



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

Agenda

Regular Meeting

Ford Administration Building

1620 E Elza Avenue

Hazel Park, MI 48030

June 19, 2023

5:30 PM

LOCATION AND FORMAT: The meeting will be held at the Ford Administration Building, 1620 E Elza Hazel Park, Michigan. It will be live-streamed on YouTube. Members of the public wishing to speak during the public comment portion of the meeting may do so in-person or by emailing Board President, Rick Nagy, prior to the meeting at rick.nagy@myhpsd.org.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (ACTION ITEM)

SPECIAL ORDER OF BUSINESS

- A. Student Recognition
- B. Athletic Recognition
- C. Data Presentation 4
- D. Athletic Department - Year in Review 51
- E. Clarification of Policy 63

PUBLIC COMMENT

The Board of Education recognizes the value of public comment on education items and the importance of allowing members of the public to express themselves on District matters. During this portion of public comment, each statement made by a participant shall be limited to three (3) minutes and participants must identify themselves by name and address.

CONSENT AGENDA (Action Items)

The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame. A member of the Board may request any item to be removed from the consent agenda and defer it for more discussion and specific action.

- A. Approval of Minutes
 - 1) Board Meetings 65

2) Committee Meetings	76
B. <u>Monthly Financial Reports</u>	79
C. <u>Personnel Recommendations</u>	95
D. <u>Conference Requests</u>	96
E. 2023-2024 MASB Renewal	97
F. 2023 MASA Fall Conference	102
G. MASA 23-24 Membership Renewal	103
UNFINISHED BUSINESS	
A. Policy 2nd Reading (Action Item)	105
NEW BUSINESS	
A. Juneteenth Resolution (Action Item)	124
B. MHSAA Resolution (Action Item)	125
C. Calendars (Action Item)	134
D. Powerschool (Action Item)	136
E. Paving Projects (Action Item)	199
F. School Communication System Renewal (Action Item)	200
G. Securly Renewal (Action Item)	203
H. Phone System (Action Item)	205
I. Preschool Classroom (Action Item)	212
J. Webster Classrooms Furniture & Materials (Action Item)	217
K. Edgenuity Subscription Renewal (Action Item)	220
L. Direct Instruction Compensation (Action Item)	223
M. Curriculum Associates - iReady Renewal (Action Item)	224
N. Secondary Curriculum Renewal (Action Item)	236
O. Student Discipline (Action Item)	243
P. AFSCME Contract (Action Item)	244
Q. HPPA Contract (Action Item)	250
R. HPASA Contract (Action Item)	306
S. Secretary Group (Action Item)	312
T. Board Protocol (1st Reading) (Action Item)	314
U. Ulliance (Action Item)	327
V. Metal Detectors (Action Item)	373
CLOSED SESSION	
A. Motion to recess into closed session (h) attorney client privilege to consider material exempt from discussion or disclosure by state or federal statute; which is exempt from disclosure pursuant to Section 8(h) of the Open Meetings Act.	
SUPERINTENDENT REPORT	
A. Enrollment	386
B. Back to School Registration Dates	
1) July 13, 2023 4:00 pm - 8:00 pm	

- 2) July 27, 2023 4:00 pm - 8:00 pm
- 3) August 10, 2023 4:00 pm - 8:00 pm
- 4) August 24, 2023 4:00 pm - 8:00 pm

CALENDAR DATES

- A. June 26, 2023 - Budget Meeting
- B. August 14, 2023 - Committee Meetings

PUBLIC COMMENT

During this portion of public comment, each statement made by a participant shall be limited to one (1) minute and participants must identify themselves by name and address.

BOARD MEMBER AND ADMINISTRATION COMMENTS

ADJOURNMENT

Any person with a disability who needs accommodation for participation in this meeting should contact the Superintendent's office at (248) 658-5220 at least five (5) days in advance of the meeting to request assistance.

All Official minutes of school board meetings are stored and available for inspection in the Ford Administration office at the above address.

This notice is given in compliance with Act No. 267 of the Public Acts Michigan, 1976

*Grades K-8 End of Year Update
Reading & Math Academic Goals*

4

*Board of Education Meeting
June 19, 2023*



**Overview, Trends in Student
Outcomes, & Data-Informed
Actions**

Framing Our Data Work?

What Information Should We Use and What Actions Should We Take To Support Acceleration of Learning?

What Will Support our Work?

- i-Ready Diagnostic Data, IRLA Assessment Data, Fall College Board and College Spring Data
- Use of Curriculum-Embedded Summative Assessments
- Expanded use of Formative Assessments
- Refining MTSS Interventions and Progress Monitoring Process EC, K-8, and 9-12
- Analyzing Domain and Subscore Data and Various Student Populations
- Consistent Data Collection and Analysis
- Regular and Targeted Building and District Data Days
- Reframing Data Analysis to Solution Seeking with an Assets Lens
- Using Diverse and Multiple Data Sets
 - Demographic
 - Perceptions
 - School Processes
 - Student Academic and Non-Academic

Current Context

Enabling Factors - Opportunities

- ❑ Dedicated staff, school community, and Board of Education
- ❑ Face to Face Learning
- ❑ EC-12 Literacy Focus
 - ❑ ARC Core Implementation
 - ❑ Disciplinary Literacy
- ❑ Increased Student and Family Engagement
- ❑ Positive, Assets-Based Mindset & Solution Seeking Approach

Potential Factors Impacting Growth and Systemic Change

- ❑ Mental Health and Social Emotional Factors
- ❑ Staff and Student Absences
- ❑ Three Years of Interrupted Learning
- ❑ Negative, Deficit-Based Mind-Set
- ❑ Reduction of wide-spread math interventions by MTSS team
- ❑ Implementation of a ARC Reading Resource - Deep Understanding Takes Time

Celebrating what's right with the world does not deny the existence of barriers or obstacles, rather it is a perspective that puts those problems into a larger more balanced context. DeWitt Jones

“Celebrating what's right gives us the energy to find the next right answer.” DeWitt Jones

What Will Enable our Work?

Assets-Based, Solution -Driven Thinking, Positive Messaging, and Student-Centered

What Will Hinder or Prevent our Work?

Deficit-Based, Problem Focused Thinking, Negative Messaging, and System/Adult Centered

Comparison Between the Approaches		8
Asset Based	Deficit Based	
Strengths Driven	Needs Driven	
Opportunity focus	Problems focused	
Internally focused	Externally focused	
What is present that we can build upon?	What is missing that we must go find?	
May lead to new, unexpected responses to community wishes?	May lead to downward spiral of burnout, depression, or dysfunction?	

ASSET-BASED LANGUAGE

- Focuses on the strengths that a student brings to the learning community
- Views diversity in thought, culture, and traits as positive assets
- Is opportunity focused
- Signals the need to change the system to meet the needs and gifts of the student

DEFICIT-BASED LANGUAGE

- Focuses on what a student is lacking
- Conveys what is missing that must be found/fixed
- Is needs/problem focused
- Leads educators to make assumptions about what a student may know and can do
- Implies the student must change to fit the system

[Labels or Limitations? Recommendations for Asset-Based Language](#)

End of Year K-8 District Improvement Goals

Reading

Goal: Hazel Park School District will implement research-based strategies to improve foundational reading and language comprehension skills in order to increase the percentage of K-5 students scoring mid/above grade level by 25% from Fall 2022 to Spring 2023, with a minimum of 50% at Tier 1, and increase the percentage of 6-8 students scoring mid/above grade level by 10%, with a minimum of 25% at Tier 1.

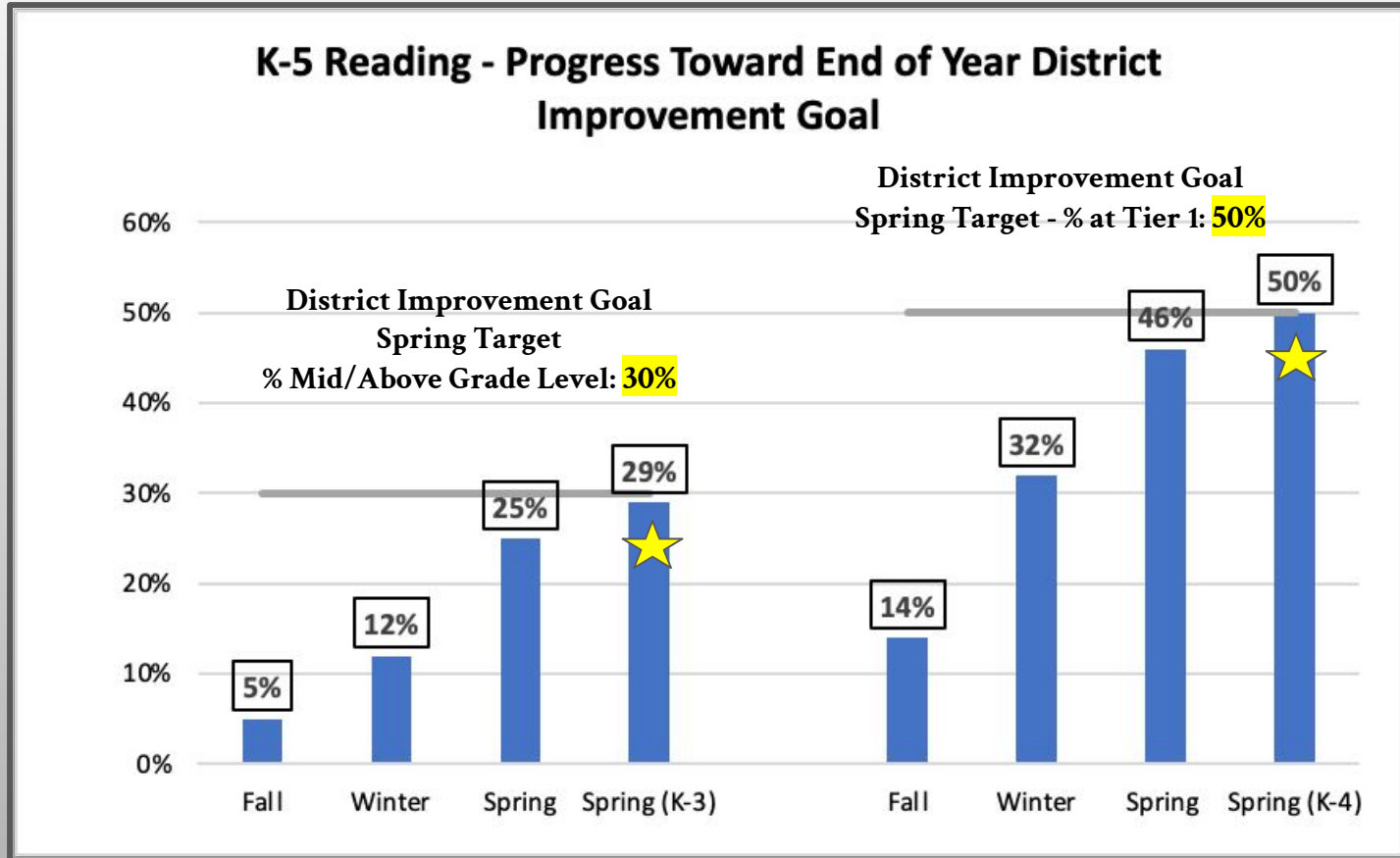
i-Ready scores fall into 3 tiers. Our goal is to continue increasing students in Tier 1 or early on, mid, and above grade level.

Math

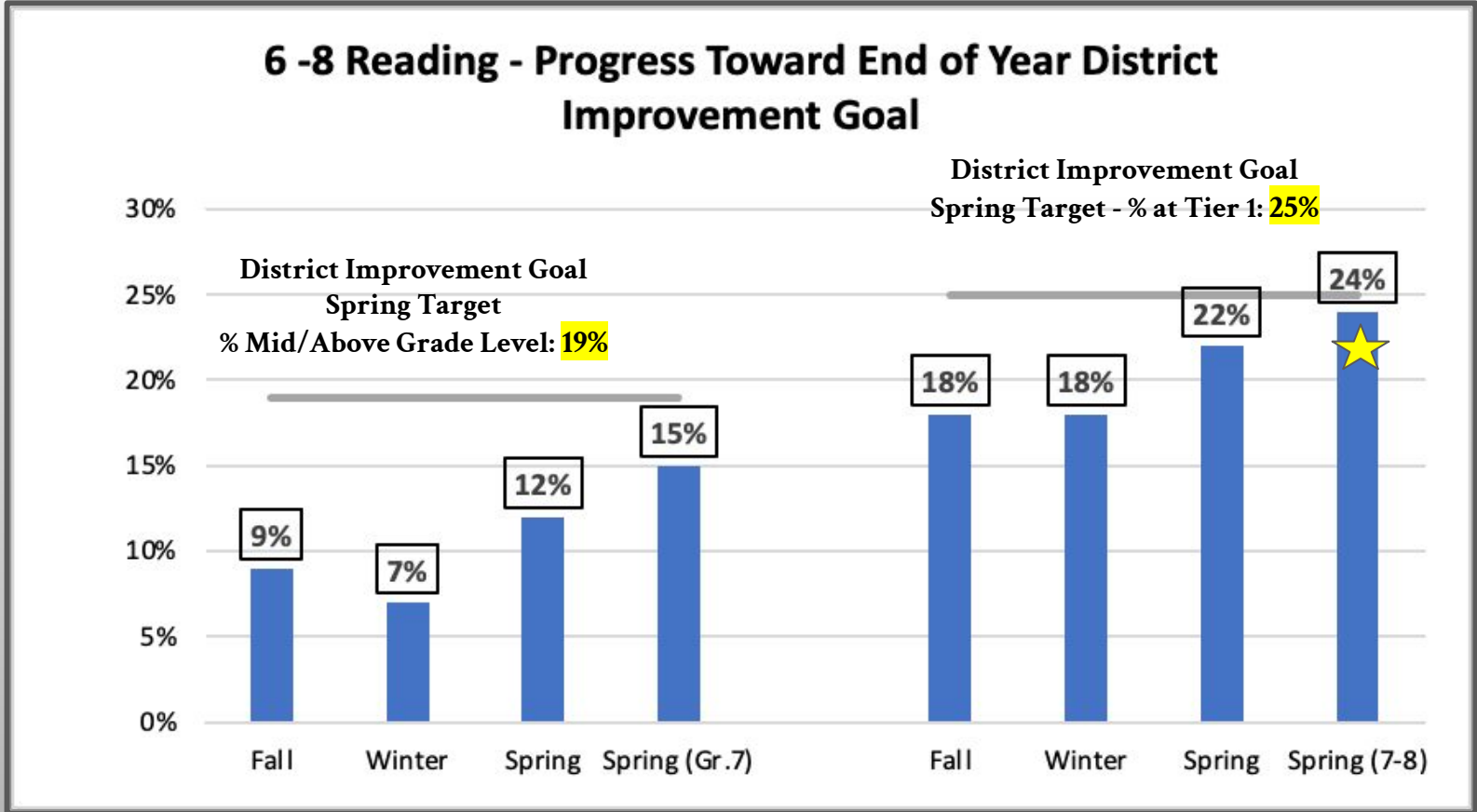
Goal: Hazel Park School District will implement research-based strategies to improve foundational math and problem solving skills in order to increase the percentage of K-5 students scoring mid/above grade level by 20% from Fall 2022 to Spring 2023, with a minimum of 40% at Tier 1, and increase the percentage of 6-8 students scoring mid/above grade level by 10%, with a minimum of 20% at Tier 1.

