\$825	\$825	\$825	\$3,300
T Shirts	\$1,120					\$1,120
Misc Costs		\$500	\$500	\$500	\$500	\$2,000
Total						\$22,520

Number of Rooms	15
Number of attendees	55
Price per Room	\$150
Price for Breakfast	\$10
Price For Lunch	\$10
Price for Dinner	\$15
Price for T-Shirt	\$10
Miscellaneous	\$20

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## Current Schools

- James and Grace Lee Boggs School
- George-Crockett Academy
- Washtenaw International Middle Academy

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## Government Officials to Contact

- Senator Debbie Stabenow
- Senator Gary Peters
- Congressman John Lewis
- Congresswoman Brenda Lawrence
- Congresswoman Debbie Dingell
- Congresswoman Rashida Tlaib
- Congresswoman Alexandria Ocasio-Cortez
- Former President Barack Obama
- Former First Lady Michelle Obama
- Speaker of the House Nancy Pelosi
- Senator Tammy Baldwin
- Congresswoman Maxine Waters
- Senator Kamala Harris
- Senator Cory Booker
- Senator Tammy Duckworth
- Congressman John Moolenaar
- Congressman Mark DeSaulnier
- Congressman Justin Amash
- Congresswoman Tulsi Gabbard
- Senator Kirsten Gillibrand
- White House
- Supreme Court
- More

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## Fundraising

- Friends and family
- School-wide fundraisers - Bake sales, larger events, and more
- Local companies
- Corporate donations
- Charitable Foundations

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## Institutionalization

- Freshman members of the club are learning how the trip is conducted
- They are included in the planning and execution so that they will be able to run this trip in the future
- Lisa will support the United Way Club in college to continue the program

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## Planning

- Finalize itinerary
- Finalize school list
- Coordinate transportation
- Fundraising through donors and grants
- Request government official meetings
- Hotel payment and reservation
- Select students based on recommendations and essay
- Chaperone selection
- T-Shirts

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**Enclosure #7**  
**APPROVAL OF CONSULTANT SERVICES AGREEMENT**  
***Contracted Administration for Responsible Education (CARE)***  
**Meeting of 6/10/2019**  
*Presented by Sue McCarty*  
*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> Ayes _____ Nays _____		Brenda Meadows	Gillian Ream Gainsley	Ellen Champagne	Sharon Lee	Meredith Schindler	Maria Sheler-Edwards	Celeste Hawkins
	1 <sup>st</sup> /2 <sup>nd</sup>							
	Aye							
	Nay							
	Abstain							

**Rationale/Background Information**

The attached contract is to provide services to fill the position of Transportation Director/Consultant. The initial term of this agreement is June 10, 2019 – June 30, 2020. The agreement shall be renewed for successive one (1) year periods unless terminated by either Party as defined in the agreement.

**Proposed Motion**

***“ .... move that the Board of Education approve the Contracting Services Agreement with Contracted Administration for Responsible Education for Transportation Director/Consultant services for an initial term of June 10, 2019 – June 30, 2020 and potential successive one-year renewals unless terminated by either Party: for a contract amount of \$91,432 for the initial contract term.”***

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

**Attachments:**

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



## CONTRACTING SERVICES AGREEMENT

This Agreement is made as of June 10, 2019 between William A. Bradley of \_\_\_\_\_ Rd, \_\_\_\_\_, Michigan \_\_\_\_\_ d/b/a Contracted Administration for Responsible Education (“C.A.R.E.”) and the Ypsilanti Community School District, a Michigan Public School District, (“District”).

The parties, in consideration of the mutual promises contained in this Agreement, agree as follows:

1. C.A.R.E. will provide the District with services of a qualified individual (the “Contracted Service Provider” or “CSP”) to fill the position of Transportation Director/Consultant at the District in the location(s) listed on Attachment A for the period from June 10, 2019 through June 30, 2020 (the “Initial Term”). This agreement shall be renewed for successive one (1) year periods unless terminated by either Party prior to the expiration of the current term or any subsequent renewal term, as applicable (“Renewal Term(s)”). The CSP will meet and maintain all statutory, regulatory, and certification requirements for an individual performing those duties.
2. The CSP will perform the duties of the position named in Paragraph 1 above, as more specifically listed in Attachment A. The CSP will be present at the location(s) listed in Paragraph 1 for 220 work days during the Initial Term and all subsequent Renewal Terms and for at least 7.5 hours during each full work day, unless the CSP is ill, is needed to care for an ill family member, or must transact necessary personal business which cannot reasonably be conducted outside of work hours. The CSP will not be required to notify the District each time that the CSP leaves the building(s). The CSP will keep a record of the days during which services are provided under this Agreement; the record will be available for review by the District. If the CSP is unable to perform the services called for under this Agreement for periods cumulating more than twenty (20) work days annually, the District may at its option elect to terminate this Agreement or to have the fee called for under this Agreement to be thereafter reduced on a pro rata basis.
3. For the Initial Term (and all subsequent Renewal Terms) the District will pay C.A.R.E. the sum of \$91,432 in four equal installments of \$22,862 commencing no later than July 1<sup>st</sup>, 2019 and continuing at regular three-month intervals for the duration of the contract.

4. The CSP will be an independent contractor in the performance of this Agreement and shall not act as Agent or representative of the District. The CSP will not be considered to be an employee of the District for any purpose. The District shall not be liable for the payment of any salaries, wages, benefits, payroll or other taxes to or on account of C.A.R.E. C.A.R.E. will not be liable for any charges with respect to the CSP which may be levied on the District by a third party. The CSP will not have tenure status with the District and will accrue no employee rights with the District. It is expressly agreed that C.A.R.E. may provide contracting services to other third parties during the term of this Agreement.
5. The District will provide the CSP with suitable furnished work space, supplies, telephone and administrative support services on the premises of the school building(s) in which services are provided.
6. The CSP will be subject to the policies, rules and procedures of the District, and the District will provide the CSP with copies of all such policies rules and procedures prior to the service period stated in Paragraph 1 of this Agreement. Notwithstanding the foregoing, the CSP shall not be considered an employee of the District and no benefits or rights accruing to employees shall accrue to the CSP.
7. The District will not supervise or be responsible for any performance reviews or evaluations of the CSP. If the District should have any problem with the manner in which the CSP performs (or fails to perform) the duties called for under this Agreement, the District shall notify C.A.R.E. and the parties will confer and attempt to resolve any difficulties. In the event of any alleged breach of this Agreement by the CSP, the District will inform C.A.R.E. in writing; C.A.R.E. will take such action as it deems appropriate and will notify the District of such action.
8. C.A.R.E. will provide the District with the results of all background checks and criminal history checks as requested by the District.
9. If the CSP develops under this Agreement any work product, information material, document, writing, publication, software, recording or procedure, in any media format (the "work"), C.A.R.E. agrees that the work is a work for hire and the District is the copyright owner. If for any reason the work is found to be other than a work for hire, C.A.R.E. assigns its rights in a copyright to the District.
10. C.A.R.E. will maintain a comprehensive general liability insurance policy, the latter with a combined single limit of \$2,000,000 per occurrence for bodily injury

and property damage. C.A.R.E. will provide the District with a Certificate of Insurance to evidence this policy upon request.

11. This Agreement may not be assigned by either party without the express written consent of the other party.
12. This Agreement may be terminated by either party, with or without cause, upon 20 business days written notice to the other party. Upon termination, the District will pay immediately to C.A.R.E. all sums due for services provided under this Agreement up to the date of termination.
13. This Agreement is the whole agreement of the parties, is governed by Michigan law, and can only be modified by a writing signed by both parties. The persons signing this Agreement have the authority to bind their respective organizations.

Ypsilanti Community School District

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Superintendent or Designee

Dated: \_\_\_\_\_

\_\_\_\_\_  
William Bradley

#### **ATTACHMENT A**

1. Position: Transportation Director
2. Location(s): Ypsilanti Community School District  
Address(es): 1885 Packard Rd  
Ypsilanti, Michigan 48197
3. Duties:



**Enclosure #8**  
**APPROVAL OF CONSULTANT SERVICES AGREEMENT**  
***InnoSynth Technologies, LLC***  
**Meeting of 6/10/2019**  
*Presented by Alena Zachery-Ross*  
*Prepared by Paula Gutzman*

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

**Rationale/Background Information**

The attached contract is to provide professional accounting resources and services for 2018/19. InnoSynth's team consists of experienced professional resources that cross all business functions and first-line management positions in K-12 education: Business Office (general accounting and financial reporting, accounts payable, accounts receivable, payroll, fixed assets, procurement, inventory and warehouse management), support services, instruction, pupil support, general administration, school administration, central administration and facilities acquisition.

**Proposed Motion**

*" .... move that the Board of Education approve the consultant service agreement with InnoSynth Technologies for accounting services for 2018/19, and an estimated fee of \$41,600."*

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

General Fund

**Attachments:**

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



June 3, 2019

Alena Zachery-Ross  
 Superintendent  
 Ypsilanti Community Schools  
 1885 Packard Rd  
 Ypsilanti, MI 48197

Dear Mrs. Zachery-Ross:

This is to acknowledge that Ypsilanti Community Schools (YCS) desires to retain the advisory and staff augmentation services of Innosynth to provide professional resources and services on an as needed basis throughout the Academic Year. We appreciate this opportunity to serve your district, and submit this Fee Agreement and Rate Card.

Innosynth's team consists of experienced professional resources that cross all of the business functions and First-Line management positions in K-12 Education: Business Office (General Accounting and Financial Reporting, Accounts Payable, Accounts Receivable, Payroll, Fixed Assets, Procurement, Inventory and Warehouse Management), Support Services, Instruction, Pupil Support, General Administration, School Administration, Central Administration, and Facilities Acquisition.

Our consulting fees are determined by using the Rate Card herein and extending the bill rate by the number of hours worked by each professional resource staff person. Time is charged for work performed on your behalf, whether it takes the form of in-person meetings, telephone consultations, research, drafting of deliverables, negotiations, discussions with third-parties, or travel on your behalf.

The quality of all services performed by all staff remains the responsibility of the principal, Danté V. Bishop. You will not be billed for clerical or secretarial time. Mr. Bishop's hourly rate as a Principal is \$150.00 for supervisory services and most services that require 5 hours or less in duration to complete a deliverable. If Mr. Bishop is engaged on a long-term project, his rate will be billed at the mutually agreed upon staff resource level that is required for the project. Hourly rates are subject to change from time to time, usually at the end of the year, and are determinable by the professional resource level of each staff resource as noted below. Statements of Work (SOW's) will be created for any initiative that requires more than 40 hours of services. Innosynth will prepare a Statement of Work for the current initiatives related to FY2018-2019 accounting and budgeting requirements that were verbally

communicated by YCS. Upon the conclusion of Innosynth's initial scoping of YCS' current state status and detailed requirements, the SOW will define tasks, our approach, deliverables, timeline and the level of experience of the professional resource(s) that will be deployed for each engagement.

Innosynth will work with you to define a Statement of Work (SOW) for your Fiscal Year end 2018-2019 needs for accounting services. Your required inputs, outputs, and timelines will be thoroughly documented for these endeavors that will be referred to as Projects. We will promptly confirm expectations, and advise you as to the appropriate professional resource, bill rate and fee structure to exceed the requirements that are communicated by Ypsilanti Community Schools. From time to time, some projects may require more than one professional resource. All work performed will be on a time and materials basis unless specifically stated otherwise in writing.

Out-of-pocket expenses directly attributed to the services rendered to you will be billed at cost. These expenses will include such things as photocopying, travel, computerized research, and courier or delivery services. We will advise you of any foreseeable expenses that are significant and ask that you pay these expenses directly.

Innosynth will invoice you weekly (period end is the last day of the week - Sunday) so that you will have an opportunity to monitor fees. We will submit a status report updated to reflect activities for that period. Payment is due immediately for the fees and costs identified in the weekly invoice. We expect our invoices and statements to be **paid promptly**, and we reserve the right to terminate or suspend our consulting/augmentation/advisory relationship for non-payment of fees or costs at any time past the payment due date.

In accordance with our office's usual practice, a retainer fee equal to (\$8,320) 20% of the estimated total fees for the planned duration of each project is required (see table below). The retainer will be applied pro-rata each week over the duration of each project based on the estimated weeks of duration. If any portion of the retainer remains unused at the conclusion of our advisory services, the unused portion will be credited toward future services. Our Standard Rate Card below indicates how our rate structure has been discounted to provide preferred rates to school districts, and YCS specifically.

**STANDARD RATE CARD:**

Resource Level	Standard Rate	Schools Rate	YCS Rate
Principal	\$250	\$200	\$150
Sr. Director	\$200	\$175	\$125
Director	\$175	\$150	\$125
Sr. Manager	\$150	\$135	\$125
Manager	\$130	\$120	\$110
Senior Associate	\$110	\$95	\$95
Associate	\$95	\$75	\$60

Tasks that will be performed during the month of June 2019, while preparing the Program Plan and Statement of Work, include but are not limited to the following, along with our proposed resources and rates:



TASK	TARGET DELIVERY DATE
Assess Current State	June 17
Prepare Program Plan and Long-Term SOW	June 17
Prepare the Final Budget Amendment for FY2018-2019 for Board Adoption	June 24
Prepare the Budget for FY 2019-2020 for Board Adoption	June 24
Prepare Bank Reconciliations and Journal Entries	TBD
Prepare and Submit the State Aid Note (SAN) Application	June 28

#### YCS PROPOSED RATE CARD AND ESTIMATED FEES

Resource	Rate	Estimated Hours	Extended
Principal	\$150	160	\$24,000
Manager	\$110	160	\$17,600
<b>Total</b>			\$41,600

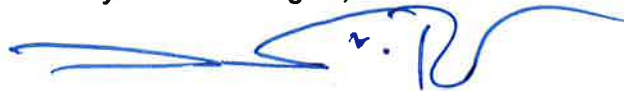
Innosynth Technologies, LLC and Ypsilanti Community Schools both maintain the right to terminate this Fee Agreement and any future Statement of Work upon 30 days written notice.

Please acknowledge your acceptance of the terms of this agreement by signing this Agreement and returning it to me.

We look forward to working with you. Should you have any questions or comments, please contact me promptly.

Truly yours,

**Innosynth Technologies, LLC**



Danté V. Bishop, CPA

I accept the manner of determining the advisory fees in matters as stated above and accept such services from InnoSynth Technologies, LLC:

\_\_\_\_\_  
Alena Zachery-Ross

Ypsilanti Community Schools

**Enclosure #9**  
**APPROVAL OF WISD CONTRACT**  
**Technology Services**  
**Meeting of 6/10/2019**  
*Presented by Alena Zachery-Ross*  
*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> Ayes _____ Nays _____		Brenda Meadows	Gillian Ream Gainsley	Ellen Champagne	Sharon Lee	Meredith Schindler	Maria Sheler- Edwards	Celeste Hawkins
	1 <sup>st</sup> /2 <sup>nd</sup>							
	Aye							
	Nay							
	Abstain							

**Rationale/Background Information**

This Contracted Services Agreement with the Washtenaw Intermediate School District (WISD) is for technology services. The estimated cost for these services is \$1,798,123 from July 1, 2019 through June 30, 2022. Yearly costs for these services are estimated as follows (rounded up to the nearest dollar; as defined in Section III - Compensation):

2019/2020:	\$584,160.28
2020/2021:	\$597,727.20
2021/2022:	\$616,234.54

**Proposed Motion**

*" .... move that the Board of Education approve the Contracted Services Agreement with the Washtenaw Intermediate School District for technology services, and an estimated cost of \$1,798.123 from July 1, 2019 through June 30, 2022."*

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

**Attachments:**

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

## **Washtenaw Intermediate School District Position Description**

**Job Title:** Educational Technology Solutions Data Coach  
**Department:** Technology and Data Services  
**Reports to:** Chief Information Officer  
**FLSA Status:** Non-Exempt  
**Prepared By:** Nicole Hubler, Human Resources Assistant  
**Preparation Date:** January 3, 2019  
**Approved By:** Cassandra Harmon-Higgins  
Executive Director, Human Resources and Legal Services  
**Approval Date:** January 16, 2019

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

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

### **SUMMARY:**

Coordinates and manages data systems. Provides and designs tools to assist in the management of the database and client/server environment. Supports educators and administrators in their use of data for analysis and decision-making. Identifies, develops, manages, analyzes, reports and demonstrates the use of data and database tools as they relate to education. Provides technical support and problem resolution on the use of the database applications. Designs, coordinates and implements/conducts in-service training activities utilizing existing and emerging software applications and technologies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Engages in reflection and ongoing learning and development on the critical concepts and terms identified in the Washtenaw ISD Educational Equity Policy including concepts such as cultural proficiency, racial equity, and systemic and structural inequities.
- Provides technical support and leadership for multi-system database environment.
- Provides and designs tools to assist in the management of the database.
- Provides technical support training to district staff in the effective utilization of applications
- Identifies and resolves conflicts arising over the creation, control and use of multiple data systems.
- Develop and enforce application use guidelines.
- Monitors database performance and serves as quality control agent for application use.
- Provides consultation and training sessions for application users.
- Serves in an advisory capacity to assigned district on database procedures and methods.
- Ensures that external and internal regulations and policies governing data management are met including regulations concerning security, audit ability and privacy.
- Identifies, plans, organizes, designs and implements training opportunities in utilizing technologies and software into the instructional process and as administrative tools. Assists and trains users on troubleshooting procedures.
- Works with software vendors/partners to ensure that the district's product development, technical support and functionality needs are being met.
- Identifies workflow processes as targets for increasing efficiency through technology application/process change; develops and implements solutions to effect change.