In addition to the Tier 1 goal, each grade band also has a stretch goal focused on increasing the percentage of students mid/above grade level.

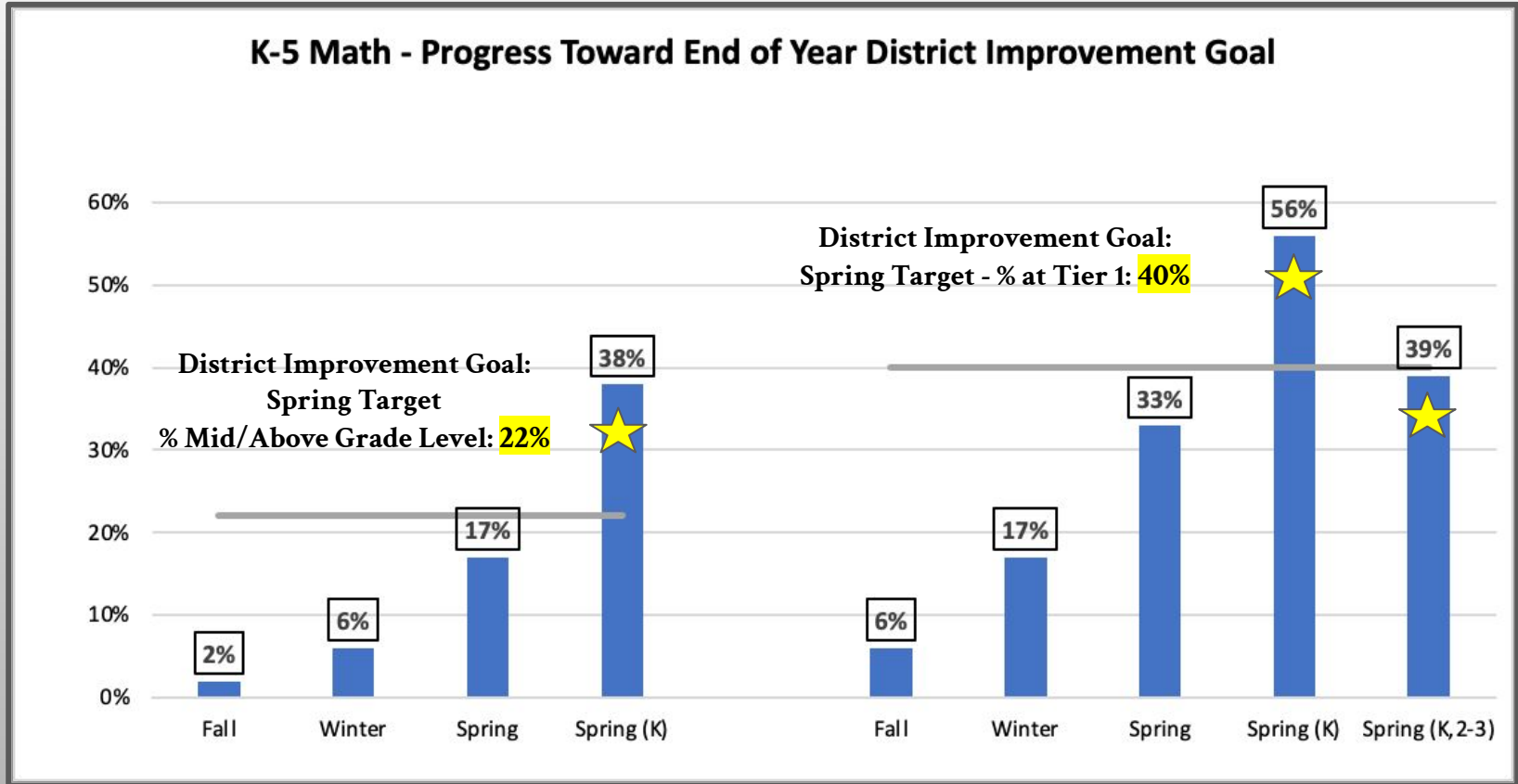
K-5 District Improvement Goal: Hazel Park School District will implement research-based strategies to improve foundational reading and language comprehension skills in order to increase the percentage of K-5 students scoring mid/above grade level by 25% from Fall 2022 to Spring 2023, with a minimum of 50% at Tier 1.



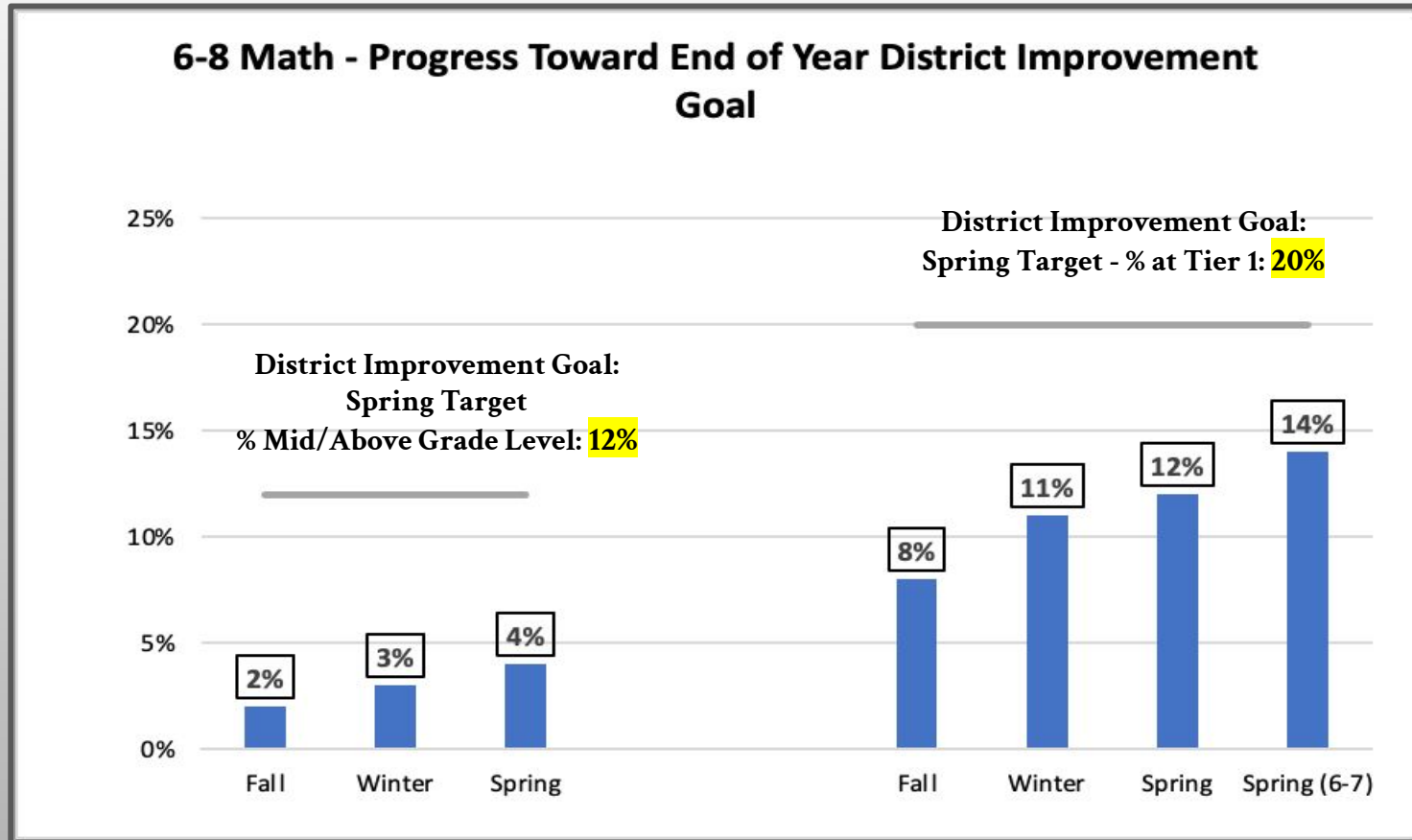
6 - 8 District Improvement Goal: Hazel Park School District will implement research-based strategies to improve foundational reading and language comprehension skills in order to increase the percentage of 6-8 students scoring mid/above grade level by 10% from Fall 2022 to Spring 2023, with a minimum of 25% at Tier 1.



K-5 District Improvement Goal: Hazel Park School District will implement research-based strategies to improve foundational math and problem solving skills in order to increase the percentage of K-5 students scoring mid/above grade level by 20% from Fall 2022 to Spring 2023, with a minimum of 40% at Tier 1.



6 - 8 District Improvement Goal: Goal: Hazel Park School District will implement research-based strategies to improve foundational math and problem solving skills in order to increase the percentage of 6-8 students scoring mid/above grade level by 10%, with a minimum of 20% at Tier 1.



What are some of the positive trends in K-8 reading from Fall to Spring? What is present that we can build upon?

Proficiency Results

- The percentage of students in grades K-8 scoring early on, mid or above (Tier 1) grade level increased from 15% in the Fall to 39% in the Spring with the following in targeted grade bands: K increase: 11% to 79%, grades 1-3 increase: 13% to 45%, grades 4-5 increase: 17% - 40% and grades 6-8 no change: 18% - 22%.
 - Tier 1 (early on, mid or above grade level) Highlights: Fall to Spring Increase
 - Grade 2 - 9% to 41%
 - Grade 3 - 20% to 49%
 - Grade 7 - 19% to 26%
 - Tier 3 (two or more grade levels below) Highlights: Fall to Spring Decrease
 -
 - Grade 2 - decrease from 48% to 13%
 - Grades 4-5 decrease: 51% to 37%
 - Grades 6 - 8: 10% decrease in the percent of students in Tier 3 at all grade level
 - In Grade K, the percent of students one grade level below decreased by 66% (87% to 21%)

15

Foundational Skills Results - Phonics, Vocabulary, and Comprehension

- **K-8** During 2022-2023, approximately 110 (8%) additional students scored mid/above grade level and 70 (5%) fewer students scored three or more grade levels below on the **phonics subdomain**, as compared to the 2021-2022 school year.
 - **Approximately 96 of the 110 students were in grades 3-8.** Increased proficiency in students ability to read words is essential to accessing and comprehending text.
- **6-8** During 2022-2023, approximately 45 (10%) fewer students scored three or more grade levels below on the **vocabulary and literature subdomain**, as compared to the 2021-2022 school year.
- **6-8** During 2022-2023, approximately 20 (5%) additional students scored mid/above grade level on the **literature subdomain**, as compared to the 2021-2022 school year.
- **6-8** During 2022-2023, approximately 40 (9%) additional students scored mid/above grade level on the **informational text subdomain**, as compared to the 2021-2022 school year.

12

Growth Results

- For students two & three or more grade levels below, the median progress toward typical growth goals is significantly higher when compared to 2021-2022 (One grade level below - 105%; Two grade levels below - 110%; Three or more grade levels below - 97%).
 - A portion of these students are on track to meet their stretch growth goal, which means they are accelerating at a rate of more than a year's growth.
- Progress toward typical growth goals in all grades, except 4th and 5th, was higher when compared with 2021-22.
- Progress toward stretch growth goals in all grades except 4th - 6th grade, was higher when compared to 2021-22.
- For students in kindergarten, 2th-4th, and 7th grade the median progress exceeded the target of 100%.
- Student receiving special education and English Learner supports demonstrated high progress toward typical growth goals at 94% and 96% respectively.

16

Proficiency Results

- The percentage of students in grades K-5 scoring early on, mid or above (Tier 1) grade level increased from .
 - K increase: 13% - 51% , grades 1-3 increase: 3%-30% , grades 4-5 increase: 7% - 27%
 - Kindergarten and Grade 3 students demonstrated the highest increase in proficiency with an increase of 10%-56% and 3% - 32% Respectively.
- The percentage of students in grades 4-8 scoring three or more and two grade levels below (Tier 3) decreased from .
 - Grades 4-5 decrease: 60% to 44% and grades 6-8 decrease: 72% - 65%.
 - The most significant decrease is among 5th grade students (65%-43%) who are also one of the few grade levels on target to meet their typical growth goal by the end of the year.