- Ensures applications maintain compliance with applicable agency reporting requirements.
- Develops training documentation, translates and communicates technical information into non-technical terms.
- Develops and maintains standard operating procedures and user training documentation for database systems in use by the assigned district.
- Identifies and coordinates processes for exporting/importing data as needed.
- Identify and develop opportunities for administrative team member data use and coaching, including how to run data reports, use data to inform decisions, and incorporate data into evaluation processes.
- Develop and conduct instructor training on use of data systems and incorporate into instruction.
- Coordinate with Implementation Facilitator to work with instructional team to frame data into formative and summative assessments.
- **OTHER DUTIES AS ASSIGNED**

#### **SUPERVISORY RESPONSIBILITIES:**

- N/A

#### **QUALIFICATIONS:**

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

#### **EDUCATION and/or EXPERIENCE:**

- Bachelor's degree in education, instructional design, computer science, information systems, instructional communications or related field required. Thirty (30) hours of college courses preferred in computer science, open systems technology, information systems, electronics, electrical engineering or related technical field. (Documented/demonstrated work experience may be considered as part of the specific, related 30 hours of college courses.)
- Knowledge and experience working in educational institutions preferred
- Six years of successful, related work experience in database administration, information management, or an equivalent combination of education and experience
- Experience in Windows and Mac operating systems, Windows 2000, XP, NT, TCP/IP, Internet, Microsoft Access, and other productivity software applications preferred.
- Experience with PowerSchool Student management and Special Education, IlluminateEd Data Assessment, New World preferred.
- Knowledge of or experience with Educational Data and Assessment systems (e.g NWEA, M-STEP, SAT, ACT, MIAccess, SRI)
- Knowledge of or experience with the Michigan DataHub.
- Successful experience with SQL or Oracle is preferred.
- Documented/demonstrated current knowledge of database management, word processing, spreadsheets and open systems technology required.
- Demonstrated knowledge of technical terminology.
- Ability to develop and write training materials.
- Ability to read and interpret technical manuals to assist users.
- Ability to solve problems logically.
- Effectively manage multiple tasks and demonstrate effective time management skills to meet deadlines.
- Excellent written and oral communication skills.

- Strong teamwork, interpersonal communication and problem-solving skills.
- Ability to travel to and from work sites.
- Ability to work a flexible workday and workweek.
- Ability to work as part of a highly motivated, interdisciplinary teams.
- 

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- NA

#### **LANGUAGE SKILLS:**

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from individuals or groups.
- Ability to speak clearly and concisely both in oral and written communications.

#### **TECHNICAL SKILLS:**

- Ability to apply technology and innovation to improve efficiency and solve problems.
- Strong working knowledge of the evolving field of technology and its uses for instructional practices and management, including distance and virtual learning.
- Must be familiar with current and emerging technology issues impacting ISDs and local districts related to instruction and related technological areas.
- Must have strong technology skills.
- Ability to integrate technology into the everyday work flow is necessary.
- Ability to implement new technologies.

#### **MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations

#### **REASONING ABILITY:**

- Ability to define problems, collects data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

#### **INTERPERSONAL SKILLS:**

- Possess excellent customer service and communication skills with a client-centered focus.
- Ability to build rapport with others and to serve diverse publics.
- Ability to take initiative; work well with others as a collaborative team member and exhibit good communication skills.

#### **PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel crouch or crawl; and to talk or hear. The employee must frequently lift and/or move up to 30 pounds such as files and training

material. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

**ENVIRONMENTAL ADAPTABILITY:**

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

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

**FUNCTIONS OF POSITION DESCRIPTION:**

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

This position description is not a contract for employment.

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

**TERMS:**

Contract, salary and other employment conditions to be established by the Board of Education as reflected in the Non-Affiliated Staff Manual.

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

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



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

This agreement is made this 19th day of April, 2019 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD, and Ypsilanti Community Schools, hereinafter referred to as Ypsilanti or District.

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 WISD, the place where the services are to be performed and the time limitation on the performance of the duties.

### **SECTION I - ENGAGEMENT & SCOPE OF SERVICES**

- A. **Scope of Services:** Ypsilanti hereby engages WISD and WISD accepts such engagement to provide the Services set forth in this Agreement for the consideration and upon the terms and conditions set forth in this Agreement. The relationship between Ypsilanti and WISD (including any personnel, third-party consultants or independent contractors of WISD) shall be that of independent contracting parties. WISD personnel, third-party consultants and independent contractors shall be self-directed in their activities, provided that said personnel, consultants or independent contractors shall abide by the terms of their respective employment agreement or contractual arrangement with WISD, as well as the policies and procedures of Ypsilanti to the extent such District policies and procedures are made known to WISD prior to the delivery of the Services, and to the extent the District policies and procedures comply with applicable law and are applicable to the delivery of the Services. This Agreement shall not be construed as authority for any Party to act for the other Party in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of the other Party, except to the extent, and for the purposes, expressly provided for and set forth herein, and no partnership or joint venture is created hereby. It is expressly agreed that neither WISD nor any third-party consultants or independent contractors provided by WISD hereunder are entitled to participate in any plans, arrangements, or distributions by Ypsilanti pertaining to or in connection with any fringe, pension, bonus, profit sharing, or similar benefits, or any medical, dental, life or disability insurance plans.
- B. **Change in Scope of Services:** If during the Term of this Agreement, the District desires to: (i) make any changes to the quantity or specifications of any Services; (ii) request WISD's assistance in any special projects not included in the scope of Services or terms of this Agreement or Appendices, (iii) change or modify the scope of Services as a result of a change in applicable law; or (iv) change or modify the scope of Services based upon a material change in student enrollment or the number of buildings the District operates, Ypsilanti shall submit a request detailing the same in writing to WISD (a "Change in Scope of Work Request"). WISD shall promptly evaluate all Change in Scope of Work Requests and respond in writing with the terms under which WISD is willing to accommodate the same and any modification to the Fee paid under this Agreement. The District acknowledges that, among other things, the Change in Scope of Work Request may likely result in adjustments to the Fee payable under this Agreement, wind-up costs, if any, and service levels. WISD shall not be required to accept any Change in Scope of Work Request if WISD determines in good faith that it is not feasible or is impractical to execute the Change in Scope of Work Request. In the event the Parties agree on the terms of a Change in Scope of Work Request, the Parties shall execute a written amendment to this Agreement (and the applicable Appendices) confirming the applicable terms and when such amendment is duly signed by both Parties, this Agreement shall automatically be deemed amended as applicable to incorporate the Change in Scope of Work Request as set forth in the amendment.



- C. Special Project Fees and Services: In the event Ypsilanti requests, and WISD agrees to perform any additional services or projects not covered by this Agreement and/or outside the scope of Services through a Change in Scope of Work Request, the District acknowledges and agrees that any such additional services are subject to additional fees to be agreed upon by the Parties in accordance with **Section III Compensation**.
- D. Obligations of District: Ypsilanti acknowledges that WISD will need the active support and adequate performance of the District's professional, administrative, operations and other personnel and contractors in order to provide the Services under this Agreement and Ypsilanti agrees to use its best efforts to fully cooperate with WISD in that regard. Ypsilanti acknowledges and agrees that as part of this obligation, the District's professional, administrative, operations, and other personnel and contractors must have the proper qualification and training commensurate with, and necessary to perform, their assigned position/job function.