Math Sub-Domain Results

17

- In most grades K-5, there was a 3-4% increase in the percent of students mid/above grade level and 3-4% decrease in the percent of student scoring three or more grade levels below in Numbers and Operations and Algebra and Algebraic Thinking when compared with the 2021-2022.
- The percentage of 2nd grades students scoring three grade levels below in Numbers and Operations decreased from 23%-16% when compared to 2021-2022
- The percentage of 3rd grade students scoring mid/above grade level Algebra and Algebraic Thinking increased from 17%-27% when compared to 2021-2022

Growth Results

- The median progress toward the typical growth goals for students one - two grade levels below is close to the expected end of year target (88% and 83% respectively).

What surfaces as areas of focus? What do we notice about specific student groups?

Acceleration of learning in all reading domains with a specific focus on

- Phonics (growth noted but remains and area of focus)
- Vocabulary (growth noted but remains and area of focus)
- Comprehension of literature & informational text

Grade level reading proficiency for the following student groups:

- Grades 6 - 8, especially grade 8
- Male
- Black or African American
- Special Education
- Chronically Absenteeism

- 40% of students in grades 1-8 (129) scored three or more grade levels below compared to 18% three or more grade levels below for students who are not chronically absent.

Math proficiency continues to be an area of need for the majority of students in grades K-8 with a specific focus on the following student groups.

- Black or African American
- Grades 6 - 8, especially grade 8
- Special Education
- Chronic Absenteeism (15% or more)
 - 40% (108) of students in grades 1-8 (129) scored three or more grade levels below compared to 18% three or more grade levels below for students who are not chronically absent; 67% of chronically absent 7th and 8th graders are three or more grade levels below as compared to 51% who are not chronically absent.

Based on the Spring diagnostic and other data sources, growth in some of these areas, for some students, has been achieved.

However, these are long-term areas of focus that we need to stay laser-focused on for lasting positive change.

What actions **have we taken**, and will continue to implement, to accelerate learning, positively impact social emotional health, student engagement, & belonging?

Students



Implementation of IRLA Tool Kits in all Success periods and MTSS classes in all schools that support grades 6-8 students

Targeted Tier 2 instruction and research based reading interventions (foundational skills, knowledge-building curriculum)

Direct Instruction programs including Orton Gillingham, Corrective Reading, Connecting Math Concepts, and Reading Mastery as Tier 3 interventions

Reinforcement of PBIS strategies

Implementation of TRAILS to support Social Emotional Learning - Tier 1, 2, and 3

Extended Day Learning Options, Morning Meetings and Advisory

Staff



Targeted literacy and math instructional coaching focused on high quality instruction and high impact strategies

Targeted literacy and math professional learning opportunities - Based on Spring 2023 Data

Targeted SEL and DEI professional learning opportunities

Targeted focus on supporting social emotional health and well-being

Staff training on Orton Gillingham, LETRS, ARC Core, TRAILS, Tier 2 Behavior interventions

Implementation of new model for MTSS at Hazel Park High School

Data Analysis and Action Planning



Analyze multiple sets of academic and non-academic data to determine the root cause of student needs

Analysis of student proficiency and growth data to inform instruction and interventions

Analysis of SAEBRS data and results from the Hanover equity survey

Targeted review of grades, attendance, and credits for grade 9-12 students

Close monitoring of student engagement, attendance, and impact of MTSS interventions

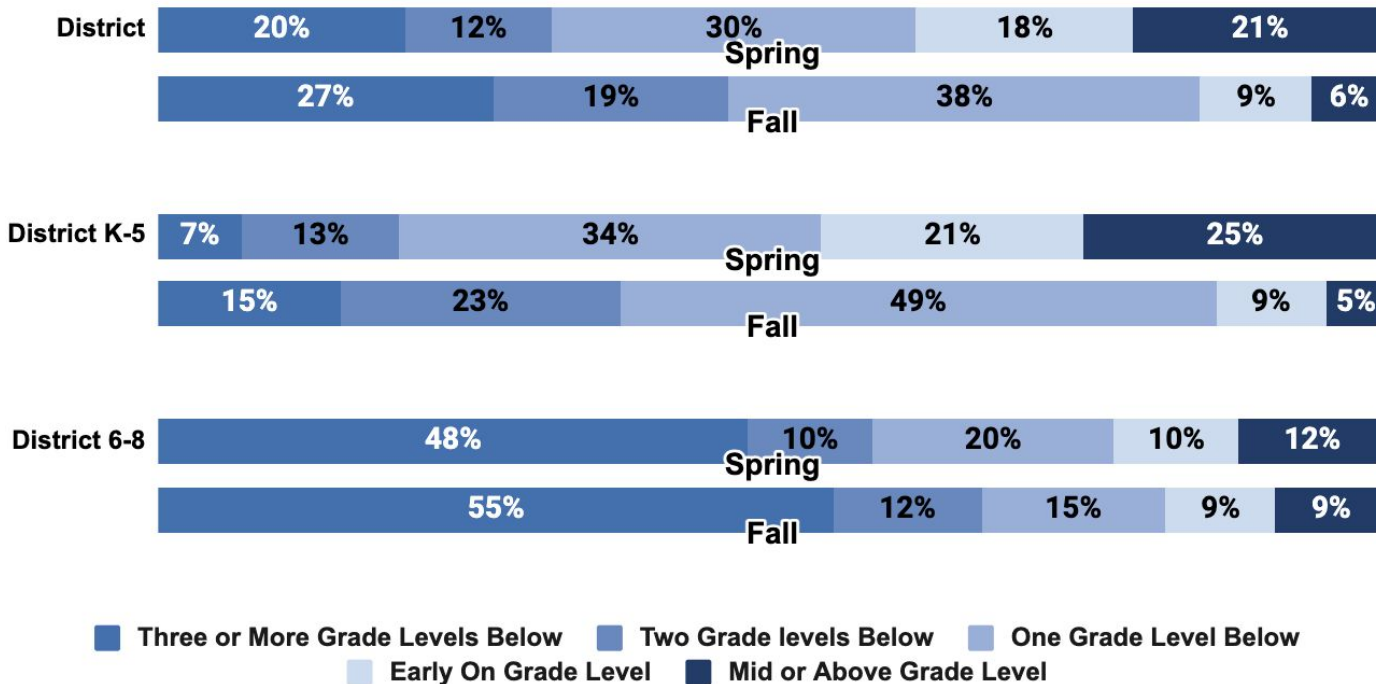
Systemic and coordinated instructional coaching in grades K-8 in collaboration with principals of elementary buildings

**i-Ready Reading and Math Diagnostic
District and Building Outcomes**

**Grade Level Proficiency and Progress
Toward Mid Year Goals**

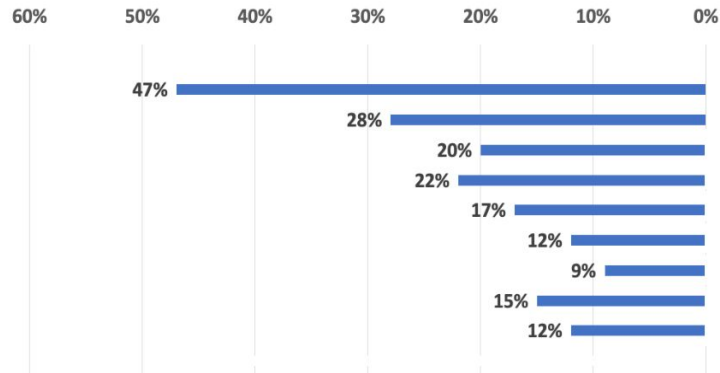
District Reading Diagnostic - Spring 2023

Reading Diagnostic - Spring 2023 Change in Relative Placement Levels from Fall to Spring

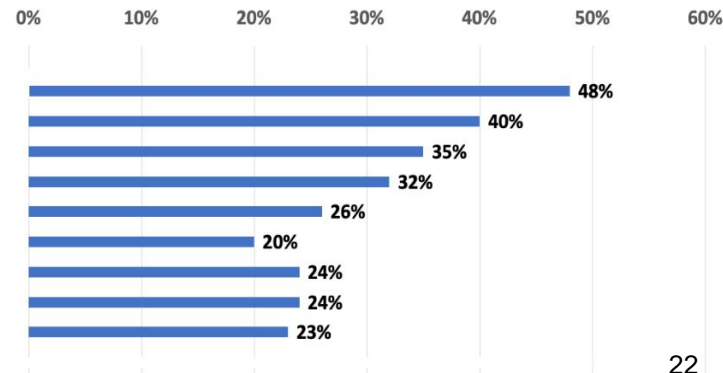


District Reading Diagnostic - Michigan Comparison

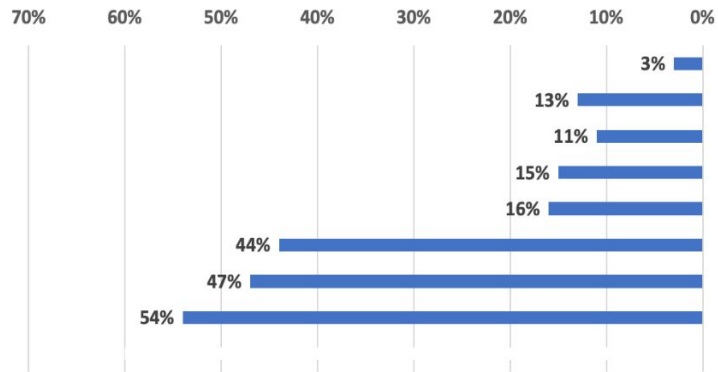
Mid/Above Grade Level - Hazel Park School District



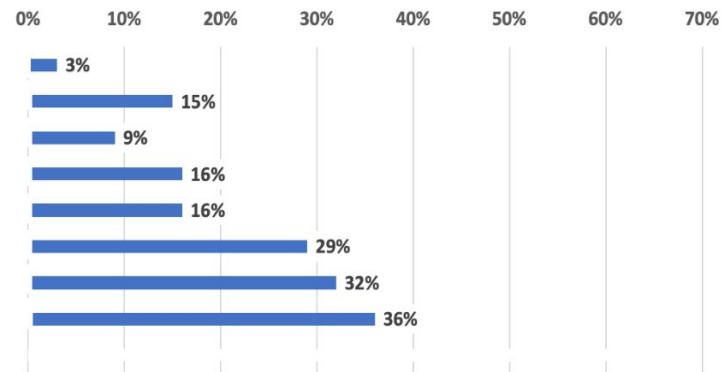
Mid/Above Grade Level - Michigan



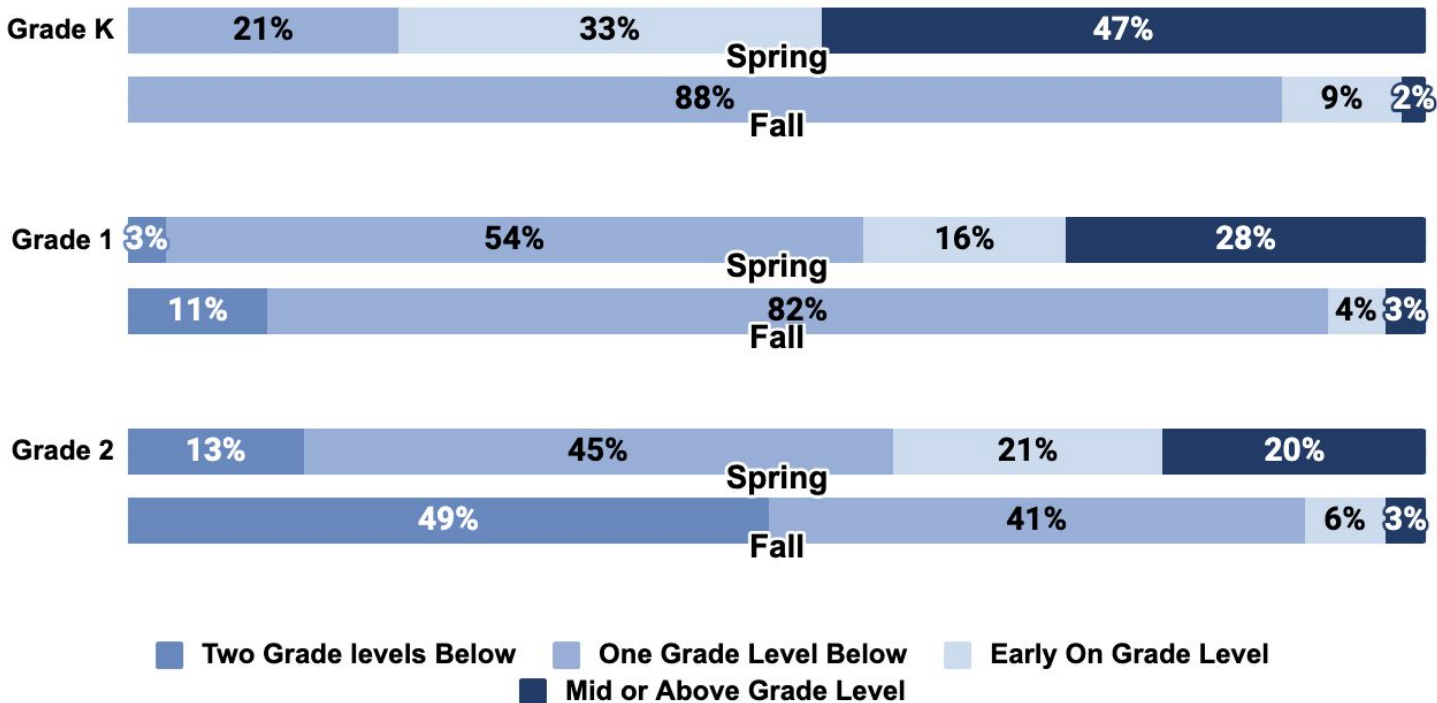
Three or More Grade Levels Below - Hazel Park School District