WISD agrees to perform those services as set forth and described in **Appendix A** (the "Services"). With respect to the Services to be provided by WISD, the Parties acknowledge and agree as follows:

1. WISD may utilize WISD's personnel or may secure third-party consultants or independent contractors (collectively the "Service Personnel") to perform the Services.
  2. WISD's election to utilize, and the selection of, its own personnel, or a third-party consultant(s) or an independent contractor(s) to perform the Services shall be determined in the business judgement, and sole discretion, of WISD.
  3. The specific staffing/personnel parameters and requirements necessary for the provision of the Services, if any, are described in **Appendix B**.
  4. Any specific terms and conditions relative to the scope or delivery of the Services by WISD are set forth in **Appendix B**.
- E. Bi-Annual Status Meetings and Reports: Each Party shall appoint representatives to monitor the implementation and progress of this Agreement. Party representatives shall meet and discuss, at least bi-annually, the progress in implementing this Agreement, the accomplishments to date, any issues and problems, and any other matters related to WISD's provision of Services to the District that may arise. Either Party may request a special meeting of the Party representatives by notifying the designated representative of the other Party in writing with a proposed date, time and location for the special meeting. The results of the bi-annual and special meetings shall be reduced to writing in the form of minutes, prepared by the District's designee, and approved by each Party's designated representative.

## **SECTION II - FINGERPRINTING AND BACKGROUND CHECK**

1. WISD acknowledges and agrees that it shall have any of its Service Personnel who will be on Ypsilanti's premises regularly and continuously to perform the Services, subjected to a fingerprint-based criminal history and background check through the Michigan State Police and Federal Bureau of Investigation, as detailed in Michigan Public Act 680 of 2006, as amended, prior to commencing any Services under this Agreement. WISD agrees to transfer the appropriate and criminal history record information ("CHRI") to the District as permitted by law, if and when requested.
2. WISD represents and warrants to Ypsilanti that it will at all times during the Term, or any renewal term(s) of this Agreement, be in compliance with the provisions of Michigan Public Act 680 of 2006, as amended, including, but not limited to, reporting to Ypsilanti within 3 business days of notification by Michigan Department of Education or its Personnel who will regularly and continuously be on District premises to perform the Services, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380.1539b(1), or a substantially similar law,

and to immediately report to Ypsilanti if that person is subsequently convicted, plead guilty or plead no contest to that crime. WISD, or Service Personnel shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. WISD shall supply all necessary data and information, as requested by Ypsilanti, to enable Ypsilanti to properly submit any WISD Service Personnel for inclusion in the State of Michigan Department of Education's list of "registered educational personnel" as may be required.

### SECTION III - COMPENSATION

WISD does hereby agree as follows:

1. The Fee for the WISD's services shall be at cost, which shall be charged to Ypsilanti, which shall include an indirect rate charge of 5%. The estimated cost for these services is \$1,798,122.03 from July 1, 2019 through June 30, 2022. The yearly cost for these services is estimated as follows:
  - a) 2019-2020: \$584,160.28
  - b) 2020-2021: \$597,727.20
  - c) 2021-2022: \$616,234.54
  - d) It is estimated that these services will require various staff members serving Ypsilanti, however, Ypsilanti's primary contact will be the WISD Chief Information Officer, Technology & Data Services.
  - e) Ypsilanti's designated primary contact for Agreement-related communications between the District and WISD shall be its Superintendent.
  - f) The Parties have agreed to the Fee based upon the information and assumptions included in **Appendix C**. The Parties agree that if the information and assumptions in **Appendix C** change regarding health insurance costs, Michigan Public School Employee Retirement System ("MPERS"), salary placement, change in Service Personnel, the amount of overtime, and/or any change in applicable laws, rules or regulations, the Fee will be adjusted accordingly.
  - g) In compliance with federal requirements, payments shall be made to WISD on a reimbursement basis for services delivered; not as a prepayment.
  - h) Ypsilanti agrees to promptly pay the invoices submitted by the WISD upon verification of the rendering of the services and within 30 calendar days from receipt by the Ypsilanti Business Office.
  - i) Non-payment or refusal to process payment shall be considered an immediate breach of contract and all subsequent Agreement-related services shall be halted until all outstanding payment is received in full.
  - j) WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.
2. The WISD shall submit an invoice describing the services for part payment of the contract price not more than once per quarter. The WISD shall submit an invoice requesting payment no more than thirty (3) days after the work has been performed.
3. Ypsilanti will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. WISD agrees to hold Ypsilanti 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 WISD in accordance with its professional judgment.
4. The WISD has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. Ypsilanti agrees that the WISD staff shall have access to District premises at such time as is necessary for the

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

WISD staff to perform the above described tasks. However, Ypsilanti may require at least one-week prior notice relating to the use of certain facilities.

#### **SECTION IV – OTHER CONSIDERATIONS**

1. The actual, reasonable, and necessary travel costs associated with the Agreement, not to exceed the IRS maximum allowable rate, will be added to the cost of this Agreement.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The District shall retain ownership interest in any of the following three (3) circumstances:
  - a. The District expressly directs the WISD to create a specified work (electronic or otherwise) or the work is a specific requirement of the Agreement;
  - b. Any documents (electronic or otherwise) created and or developed by the District while under contract with the WISD; or
  - c. The WISD voluntarily transfers the copyright, in whole or in part to the District in the form of a written document signed by said District and WISD.
4. The work done by the WISD shall be to the entire satisfaction of the District, but Ypsilanti acknowledges that WISD will need time to become acquainted with the Ypsilanti Technology operations. If Ypsilanti has concerns regarding the performance of this contract, the District and WISD agree to work together to remedy the situation in order to foster a positive working relationship and effective contractual agreement. Should the WISD unsatisfactorily perform the duties, Ypsilanti may cancel the Agreement with 30-days unwritten notice and the WISD shall have no claim for any of the balance of the contract price remaining to be paid at the date of termination other than amounts related to services provided prior to termination.
5. Either party may terminate this Agreement by giving the other 60 days advance written notice, without cause.

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

WISD and Ypsilanti understand that their respective liability insurance policies do not afford any coverage to each other for any work associated with this contract. Therefore, both parties agree to hold each other harmless for any sum related to the cost of liability insurance and any associated attorney fees arriving out of the performance of the work described in **Appendix A**. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

**NOT APPLICABLE:** In the event the Contractor uses motor vehicles in the course of performing the services above described, the Contractor shall provide to WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by WISD.

**NOT APPLICABLE:** The Contractor shall maintain at his/her own expense during the term of this Contract, the following insurance:

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

## SIGNATURES

The District representative(s) acknowledges by signature that the Contract has been read and understood and understands same and agrees that this Contract constitutes the total agreement between the Parties and that anything not included in this Contract is expressly excluded.

Agreed to on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Ypsilanti Community School District Superintendent

DATE \_\_\_\_\_

\_\_\_\_\_  
Ypsilanti Community School District Board

DATE \_\_\_\_\_

\_\_\_\_\_  
Washtenaw Intermediate School District Chief Information Officer

DATE \_\_\_\_\_

\_\_\_\_\_  
Washtenaw Intermediate School District Superintendent

DATE \_\_\_\_\_

\_\_\_\_\_  
Washtenaw Intermediate School District Board

DATE \_\_\_\_\_



## APPENDIX A – WASHTENAW INTERMEDIATE SCHOOL DISTRICT INVENTORY OF SERVICES & RESPONSIBILITIES

### WISD SERVICES & RESPONSIBILITIES IN SCOPE:

#### Network Services

- Managed Wide Area Network
  - Network services will be provided through the WISD county wide area network and services will be provided as described by the Fiber Consortium core services
  - WISD will connect the district network to the County Fiber at the demark
- Managed Local Area Network
  - Coordinate Adds, Moves and Changes to cabling and data drops
  - Maintain Network switches and routing infrastructure
  - Maintain Firewall and content filter
  - Monitor Network connectivity
- Managed Wireless Services
  - Maintain Wireless controllers and APs

#### Server Support

- Management of Core Network Servers
  - Active Directory
  - DNS
  - DHCP
  - Storage
- Management of Application Servers
  - PowerSchool
  - New World
  - CEO Imaging
  - Meal Magic
  - School Messenger

#### Security Monitoring and Support

- Cisco AMP Security client license and monitoring: \$20.25 per server node requested
- Hourly rate per requested Security Review Support Instance: \$52.54

#### Google Domain Managed Services

- Domain Security
- Google Account Creation and Password Management
- Manage Mobile Device Enrollment and Management

#### Hosted Application & Data Support

- Level 2 application support, System Administration and maintenance:
  - PowerSchool Student management
  - CEO Scanning
  - PowerSchool Special Education (PSSE)
  - Registration Gateway
  - Meal Magic

## APPENDIX A – WASHTENAW INTERMEDIATE SCHOOL DISTRICT INVENTORY OF SERVICES & RESPONSIBILITIES

- State Reporting support
- Data Hub connection
- Data migration between hosted systems (i.e. PowerSchool to Meal Magic, Registration Gateway to Power School)

#### Telephone Services

- Level 1 support for basic troubleshooting of telephones on YCS telephone system.
- Maintain the call manager, assigning and allocating both internal and external (DID) numbers.
- Escalate and initiate phone repairs with major service providers (AT&T and/or Windstream)

#### Printing Services

- Level 1 support for basic troubleshooting of printers and copiers

#### Transportation

- Setup and install a VersaTrans server and maintain the server. Tyler provides ongoing maintenance support. We maintain and support the server.

#### Food Service

- Food Service Computer will be set up to connect to the WISD network and access the WISD Meal Magic through the web interface

#### Staff Technology

The following services will be provided to Staff Devices purchased through district funds:

- Maintain the asset and inventory of which staff/buildings are allocated individual devices
- Network support for devices configured to connect to the YCS network
- Device enrollment into Supported MDM or Imaging system
- Troubleshooting of network connectivity
- Software installation of District supported applications
- Facilitate and provide consultation for all technology related perishable items.

#### Student Technology

- YCS owned Student technology equipment: laptops, iPads and desktops
  - Network support for devices which will be configured to connect to the YCS network
  - Device enrollment into Supported MDM
  - Troubleshooting of network connectivity and software installation
- YCS Lab computers will be configured to connect to the YCS network
- Maintain the asset and inventory of which students/buildings are allocated individual devices
- Maintenance, upgrades and replacements will be maintained by the technology department

#### Instructional Technology Support

- Classroom management of device integration
- Google Domain Application Management or training
- Instructional software support and training

## **APPENDIX A – WASHTENAW INTERMEDIATE SCHOOL DISTRICT INVENTORY OF SERVICES & RESPONSIBILITIES**

- Classroom and instructional technology consultations

### **WISD SERVICES & RESPONSIBILITIES OUT OF SCOPE:**

#### Security System

- The security system is on the YCS network for cameras, security and alarms
- Any concerns for these systems must be routed through YCS facilities support
- Maintain and provide access to the security camera infrastructure.
- Facilitate the repair and installation of network cameras.

#### Environmental Systems

- These are on the YCS network
- Any concerns for these systems must be routed through YCS facilities support

#### Equipment Warranty Management

- YCS is responsible for maintaining warranty and maintenance for all YCS equipment (e.g., computers under warranty, chromebooks that are broken, printers, copiers and projectors)
- YCS will be charged for any repair parts or expenses incurred to repair devices not covered under warranty.

### **DISTRICT SERVICES & RESPONSIBILITIES:**

#### Administrative Responsibilities

- Policy alignment
- State and Federal compliance reporting
- Section 504 Title II ADA Compliance for district website(s)
- Cost of Bond and/or Sinking Fund technology design and implementation fulfillment efforts

#### Fiscal Responsibility

- Technology purchases, i.e. computers, servers, firewalls, network electronics
- Peripheral purchases, i.e. licenses, software and applications, data analysis software, curriculum management, etc.
- Procurement processing
- Conversion costs common to applications
- New data, voice, video cabling
- Warranty renewals and maintenance contracts for all YCS equipment as indicated in WISD Services & Responsibilities Out of Scope under section Equipment Warranty Management

## APPENDIX B - LEA Technology Support Teams

### Administrative Support

Nik Jackson LEA Technology Director njackson6@ycschools.us, jacksonn@lincolnk12.org	Jaclyn Mullins Technician, Level 1 Support jmullins7@ycschools.us mullinsj@lincolnk12.org
Archana Bhide Secretary abhide@washtenawisd.org	

### Network Support

Charles Stevenson Network Administrator cstevenson7@ycschools.us cstevenson@lincolnk12.org	Maulik Patel Network Administrator mpatel@washtenawisd.org
Nahal Meshinchi Network Administrator nmeshinchi@washtenawisd.org	

### Hosted Application Support

Ryan Liskiewicz PowerSchool Administrator rliskiewicz2@ycschools.us liskiewicz@lincolnk12.org	
--	--

### End User Support

Sharon Borton Building Support Specialist sborton6@ycschools.us sborton@lincolnk12.org	Clark Rodeffer Building Support Specialist crodeffer5@ycschools.us crodeffer@lincolnk12.org
Daniel Sackmann Building Support Technical Assistant dsackmann7@ycschools.us sackmannd@lincolnk12.org	TBD Technician, Level 1 Support Email TBD
Brandon Rousseau Technician, Level 1 Support rousseau@lincolnk12.org	Jaclyn Mullins Technician, Level 1 Support jmullins7@ycschools.us mullinsj@lincolnk12.org
YCS Help Desk techdirector@ycschools.us <a href="https://ithelp.washtenawisd.org/">https://ithelp.washtenawisd.org/</a>	LCS Help Desk <a href="https://ithelp.washtenawisd.org/">https://ithelp.washtenawisd.org/</a>

## Appendix C

### Proposed Ypsilanti Community Schools Technology Services Contract

Ypsilanti Technology Staff	FTE Split	19-20 Projections	20-21 Projections	21-22 Projections
	PROJECTIONS	Total YCS Cost 12 Billable Months	Total YCS Cost 12 Billable Months	Total YCS Cost 12 Billable Months
Technology Director (YCS/LCS)	50/50	\$ 71,920.35	\$ 74,378.20	\$ 76,921.49
Building Support Tech Specialist (YCS/LCS)	50/50	\$ 50,687.96	\$ 50,687.96	\$ 52,123.53
Building Support Tech Specialist (YCS/LCS)	45/45/10	\$ 44,752.95	\$ 45,994.83	\$ 47,279.86
Network Administrator (YCS/LCS)	50/50	\$ 53,903.72	\$ 53,903.72	\$ 55,255.10
PowerSchool Administrator (YCS/LCS)	50/50	\$ 43,249.98	\$ 43,249.98	\$ 44,677.79
Education Tech Solutions Data Coach (YCS)	100	\$ 108,496.57	\$ 112,026.32	\$ 115,701.40
Building Support Tech Asst (YCS)	100	\$ 76,020.07	\$ 78,421.69	\$ 80,920.69
Building Support Tech Asst (YCS/LCS)	50/50	\$ 38,010.04	\$ 39,210.85	\$ 40,460.35
Technician - Level 1 Support (YCS)	100	\$ 46,329.13	\$ 47,509.20	\$ 48,724.68
Technician - Level 1 Support (YCS/LCS)	50/50	\$ 20,974.80	\$ 21,813.79	\$ 22,686.35
Network Services (WISD)	5/5/90.	\$ 7,164.06	\$ 7,402.05	\$ 7,648.39
<b>Total Personnel Costs</b>		<b>\$ 561,509.63</b>	<b>\$ 574,598.59</b>	<b>\$ 592,399.63</b>
Indirect (5%)	5/5/90.	\$ 22,650.65	\$ 23,128.61	\$ 23,834.91
<b>Total YCS Costs</b>		<b>\$ 584,160.28</b>	<b>\$ 597,727.20</b>	<b>\$ 616,234.54</b>

#### Assumptions

5% Indirect Cost includes contract management, implementation, monitoring, and payroll

Staff are WISD staff or contracted via WISD

Payroll increases reflect the Salary Schedule - 230\*\* Work Days for Non-Bargaining WISD staff in the WISD Staff Manual for Non-Affiliated Personnel (2018/19)

\*\*Technician - Level 1 Support payroll increases reflect the Salary Schedule - 210 Work Days for Non-Bargaining WISD Staff

Proposal: Additional 1.0 FTE Technician - Level 1 Support, split 0.5 FTE between YCS & LCS districts

Proposal: 1.0 FTE Education Tech Solutions Data Coach



**Enclosure #10**  
**ACCEPTANCE OF DONATION**  
***Toyota / Community Relations & Corporate Communications, Donor***  
**Meeting of 6/10/2019**  
*Presented by Alena Zachery-Ross*  
*Prepared by Paula Gutzman*

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

**Rationale/Background Information**

Toyota Motor Engineering & Manufacturing North America Inc. | TMNA Research & Development HQ | Community Relations and Corporate Communications has donated laptop computers. Our donation of 27 laptops was received on or around April 12, 2019 (as defined on the Equipment Donation Form). Technology Director Nik Jackson states this group of laptops will be deployed at Erickson Elementary this summer. The donation amount of the laptops received is valued in excess of \$1,000.

**Proposed Motion**

*“ .... move that the Board of Education accept the donation of 27 laptop computers, valued in excess of \$1,000, from Toyota Motor.”*

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

**Attachments:**

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

**Nikki Jackson** <njackson6@ycschools.us>  
To: Paula Gutzman <PGutzman8@ycschools.us>

Wed, May 29, 2019 at 1:53 PM

Hi Paula,

We'd like to accept a donation of 27 laptops from Toyota that we will deploy to Erickson this summer. Thank you.