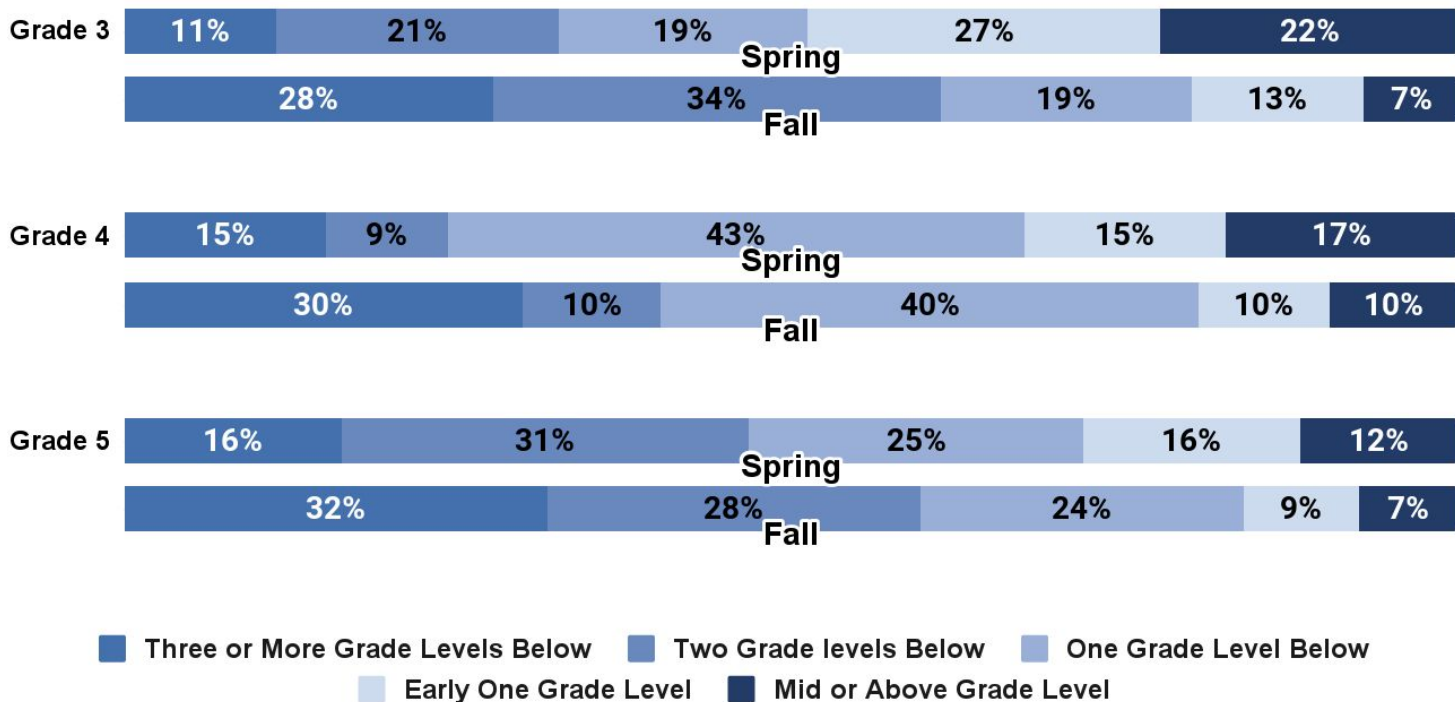
Three or More Grade Levels Below - Michigan



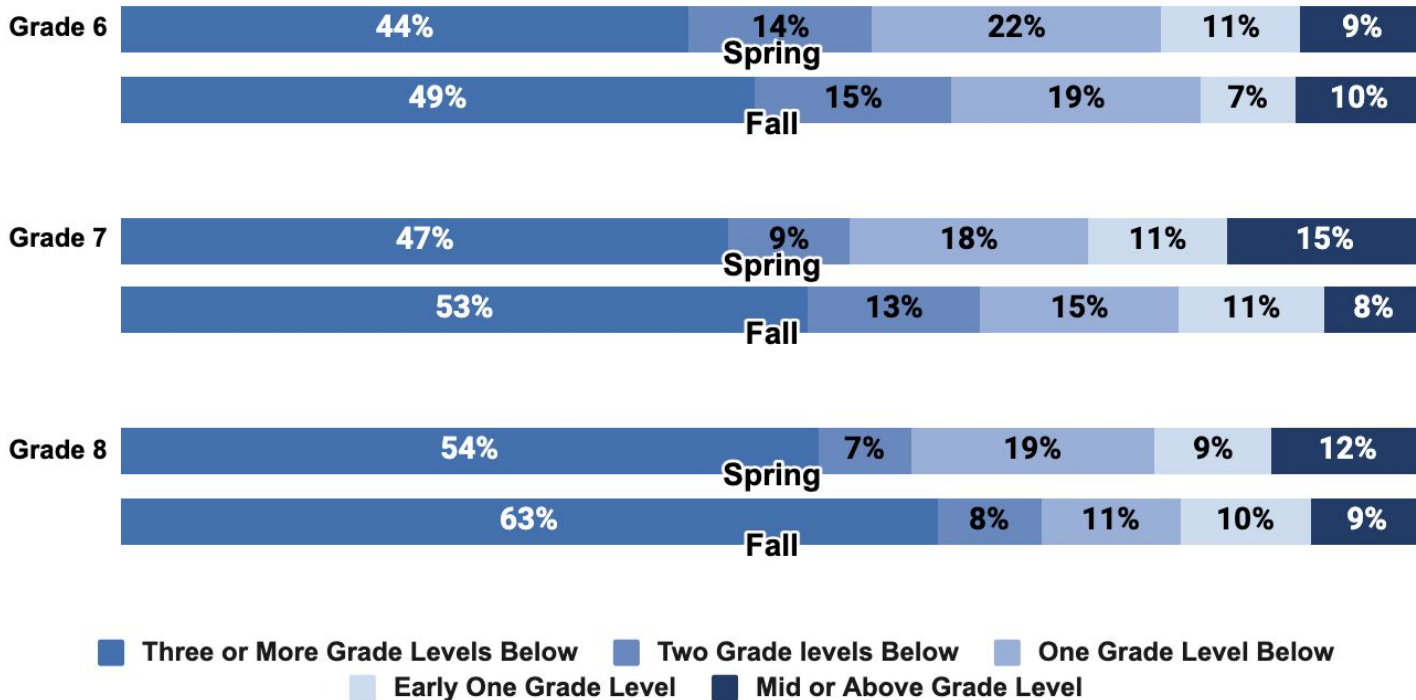
Grades K-2 Reading Diagnostic - Spring 2023 Change in Relative Placement Levels from Fall to Spring



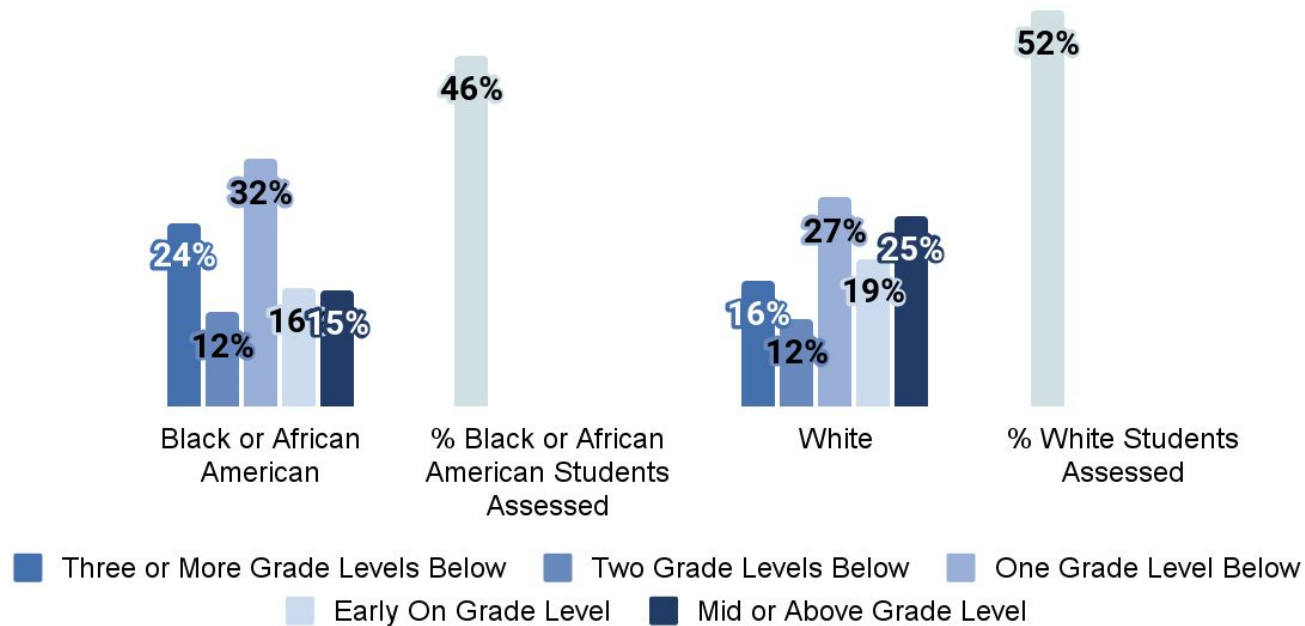
Grades 3-5 Reading Diagnostic - Spring 2023 Change in Relative Placement Levels from Fall to Spring



Grades 6-8 Reading Diagnostic - Spring 2023 Change in Relative Placement Levels from Fall to Spring