V/R,

Nik Jackson  
Director of Technology  
Ypsilanti Community Schools  
[njackson6@ycschools.us](mailto:njackson6@ycschools.us)



Office Phone: (734) 221-1045



Cell Phone: (734) 660-8545



[Website](#)

**Enclosure #11**  
**APPROVAL OF ADMINISTRATIVE CONTRACT**  
**Director of District Operations**  
**Meeting of 6/10/2019**  
*Presented by Sue McCarty*  
*Prepared by Paula Gutzman*

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

**Rationale/Background Information**

The hire of Aaron Rose as our Director of District Operations is presented for Board consideration. Mr. Rose's proposed contract would be for a period commencing on July 1, 2019 and ending on June 30, 2020.

**Proposed Motion**

*"... move that the Board of Education approve the administrative contract with Aaron Rose to serve as Director of District Operations, for a contract period of July 1, 2019 - June 30, 2020."*

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

**Attachments:**

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

Aaron David Rose

May 15th, 2019

Ms. Sue McCarty  
Director of Human Resources  
Ypsilanti Community Schools  
1885 Packard Road  
Ypsilanti, Michigan 48197

Dear Ms. McCarty:

The purpose of this letter is to communicate my interest in the Director of Operations position at Ypsilanti Community Schools. My leadership experiences include both elementary and secondary level administration, skilled trades site coordinator, project leader and Sales and Accounts Specialist. With my educational background and experience in public education and administration, Urban and Regional Planning and Construction Management, as well as my practical experiences in the trades I feel confident in my ability to effectively fill the position of YCS District Operations Director.

I earned a Bachelors of Science degree and a Michigan Provisional Certification (K-5), (K-8) self-contained with a major in Science and a Minor in Discipline from Eastern Michigan University, June 2000. Prior to my decision to pursue a teaching degree, I majored in Urban and Regional Planning where I intended to pursue a career in construction management. I also have earned two State of Michigan Teaching Endorsements in the areas of Science and Mathematics. In August of 2005, I graduated from Eastern Michigan University having earned a Master of Arts degree in Educational Leadership and an Administrators Certificate (K-12).

My coursework and practical experiences as a Regional Planning major and Iron Worker have provided me with a well rounded background that aligns with the skill sets necessary to effectively lead as Director of Operations. I have lead large construction initiatives, developed project plans, bid and secured good and services, coordinated services with union skilled trades, contract and subcontract employees, as well as local public municipalities and private organizations. Enclosed is my resume for your review and consideration. My references and credentials are available upon your request. Again, I would like to express my interest in seeking the position of Director of District Operations for Ypsilanti Community Schools. I am available for an interview at anytime, and at your convenience. I do hope to hear from you in the near future.

Sincerely,

Aaron David Rose



## Aaron David Rose

[arose@ycschools.us](mailto:arose@ycschools.us)

Professional Objective	To obtain the Director of District Operations position at YCS	
Professional Preparation	<b>Eastern Michigan University, Ypsilanti, Michigan</b>	
	Bachelor of Science, June 2000	
	Major: Elementary Group Science	
	Minor: Structure of Discipline	
	<b>Eastern Michigan University, Ypsilanti, Michigan</b>	
	Master of Arts, August 2005	
	Major: Educational Leadership	
	<b>Eastern Michigan University, Ypsilanti, Michigan</b>	
	Major: Urban And Regional Development 1996	
Certification	Michigan State Elementary Provisional Certification K-5 (K-8 SCC) Mathematics (EX) 6-8 Science (DX) 6-8 Administrator Certification (K-12)	
Educational Experiences	<b>Ypsilanti Community Schools, Ypsilanti, Michigan</b>	2013-2019
	<b>Position:</b> Elementary Principal	
	<b>Population:</b> Second-Sixth Grade	
	<ul style="list-style-type: none"><li>● Instructional Leader</li><li>● School and District Improvement Committee</li><li>● Restorative Practice, Justice League member</li><li>● Elementary Reconfiguration Committee</li><li>● Balanced Calendar Committee</li><li>● Redistricting Committee</li></ul>	
	<b>Ypsilanti Public Schools, Ypsilanti, Michigan</b>	2009-2013
	<b>Position:</b> Principal/Assistant Principal	
	<b>Population:</b> Middle and High School	
	<ul style="list-style-type: none"><li>● Instructional Leader</li><li>● Middle School Athletic Director</li><li>● District School Improvement Committee</li><li>● High School Redesign</li><li>● District Accreditation Team</li><li>● PLA Committee</li></ul>	

## Aaron David Rose

[arose@ycschools.us](mailto:arose@ycschools.us)

Educational Experiences Continued	<b>Ypsilanti Public Schools</b> , Ypsilanti, Michigan <b>Position:</b> Elementary and Middle School Educator <b>Population:</b> Third, Fourth, Fifth and Eighth Grade <ul style="list-style-type: none"><li>● Head Teacher/ Substitute Principal</li><li>● After School Program Administrator</li><li>● School Improvement Team Leader</li><li>● Curriculum Committee</li><li>● Professional Learning Communities Coach</li><li>● Grade Level Team Leader</li></ul>	2000-2009
Professional Experiences	<b>Associated Fence</b> , Ypsilanti, Michigan <b>Position:</b> <ul style="list-style-type: none"><li>● Project Coordinator<ul style="list-style-type: none"><li>○ Developed project plans</li><li>○ Coordinated services<ul style="list-style-type: none"><li>■ Union skilled trades</li><li>■ Contract</li><li>■ Subcontract</li><li>■ Public municipalities</li><li>■ Private organizations</li></ul></li></ul></li><li>● Sales and Accounts Specialist<ul style="list-style-type: none"><li>○ Bid and secured good and services</li></ul></li></ul>	1990-2009
References & Credentials	Available Upon Request	

## **Enclosure #12**

### **APPROVAL OF THRUN LAW COMMON REPRESENTATION - CONFLICT OF INTERESTS WAIVER/CONSENT**

#### ***Cooperative Education Agreement Between WEOC & Van Buren Public Schools***

**Meeting of 6/10/2019**

***Presented by Alena Zachery-Ross***

***Prepared by Paula Gutzman***

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

#### **Rationale/Background Information**

The following proposed Common Representation - Conflict of Interests Waiver/Consent regarding the proposed Washtenaw Educational Options Consortium (WEOC)/Van Buren Agreement is being submitted for Board review and consideration. Van Buren Public Schools has expressed interest in entering into a cooperative education agreement with WEOC to permit students enrolled in Van Buren Public Schools to participate in WEOC's Early College Alliance (ECA) program. An agreement to permit participation by Van Buren Public Schools students in the ECA requires consideration of Rule 1.7 of the Michigan Rules of Professional Conduct (MRPC) regarding conflicts of interest. Thrun Law is relying upon this waiver and consent by each respective board of education as a condition to accepting and continuing the engagement.

#### **Proposed Motion**

***" .... move that the Board of Education agrees to the Thrun Law Common Representation - Conflict of Interests Waiver/Consent with regard to the referenced Washtenaw Educational Options Consortium (WEOC)/Van Buren Agreement to permit students enrolled in Van Buren Public Schools to participate in WEOC's Early College Alliance program."***

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

#### **Attachments:**

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



# THRUN

LAW FIRM, P.C.

3260 EAGLE PARK DRIVE NE, SUITE 121  
GRAND RAPIDS, MI 49525-4569  
PHONE: (616) 588-7700  
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MARTHA J. MARCERO  
LISA L. SWEM  
JEFFREY J. SOLES  
ROY H. MENLEY  
ROBERT G. HUBER

MICHAEL D. GRESENS  
CHRISTOPHER J. IAMARINO  
RAYMOND M. DAVIS  
MICHELE R. EADDY  
KIRK C. HERALD  
MARGARET M. HACKETT

MATTHEW F. HIGER  
KARI K. SHAY  
ROBERT A. DIETZEL  
KATHERINE WOLF BROADBUSH  
DANIEL R. MARTIN  
JENNIFER K. STARLIN

TIMOTHY T. GARDNER, JR.  
RYAN J. NICHOLSON  
FREDRIC G. HEIDEMANN  
PHILIP G. CLARK  
PIOTR M. MATUSIAK  
CRISTINA T. PATZELT

JESSICA E. BAKER  
KATERINA M. VUJEA  
BRENNAN M. ACKERMAN

MEG HACKETT  
(616) 588-7701  
mhackett@thrunlaw.com

May 22, 2019

## MEMORANDUM

Sent via Electronic Mail

TO:

Board of Education  
Washtenaw Intermediate School District  
c/o Dr. Scott Menzel, Superintendent  
1819 S. Wagner Road  
P.O. Box 1406  
Ann Arbor, MI 48106-1406  
[smenzel@washtenawisd.org](mailto:smenzel@washtenawisd.org)

Board of Education  
Ann Arbor Public Schools  
c/o Dr. Jeanice Swift, Superintendent  
2555 S. State St.  
Ann Arbor, MI 48104-6145  
[swift@a2schools.org](mailto:swift@a2schools.org)

Board of Education  
Chelsea School District  
c/o Dr. Julie Helber, Superintendent  
500 Washington Street  
Chelsea, MI 48118-1199  
[jhelber@chelsea.k12.mi.us](mailto:jhelber@chelsea.k12.mi.us)

Board of Education  
Dexter Community Schools  
c/o Christopher Timmis, Superintendent  
7714 Ann Arbor Street  
Dexter, MI 48130-1322  
[timmis@dexterschools.org](mailto:timmis@dexterschools.org)

Board of Education  
Lincoln Consolidated School District  
c/o Sean R. McNatt, Superintendent  
8970 Whittaker Road  
Ypsilanti, MI 48197-9440  
[mcnatts@lincolnk12.org](mailto:mcnatts@lincolnk12.org)

Board of Education  
Manchester Community Schools  
c/o Nick Steinmetz, Superintendent  
410 City Road  
Manchester, MI 48158-9589  
[nsteinmetz@mcs.k12.mi.us](mailto:nsteinmetz@mcs.k12.mi.us)

Board of Education  
Milan Area Schools  
c/o Bryan Girbach, Superintendent  
100 Big Red Drive  
Milan, MI 48160-1582  
[girbachb@milanareaschools.org](mailto:girbachb@milanareaschools.org)

Board of Education  
Saline Area Schools  
c/o Scot Graden, Superintendent  
7265 N. Ann Arbor Street  
Saline, MI 48176-1034  
[gradens@salineschools.org](mailto:gradens@salineschools.org)





Re: Proposed WEOC/Van Buren Agreement  
May 22, 2019  
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Board of Education  
Whitmore Lake Public Schools  
c/o Tom DeKeyser, Superintendent  
8845 Main Street  
Whitmore Lake, MI 48189-9597  
[tom.dekeyser@wlps.net](mailto:tom.dekeyser@wlps.net)

Board of Education  
Ypsilanti Community Schools  
c/o Alena Zachery-Ross, Superintendent  
1885 Packard Road  
Ypsilanti, MI 48197-1846  
[azacheryross@ycschools.us](mailto:azacheryross@ycschools.us)

Board of Education  
Van Buren Public Schools  
c/o Peter Kudlak, Superintendent  
555 W. Columbia Avenue  
Belleville, MI 48111-3999  
[superintendent@vanburenschools.net](mailto:superintendent@vanburenschools.net)

FROM: Thrun Law Firm, P.C. – Meg Hackett

DATE: May 22, 2019

RE: Common Representation – Conflict of Interests Waiver/Consent  
Cooperative Education Agreement Between W.E.O.C. and Van Buren  
Public Schools

---

Ladies and Gentlemen:

Van Buren Public Schools has expressed interest in entering into a cooperative education agreement with the Washtenaw Educational Options Consortium (“WEOC” or the “Consortium”) to permit students enrolled in Van Buren Public Schools to participate in WEOC’s Early College Alliance (“ECA”) program operated on the campus of Eastern Michigan University (“EMU”). WEOC’s Executive Director, David G. Dugger, has advised that EMU is receptive to this proposal. Because Van Buren Public Schools and all members of the Consortium, other than Ann Arbor Public Schools, are retainer clients of this firm, and because this firm may on occasion represent Ann Arbor Public Schools in a non-retainer capacity, our ability to represent Van Buren Public Schools, WEOC and Ann Arbor Public Schools in memorializing a cooperative education agreement to permit participation by Van Buren Public School students in the ECA requires consideration of Rule 1.7 of the Michigan Rules of Professional Conduct (MRPC) regarding conflicts of interest.



Re: Proposed WEOC/Van Buren Agreement  
May 22, 2019  
Page 3 of 6

Under MRPC 1.7, common representation of clients is permissible where: (1) the lawyer reasonably believes the representation of each party will not adversely affect the relationship with the other client; (2) the lawyer reasonably believes the representation of each party will not be adversely affected by the lawyer's responsibilities to the other parties; and (3) all parties have consented after consultation that included an explanation of the implications of the common representation and the advantages and risks involved.

This firm has concluded that neither our *representation* of Van Buren Public Schools, WEOC and its participating public school districts, including Washtenaw Intermediate School District (Washtenaw ISD) as Fiscal Agent, nor our *relationships* with Van Buren Public Schools, WEOC and its participating public school districts, including Washtenaw ISD as Fiscal Agent, would be adversely affected by common representation with regard to this engagement. We also have concluded that no conflict presently exists. It is our understanding that you agree.

However, the Rules of Professional Conduct prohibit us from providing common representation to Van Buren Public Schools, WEOC and the Consortium's participating public school districts, including Washtenaw ISD as Fiscal Agent, without the waiver and consent of each respective board of education. In order to obtain such waiver and consent, especially in advance of any actual conflict, the Rules of Professional Conduct require that you be informed, and consider the implications, advantages and risks of common representation.

The *implication* is that future circumstances could arise in which the interests of Van Buren Public Schools, WEOC and the Consortium's participating public school districts, including Washtenaw ISD as Fiscal Agent, represented by our lawyers, would be adverse to the other. As a consortium, an ISD and constituent school districts, you are involved in countless governmental functions. We are active in the representation of consortiums, ISDs and local school districts. There is no doubt that a conflict situation could arise in the future.

The *advantage* of the consent and waiver is that it would allow our firm to continue with the representation of Van Buren Public Schools, the participating public school districts which serve on WEOC's Joint Steering Committee, and Washtenaw ISD as Fiscal Agent of WEOC, in this and a variety of matters. This preserves your choice of counsel, in this matter, which both you and we deem important.

The principal *risk* in a future conflict is that, in this or other previous representations of you, we may have obtained confidential or protected information, which could be of use to an adversary. Of course, under no circumstances would we actually disclose or use such confidential information against you; nor would we interpret your consent here to common representation and waiver as an agreement to waive any rights of confidentiality of the attorney-client privilege.

We understand each of you -- as representatives of WEOC, its participating public school districts and Washtenaw ISD as Fiscal Agent, respectively -- to have preliminarily indicated that



Re: Proposed WEOC/Van Buren Agreement  
May 22, 2019  
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you have no objection to our representation of the others, now or in the future, regarding the above-described matters, and that you still wish to engage our legal services in this regard. You should also understand, and we again advise, that you have the right to seek independent legal counsel about this consent and waiver.

By signing this Memorandum, the undersigned signatories: (a) affirm each board's respective understanding of this Memorandum; (b) affirm each board's respective waiver of the conflict of interests, or potential conflict of interests, which might exist now or in the future, and affirm each board's respective consent to our representation; and (c) affirm their respective authorities to execute this waiver and consent on behalf of each respective board of education. This waiver and consent is a requirement of the Rules of Professional Conduct. We are relying upon this waiver and consent by each respective board of education as a condition to accepting and continuing the engagement.

Please do not hesitate to contact me with any questions or concerns regarding this waiver and consent. Thank you.