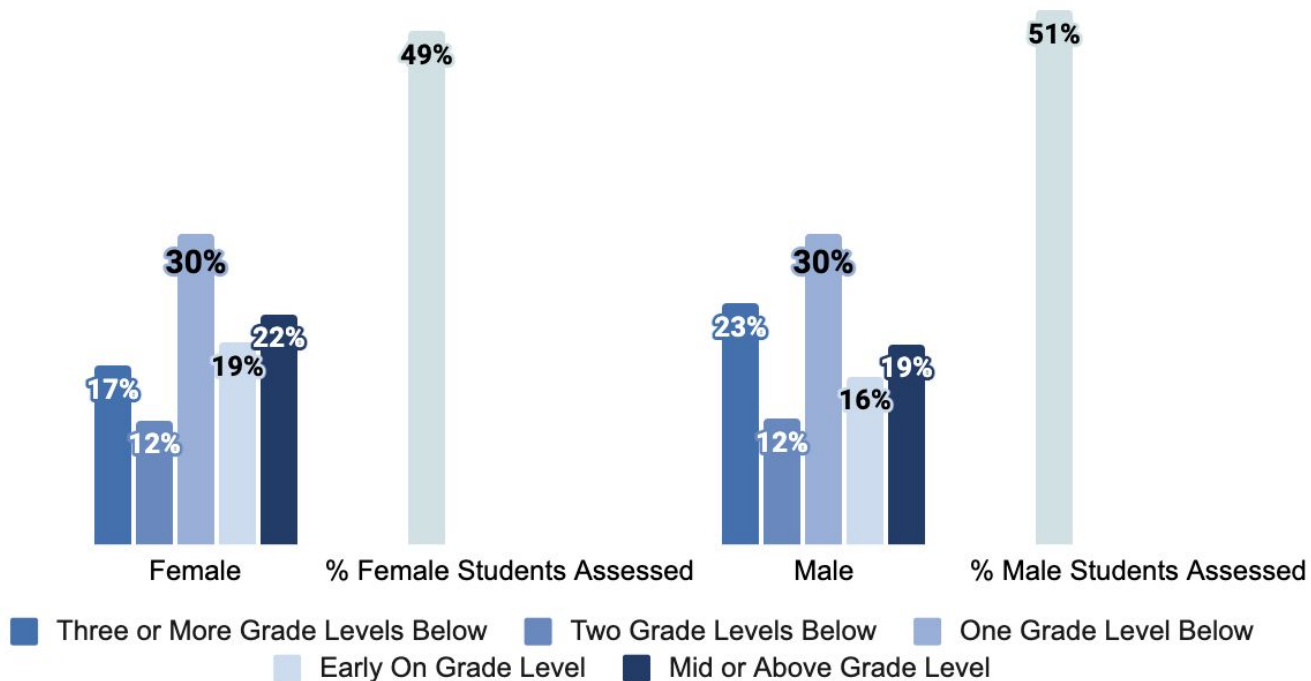


Spring 2023 Reading Relative Placement Levels by Race

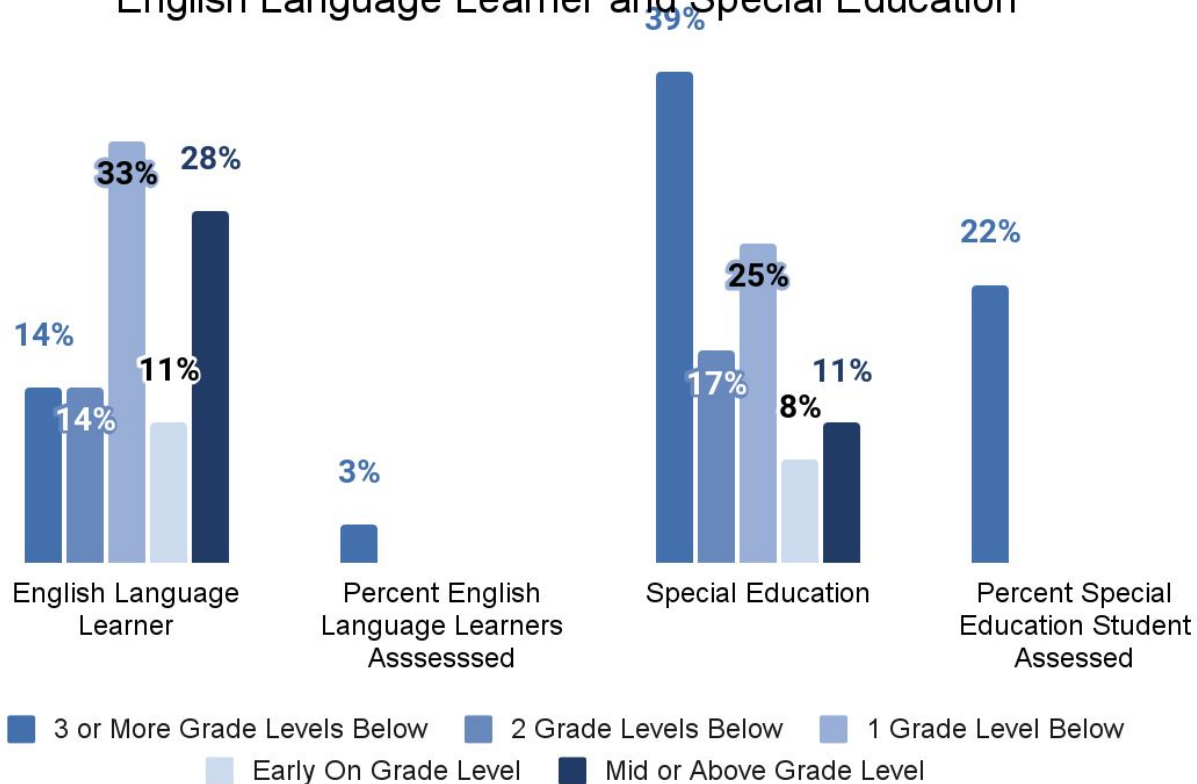


This data represents approximately 98% of the student population. Data is not represented for students groups with low student counts to protect student privacy.

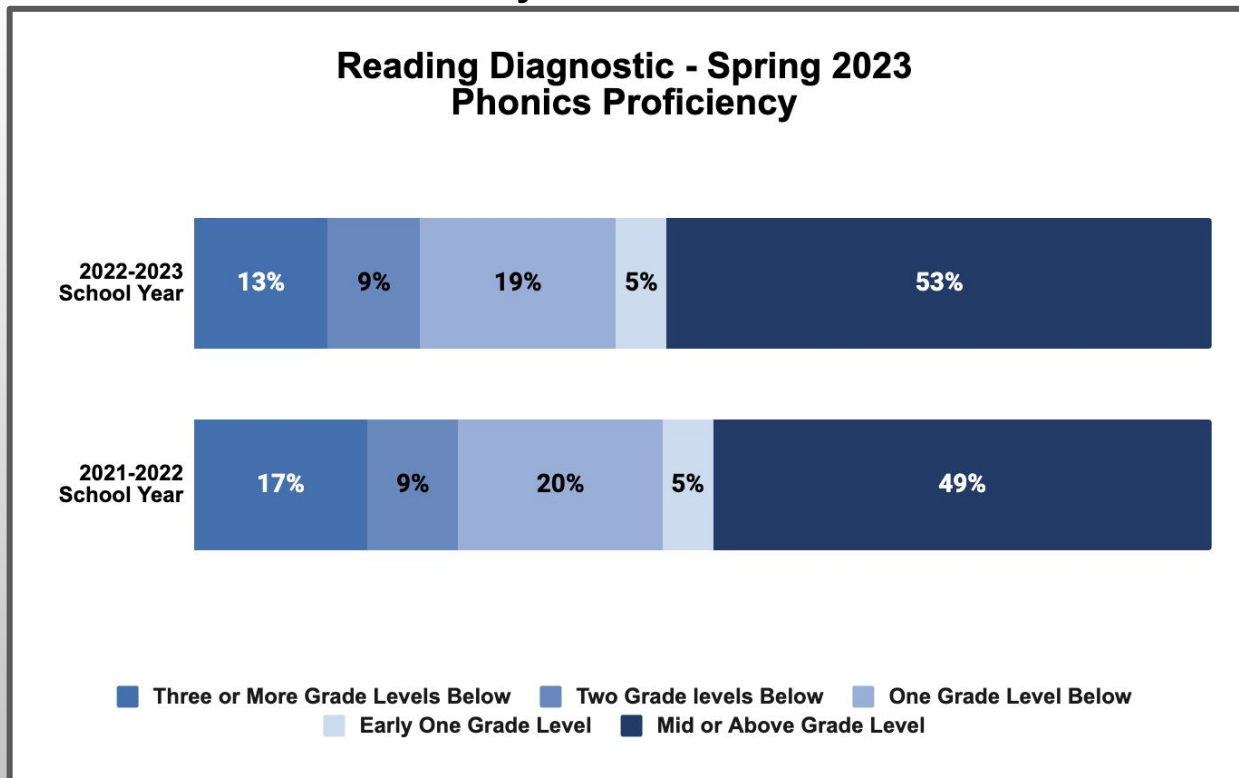
Spring 2023 Reading Relative Placement Levels by Gender



Spring 2023 Reading Relative Placement Levels English Language Learner and Special Education



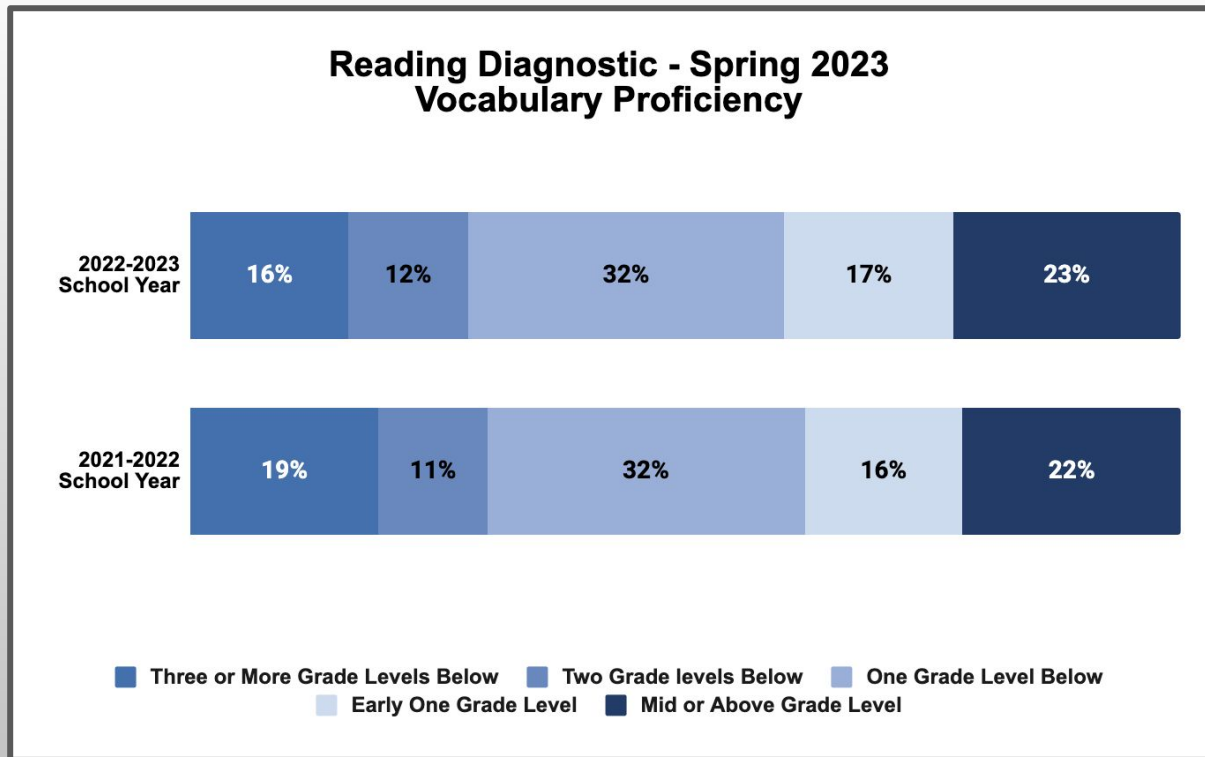
Subdomain Data: K-8 Phonics Proficiency



29

- **K-8** During 2022-2023, approximately 110 (8%) additional students scored mid/above grade level and 70 (5%) fewer students scored three or more grade levels below on the **phonics subdomain**, as compared to the 2021-2022 school year.
- **Approximately 96 of the 110 students were in grades 3-8.** Increased proficiency in students ability to read words is essential to accessing and comprehending text.

Subdomain Data: K-8 Vocabulary Proficiency



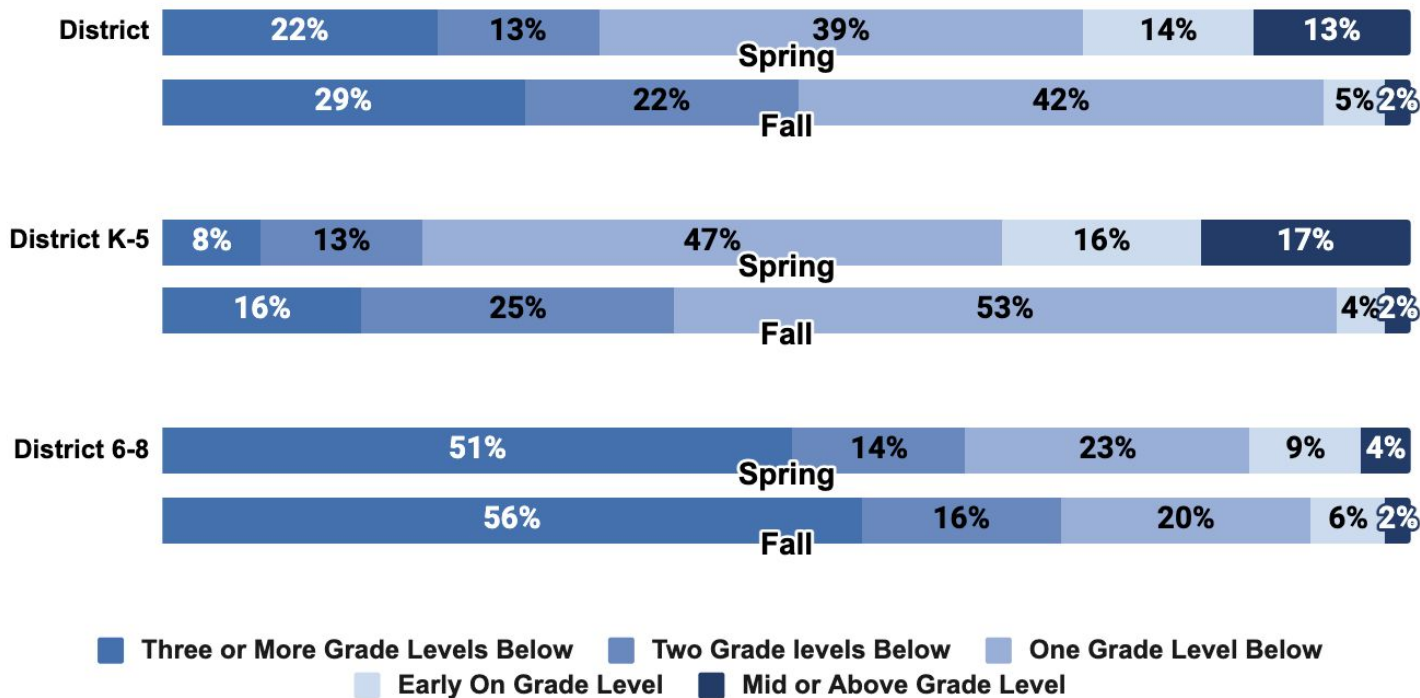
- **6-8** During 2022-2023, approximately 45 (10%) fewer students scored three or more grade levels below on the **vocabulary and literature subdomain**, as compared to the 2021-2022 school year.