Understood and agreed to by:

WASHTENAW INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION

By: \_\_\_\_\_ Dated: \_\_\_\_\_,

Its: \_\_\_\_\_

ANN ARBOR PUBLIC SCHOOLS  
BOARD OF EDUCATION

By: \_\_\_\_\_ Dated: \_\_\_\_\_,

Its: \_\_\_\_\_

CHELSEA SCHOOL DISTRICT  
BOARD OF EDUCATION

By: \_\_\_\_\_ Dated: \_\_\_\_\_,

Its: \_\_\_\_\_



Re: Proposed WEOC/Van Buren Agreement  
May 22, 2019  
Page 5 of 6

DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION

By: \_\_\_\_\_

Dated: \_\_\_\_\_,

Its: \_\_\_\_\_

LINCOLN CONSOLIDATED SCHOOLS  
BOARD OF EDUCATION

By: \_\_\_\_\_

Dated: \_\_\_\_\_,

Its: \_\_\_\_\_

MANCHESTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION

By: \_\_\_\_\_

Dated: \_\_\_\_\_,

Its: \_\_\_\_\_

MILAN AREA SCHOOLS  
BOARD OF EDUCATION

By: \_\_\_\_\_

Dated: \_\_\_\_\_,

Its: \_\_\_\_\_

SALINE AREA SCHOOLS  
BOARD OF EDUCATION

By: \_\_\_\_\_

Dated: \_\_\_\_\_,

Its: \_\_\_\_\_

VAN BUREN PUBLIC SCHOOLS  
BOARD OF EDUCATION

By: \_\_\_\_\_

Dated: \_\_\_\_\_,

Its: \_\_\_\_\_





Re: Proposed WEOC/Van Buren Agreement  
May 22, 2019  
Page 6 of 6

WHITMORE LAKE PUBLIC SCHOOLS  
BOARD OF EDUCATION

By: \_\_\_\_\_

Dated: \_\_\_\_\_,

Its: \_\_\_\_\_

YPSILANTI COMMUNITY SCHOOLS  
BOARD OF EDUCATION

By: \_\_\_\_\_

Dated: \_\_\_\_\_,

Its: \_\_\_\_\_

cc: David M. Dugger, Executive Director, WEOC ([dugger.eca@gmail.com](mailto:dugger.eca@gmail.com))

01522682.docx

**Enclosure #13**  
**APPROVAL OF MEMBERSHIP RENEWAL, 2019/20**  
**Michigan Association of School Boards (MASB)**  
**Meeting of 6/10/2019**  
*Presented by Alena Zachery-Ross*  
*Prepared by Paula Gutzman*

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

**Rationale/Background Information**

The Michigan Association of School Boards (MASB) supports, promotes and enhances the important service and leadership of Michigan public boards of education. The annual renewal of this membership for 2019/20 begins on July 1st.

**Proposed Motion**

*" .... move that the Board of Education approve the renewal of membership with the Michigan Association of School Boards for 2019/20, and a cost of \$6,744."*

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

**Attachments:**

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



**Michigan Association  
of School Boards**  
1001 Centennial Way, Ste. 400  
Lansing, MI 48917  
800.968.4627  
517.327.5900

masb.org

April 30, 2019

Alena Zachery-Ross, Superintendent  
Ypsilanti Community Schools  
1885 Packard Rd  
Ypsilanti, MI 48197-1846

Dear Alena,

On behalf of MASB's Board and staff, I want to thank you for the opportunity to support, promote and enhance the important service and leadership your board of education provides for Michigan's public schools and students. The collective support of 4,000+ board members enables MASB to have a powerful voice as we advocate for important issues on their behalf.

We recognize the importance of value in any membership and are proud of our recent accomplishments, including:

- Creation and implementation of a Grassroots Advocacy Program and Students on Boards Toolkit.
- Release of updated presentations for our online classes library, as well as a new Board Member Certification (CBA) class focusing on assessments.
- Representing our members in coalitions, including Launch Michigan and the School Finance Research Collaborative, ensuring we have a seat at the table as recommendations are developed for the future of Michigan public education.
- A successful joint conference with the Michigan Association of Superintendents & Administrators that centered on the board/superintendent relationship.

This coming year, MASB will be focused on member engagement. The Board of Directors has created a Task Force that is charged with looking at how MASB can obtain greater engagement from its total membership. Recommendations will be brought to the Board next month and staff will work on implementing what is approved.

The renewal period for your district's MASB membership is now open and your district's dues information also has been sent to your Board President. Please ensure it is submitted by June 30, 2019. We look forward to another year of serving your board and district.

If you have any questions, please call us at 517.327.5900.

Sincerely,

Don P. Wotruba, CAE  
Executive Director

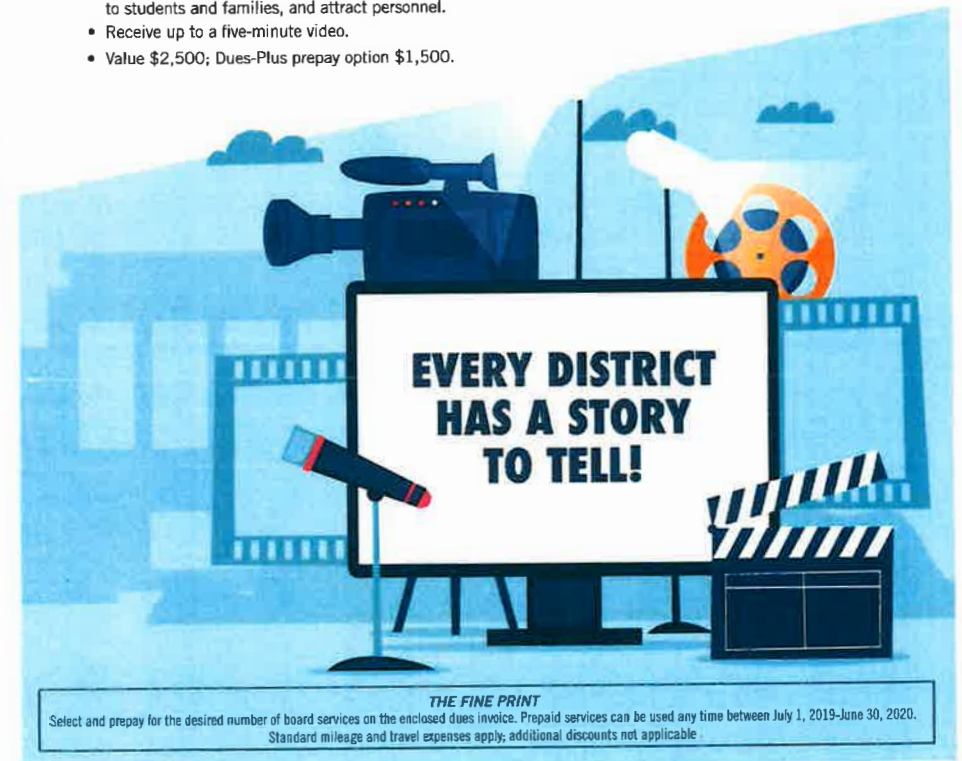


**Streamline your decisionmaking and save  
money with MASB's Dues-Plus prepaid video service.**



## Dues-Plus Video

- MASB can help you tell your district's story through the power of video.
- We'll customize a video for you that will help your district connect with the community, market to students and families, and attract personnel.
- Receive up to a five-minute video.
- Value \$2,500; Dues-Plus prepay option \$1,500.



### THE FINE PRINT

Select and prepay for the desired number of board services on the enclosed dues invoice. Prepaid services can be used any time between July 1, 2019-June 30, 2020. Standard mileage and travel expenses apply; additional discounts not applicable.



## INVOICE

**MASB**  
MICHIGAN ASSOCIATION  
OF SCHOOL BOARDS

1001 Centennial Way Suite 400  
Lansing, Michigan 48917-8249

517.327.5900  
Fed.ID # 38-1323441

### 2019-2020 MEMBERSHIP RENEWAL NOTICE

Alena Zachery-Ross  
Ypsilanti Community Schools  
1885 Packard Rd  
Ypsilanti, MI 48197-1846

District Number: 81020  
Date: 5/8/19

The Michigan Association of School Boards appreciates the membership of your school district for the fiscal year 2019-2020 which begins July 1.

**YOUR MDE AUDITED FALL PUPIL COUNT: 3833**

**MASB SCHOOL DISTRICT 2019-2020 MEMBERSHIP: \$6,402**

**LEGAL TRUST FUND ANNUAL RENEWAL CONTRIBUTION: \$342**

**DUES RENEWAL SUBTOTAL: \$6,744**

#### Dues Plus Choices \*

Video: QTY: \_\_\_\_\_ x Price: \_\_\_\_\_ = \_\_\_\_\_

Add Dues Renewal Subtotal to Dues Plus Choices for **Grand Total Payable to MASB: \$** \_\_\_\_\_

*\*See enclosure for details on this special offer for board development.*

#### DIRECT FINANCIAL BENEFITS OF MEMBERSHIP:

One of the many benefits of membership with MASB is the ability for our members to participate in the SET-SEG insurance pools. In addition to competitive rates, many of our member districts enjoy significant workers' compensation premium reductions and property casualty net asset returns.

**Last year participation in one or more programs resulted in average returns of \$29,314 to eligible districts.**

Please forward payment and copy of this invoice no later than June 30, 2019 to:  
MASB, 1001 Centennial Way, Suite 400, Lansing, MI 48917-8249 Questions? Call 517-327-5900

YELLOW COPY-SUPERINTENDENT \* PURPLE COPY-BOARD PRESIDENT \*