Math Results

Winter Diagnostic

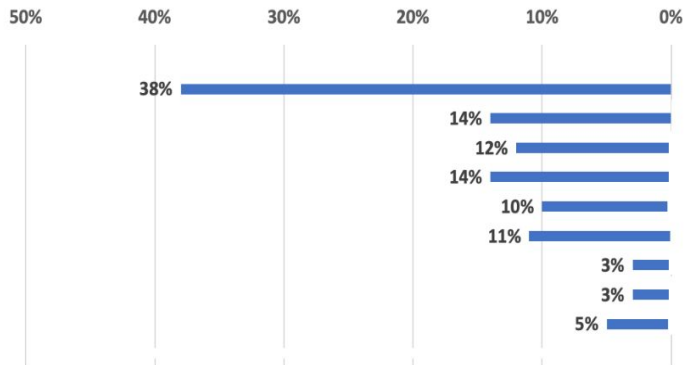
District Math Diagnostic - Spring 2023

Math Diagnostic - Spring 2023 Change in Relative Placement Levels from Fall to Spring

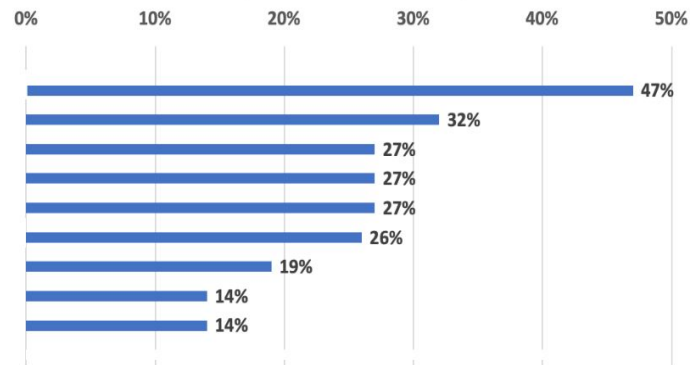


District **Math** Diagnostic - Michigan Comparison

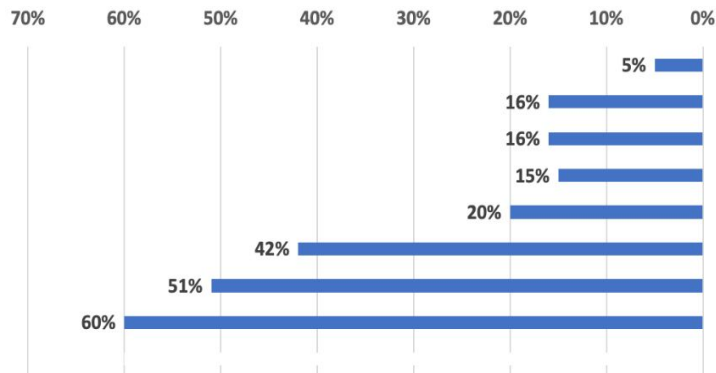
Mid/Above Grade Level - Hazel Park School District



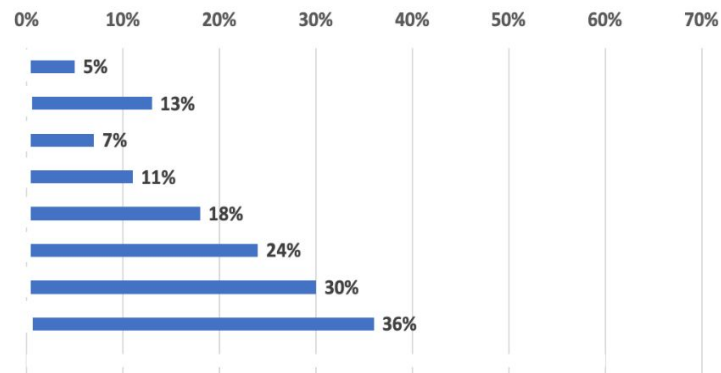
Mid/Above Grade Level - Michigan



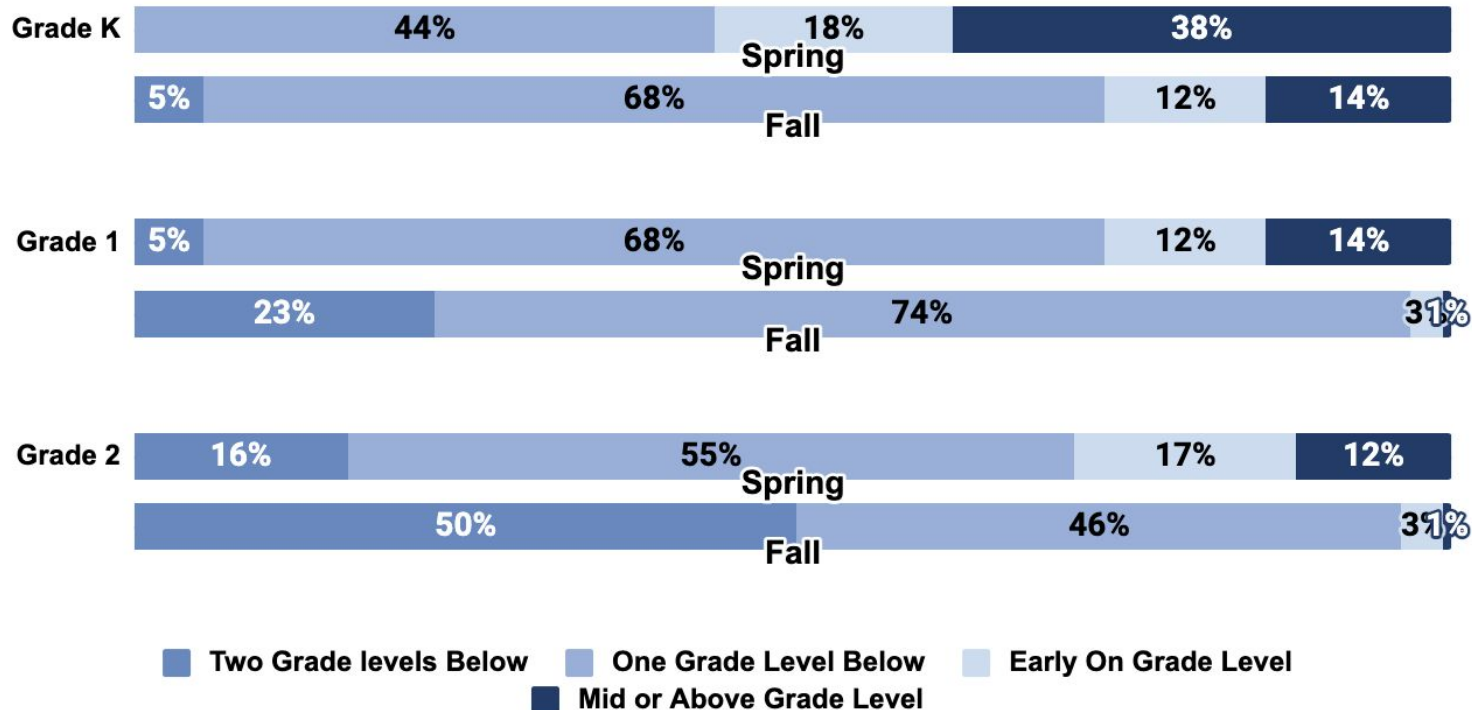
Three or More Grade Levels Below - Hazel Park School District



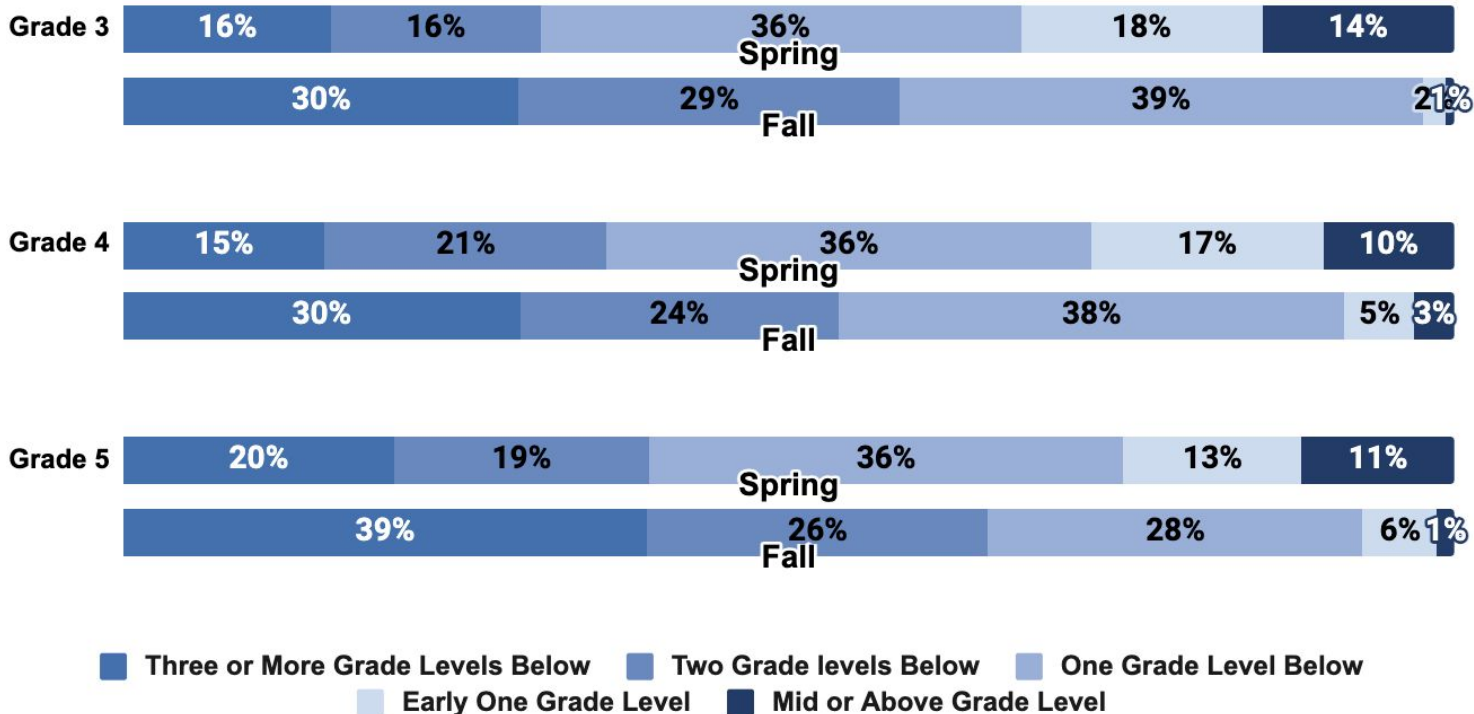
Three or More Grade Levels Below - Michigan



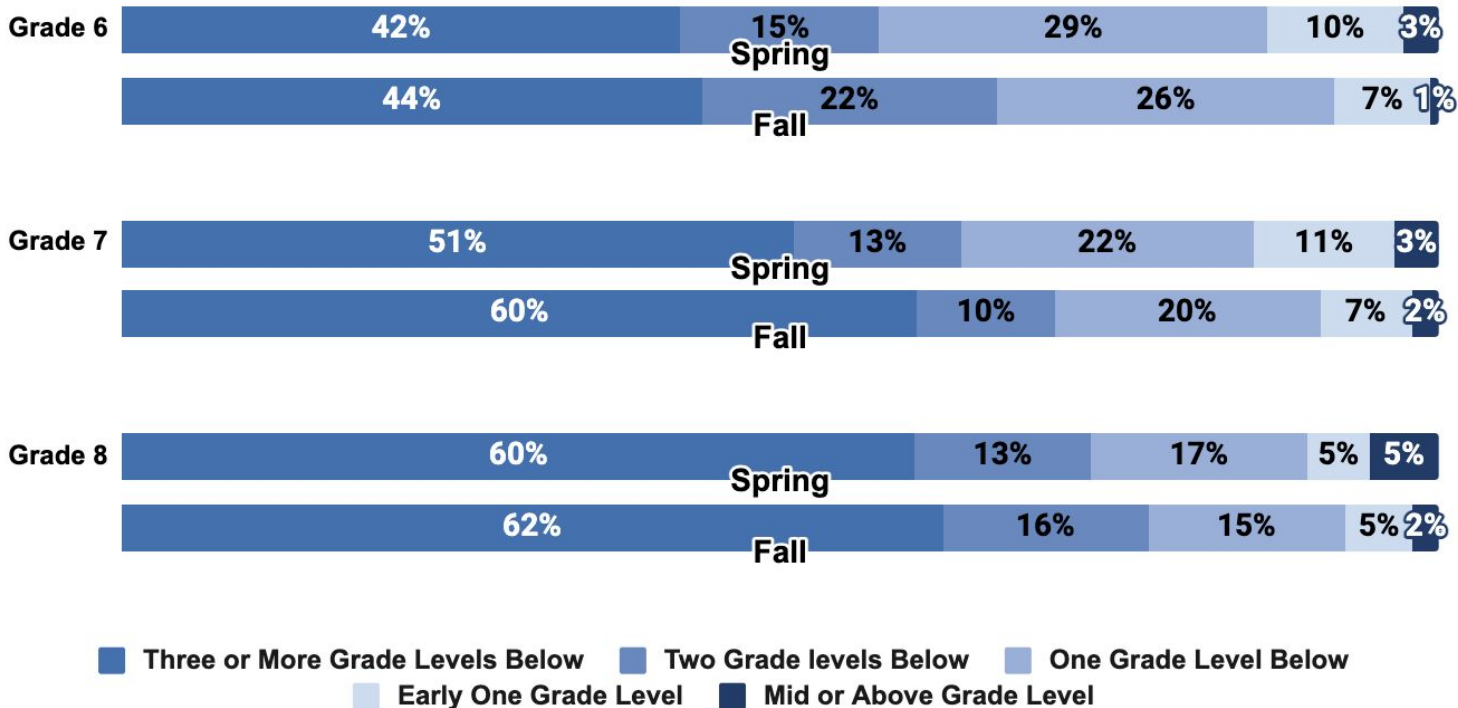
Grades K-2 Math Diagnostic - Spring 2023 Change in Relative Placement Levels from Fall to Spring



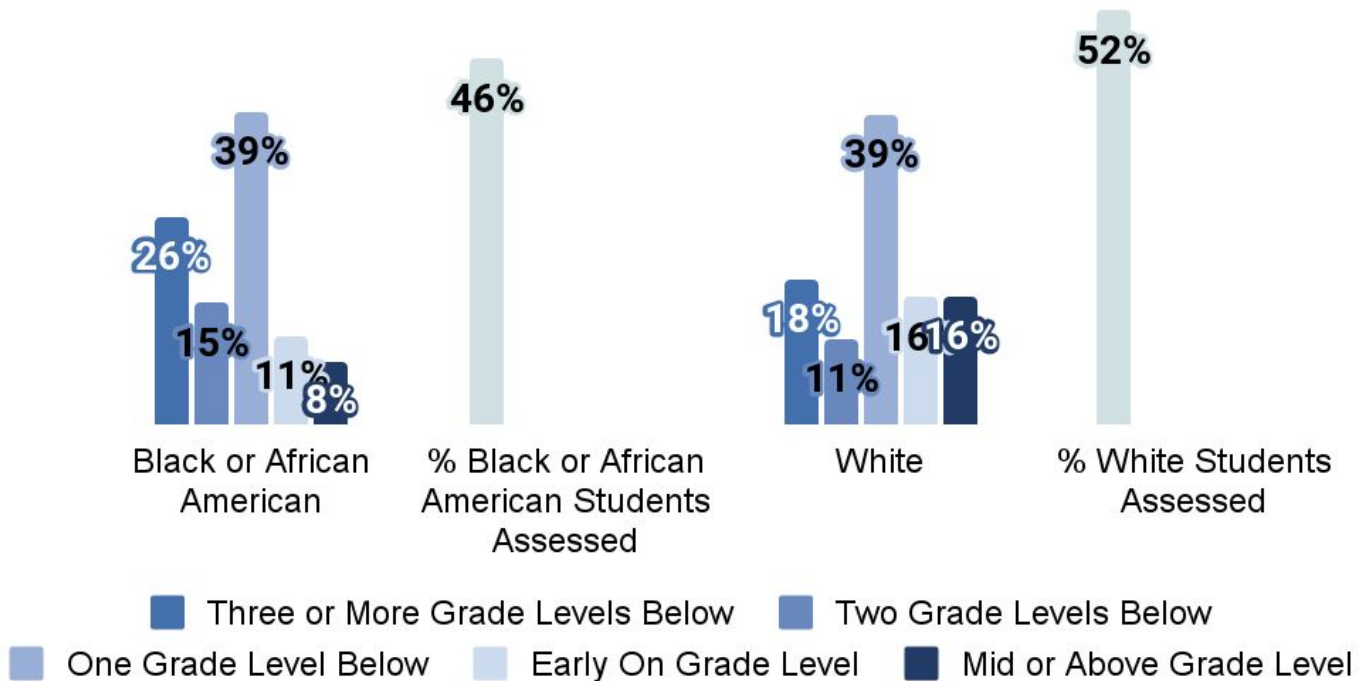
Grades 3-5 Math Diagnostic - Spring 2023 Change in Relative Placement Levels from Fall to Spring



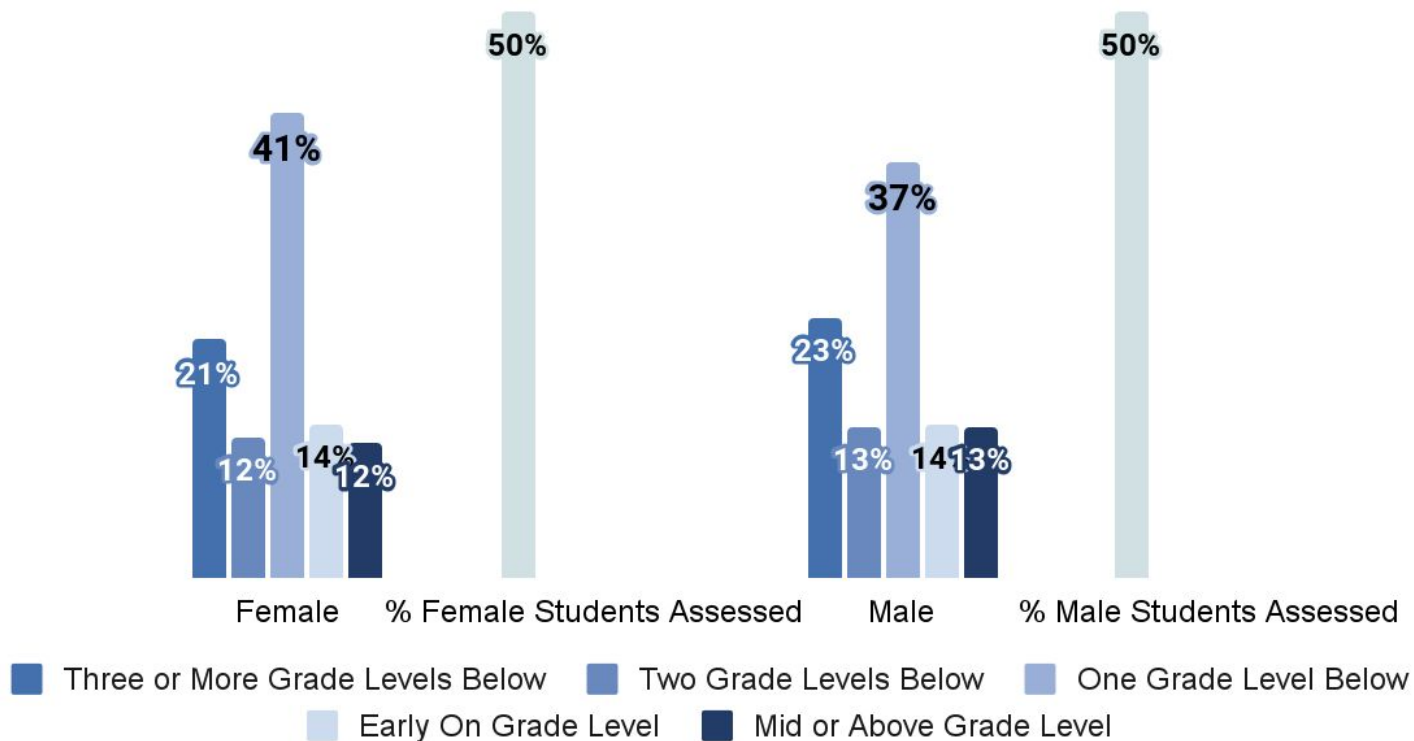
Grades 6-8 Math Diagnostic - Spring 2023 Change in Relative Placement Levels from Fall to Spring



Spring 2023 Math Relative Placement Levels by Race

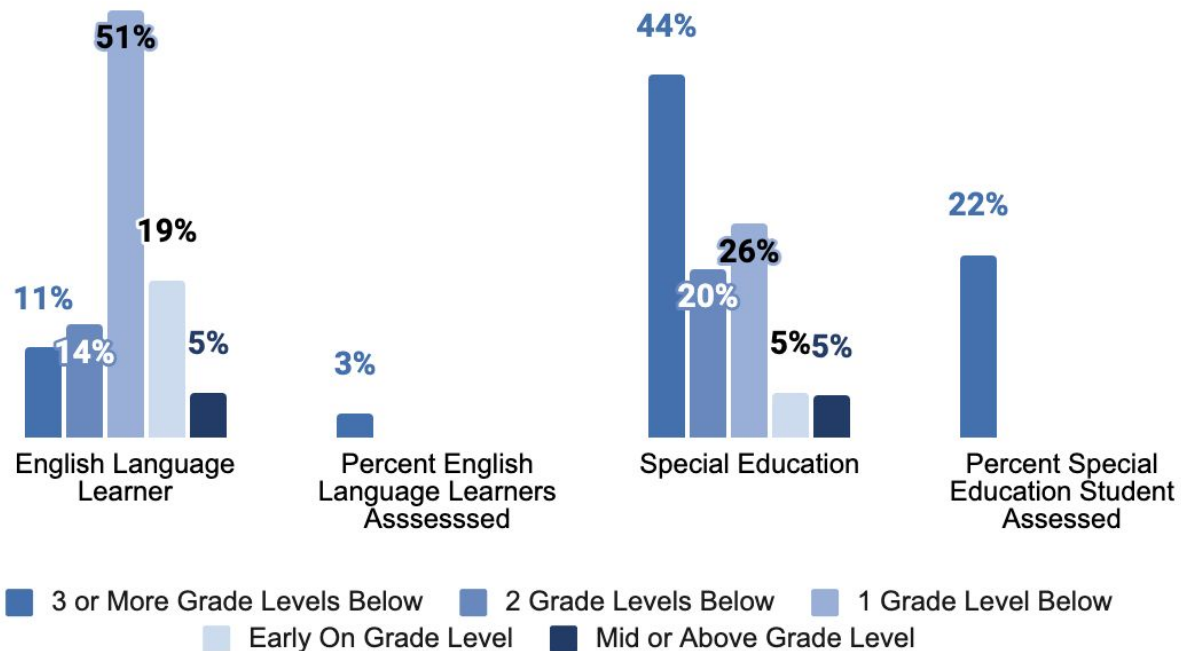


Spring 2023 Math Relative Placement Levels by Gender

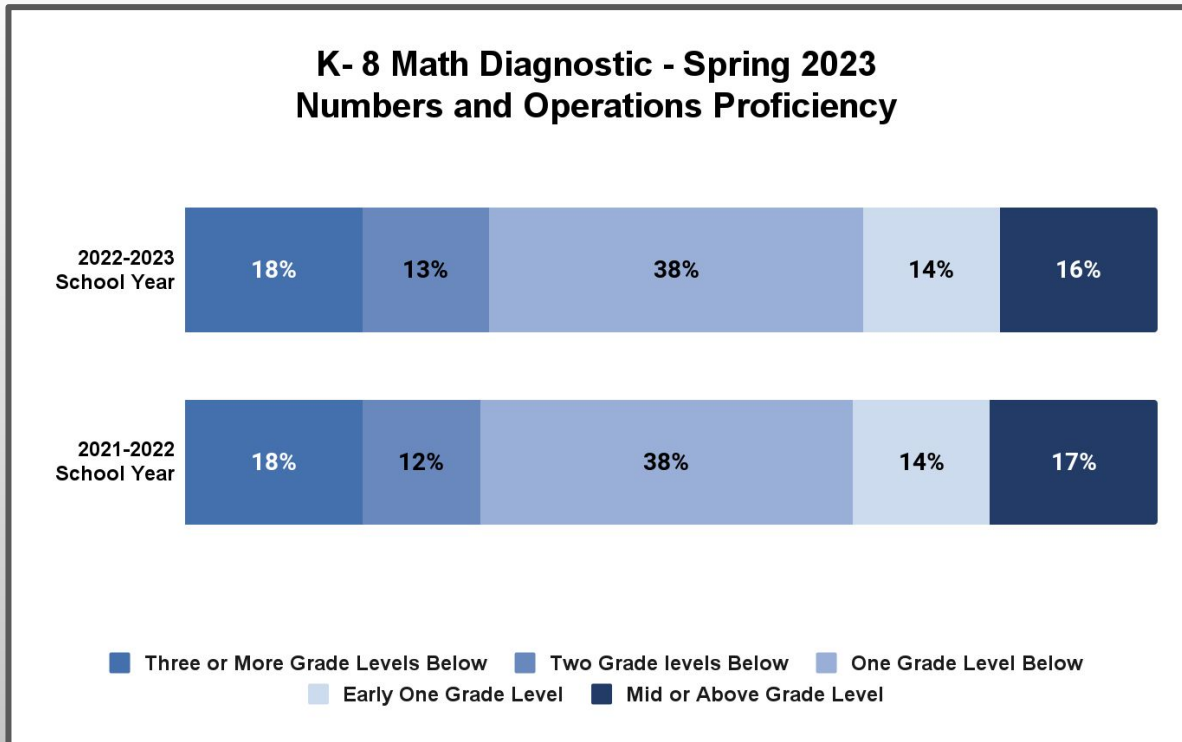


Subgroup: Students Receiving ELL & Special Education Supports

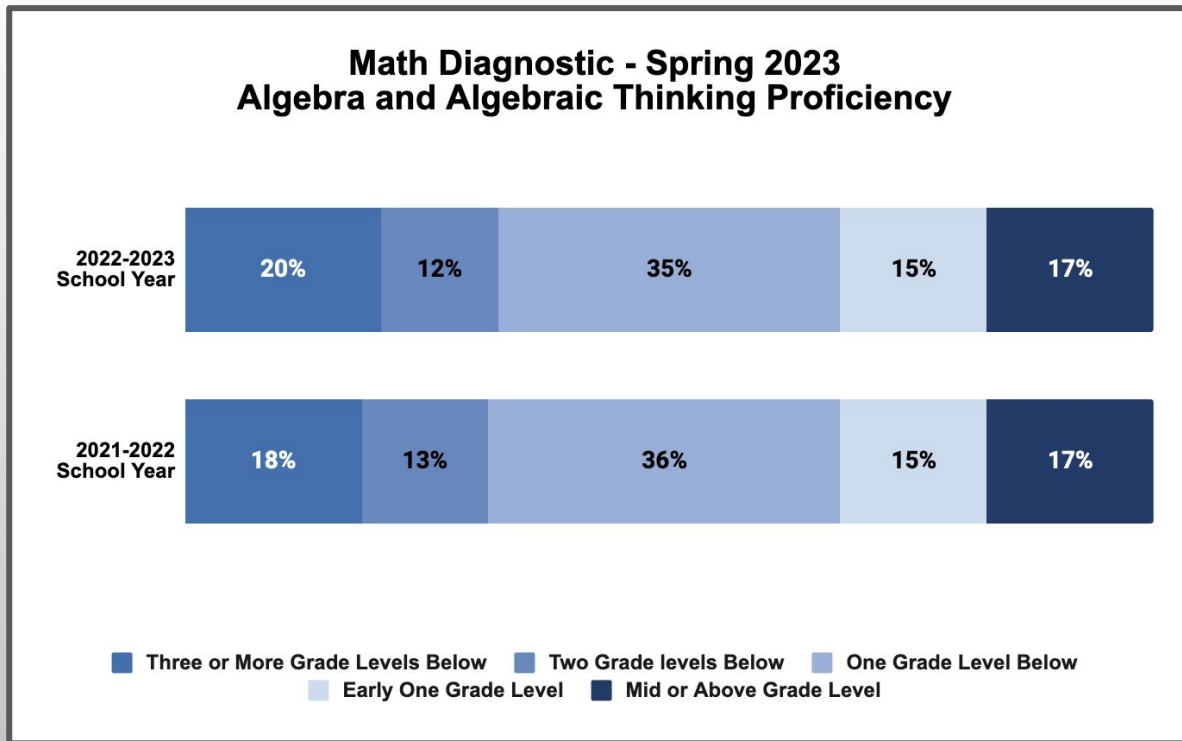
**Spring 2023 Reading Relative Placement Levels
English Language Learner and Special Education**



Subgroup: K-8 Numbers and Operations Proficiency



No significant change in proficiency levels between the 2021-2022 and the current school year. The large percentage of students falling in the one-grade level below category indicates the need for standard level analysis to determine the specific areas of focus for our students. Tier 1 core instruction must improve and target foundation skills during the 2023-2024 school year.

Subgroup: K-8 Numbers and Operations Proficiency

41

No significant change in proficiency levels between the 2021-2022 and the current school year. The large percentage of students falling in the one-grade level below category indicates the need for standard level analysis to determine the specific areas of focus for our students. Tier 1 core instruction must improve and target foundation skills during the 2023-2024 school year.

State Requirement: Mid Year Progress Benchmark Reporting

a) Under section 104a of the State School Code Act of 1979, by not later than the first meeting of the board that occurs in February of 2023 and by not later than the last day of the 2022-2023 school year, the district superintendent or chief administrator of the district, as applicable, shall present both of the following at a public meeting of the board:

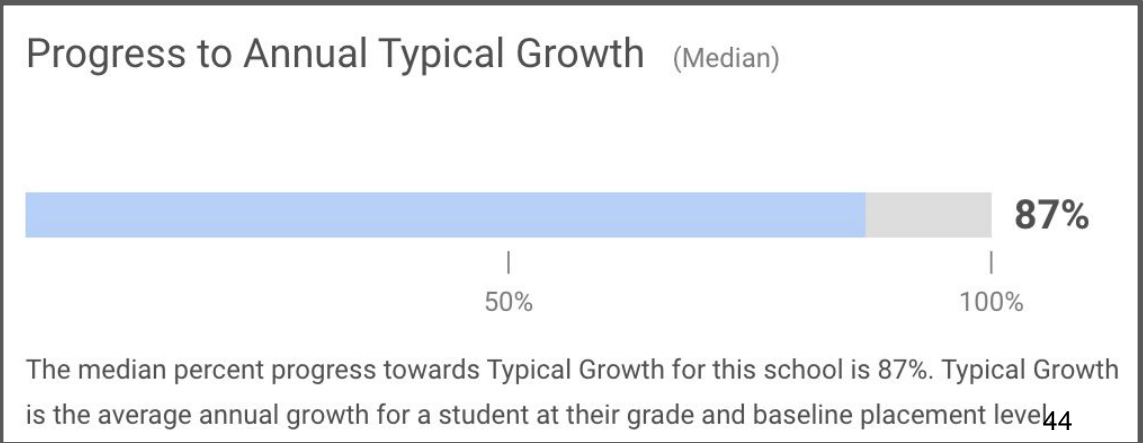
- (i) Subject to state and federal privacy laws, the results from benchmark assessments and local benchmark assessments, as applicable, administered under section 104a.
- (ii) **For each school** operated by the district, each school's progress toward meeting the educational goals described in subdivision (d).
 - (b) The district shall ensure that the information presented under subdivision (a) is disaggregated by grade level, by student demographics, and by the mode of instruction received by the pupils to which the information applies.
 - (c) The information presented under subdivision (a) must also be compiled into a report that the district shall make available through the transparency reporting link located on the district's website
- End of Year [Progress on Benchmark Assessment](#) and District Goals (Grades K-8 only; 9-12 data is not yet available; report will be updated with state assessment scores are released)

i-Ready Reading and Math Diagnostic District Outcomes

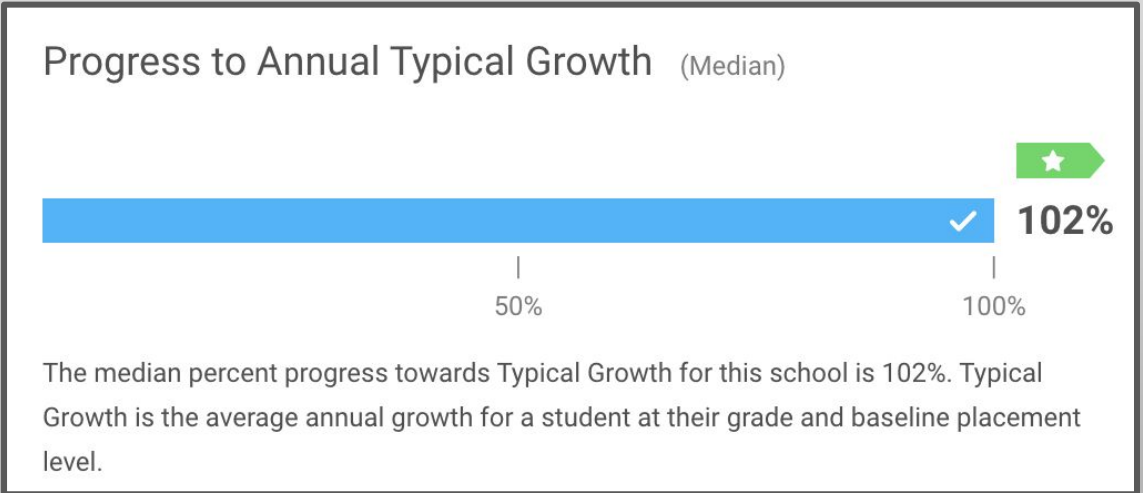
Student Growth Outcomes

Fall to Spring Student Growth Comparison Data - K-8 Reading (All Schools)

2021-2022 Fall to Spring Growth



2022-2023 Fall to Spring Growth



Fall to Spring Student Growth Typical and Stretch Goals (Comparison Data) - K-8 Reading (All Schools)

Grade	Growth & Proficiency Status	Typical Goal		Stretch Goal	
		Spring 21-22	Spring 22-23	Spring 21-22	Spring 22-23
Kindergarten	Low Performance & High Growth	50%	58% ↑	25%	33% ↑
Grade 1	Low Performance & High Growth	44%	46% ↑	17%	19% ↑
Grade 2	Low Performance & High Growth	43%	62% ↑	16%	27% ↑
Grade 3	Low Performance & High Growth	51%	59% ↑	22%	27% ↑
Grade 4	Low Performance & High Growth	58%	<u>52% ↓</u>	25%	<u>23% ↓</u>
Grade 5	Low Performance & Low Growth	58%	<u>49% ↓</u>	21%	20% ↓
Grade 6	Low Performance & Low Growth	32%	37% ↑	12%	<u>10% ↓</u>
Grade 7	Low Performance & High Growth	41%	52% ↑	14%	19% ↑
Grade 8	Low Performance & Low Growth	32%	48% ↑	13%	20% ↑

Median Progress Toward Typical Reading Growth Goals (2022 - 23) by Baseline Placement Levels

Baseline Placement	Annual Typical Growth		Annual Stretch Growth®	
	Progress (Median)	% Met	Progress (Median)	% Met
Mid or Above Grade Level	83%	45%	48%	23%
Early On Grade Level	85%	44%	46%	16%
One Grade Level Below	105%	54%	72%	29%
Two Grade Levels Below	110%	58%	58%	17%
Three or More Grade Levels Below	94%	49%	38%	18%

Data suggests acceleration of learning among students who are not proficient at their grade level

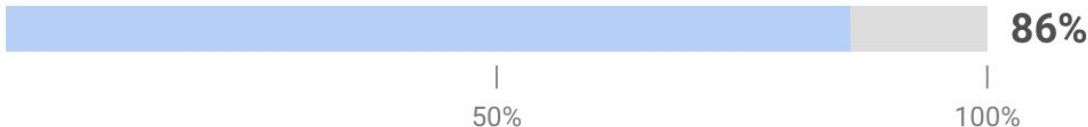
For students in each placement level, the number displayed represents the median progress toward the typical and stretch growth goal goal. A growth goal of approximately 100% indicates that a students or group of students are likely to meet the growth target by the end of the year.

The median progress toward typical growth goals for students two & three or more grade levels below is significantly higher when compared to 2021-2022 (One grade level below - 92%; Two grade levels below - 100%; Three or more grade levels below - 57%).

Fall to Spring Student Growth Comparison Data - K-8 Math (All Schools)

2021-2022 Fall to Spring Growth

Progress to Annual Typical Growth (Median)

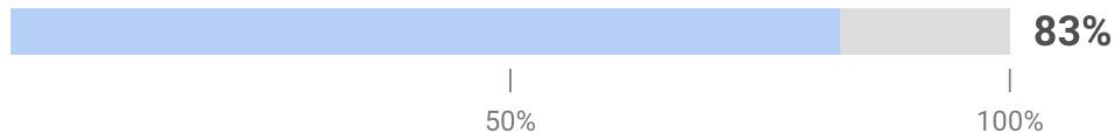


The median percent progress towards Typical Growth for this school is 86%. Typical Growth is the average annual growth for a student at their grade and baseline placement level.

47

2022-2023 Fall to Spring Growth

Progress to Annual Typical Growth (Median)



The median percent progress towards Typical Growth for this school is 83%. Typical Growth is the average annual growth for a student at their grade and baseline placement level.

Fall to Spring Student Growth Typical and Stretch Goals- K-8 Math (All Schools)

Grade	Growth & Proficiency Status	Typical Goal		Stretch Goal	
		Spring 21-22	Spring 22-23	Spring 21-22	Spring 22-23
Kindergarten	Low Performance & High Growth	44%	51% ↑	30%	37% ↑
Grade 1	Low Performance & Low Growth	45%	<u>41% ↓</u>	24%	22% ↓
Grade 2	Low Performance & Low Growth	39%	43% ↑	15%	17% ↑
Grade 3	Low Performance & Low Growth	43%	<u>41% ↓</u>	14%	18% ↑
Grade 4	Low Performance & Low Growth	47%	<u>29% ↓</u>	14%	<u>8% ↓</u>
Grade 5	Low Performance & High Growth	58%	59% ↑	23%	<u>18% ↓</u>
Grade 6	Low Performance & Low Growth	42%	<u>30% ↓</u>	14%	<u>12% ↓</u>
Grade 7	Low Performance & Low Growth	41%	<u>39% ↓</u>	17%	<u>15% ↓</u>
Grade 8	Low Performance & Low Growth	44%	<u>35% ↓</u>	19%	<u>9% ↓</u>

Median Progress Toward Typical Math Growth Goals (2022-23) by Baseline Placement Levels

Baseline Placement	Annual Typical Growth		Annual Stretch Growth®	
	Progress (Median)	% Met	Progress (Median)	% Met
Mid or Above Grade Level	76%	35%	50%	22%
Early On Grade Level	52%	28%	36%	9%
One Grade Level Below	88%	44%	62%	26%
Two Grade Levels Below	83%	40%	49%	11%
Three or More Grade Levels Below	71%	40%	32%	11%

For students in each placement level, the number displayed represents the median progress toward the typical and stretch growth goal goal. A growth goal of approximately 100% indicates that a students or group of students are likely to meet the growth target by the end of the year.

The median progress toward the typical growth goals for students starting at mid/above grade level increased by 5% and the % of students meeting stretch goals doubled when compared with the 2021-2022 student results.

Important Terms

Relative Placement Level: The corresponding placement level(s) indicate how your student performed on each test in relation to their grade level

Median: The median is the point at which half the scores are above and half the scores are below. Medians are less sensitive to extreme scores and are probably a better indicator generally of where the middle of the class is achieving, especially for smaller sample sizes.

Typical Growth: The average growth of students at each grade and placement level. Typical Growth allows you to see how a student is growing compared to average student growth at the same grade and baseline placement level.

Stretch Growth®: the growth recommended to put students who are below grade level on a path toward proficiency and students who are on grade level on a path to advanced proficiency levels. Students who are further behind have larger growth benchmarks to help them catch up, and it will take many students more than one year to achieve proficiency. Students who are already proficient have aspirational Stretch Growth benchmarks to advance to or maintain above-grade level proficiency

HAZEL PARK ATHLETICS

YEAR IN REVIEW

51



UPDATE

- **Hosted 16 MHSAA District and Regional Tournaments in 2022-23**
- **7 New Sports added 2022/23**
 - **MS Baseball, MS Swim, MS Softball, Boys Varsity Golf, JV Girls Soccer, Varsity Competitive Cheer, JV Football 1st game in 3 years.**
- **Youth Football Cheer Jr. Vikings Created with City of HP and Rec Dept.**
- **Athlete Participation Increase**
 - **Female participation up to 81 from 68**
 - **Male participation up from 83 to 104**
- **44 All League Athletes**
- **20 All District Athletes**
- **8 All Region Athletes**
- **2 All State Athletes**

FALL SEASON Football

- **MAC Bronze 3rd place finish**
- **4 all league players**
- **5 academic all MAC Bronze athletes**
- **4 Seniors moving on to play college football**
 - **Khari Hurt- Defiance**
 - **JJ Ragland- Adrian**
 - **Rashad Boyd- Full Ride Wayne State**
 - **Jimmy Brinson Defiance**

Volleyball

- **MAC Bronze Champs**
- **Sherry Rietz – MAC Bronze Coach of the Year and Regional Coach of the Year**
- **Ashia Estell – MAC Bronze Player of the Year**
- **1st district title since 2013**
- **MHSAA Regional qualifier**
- **4 all league players**
- **MHSVCA Honorable Mention Academic Team All State**

54

Soccer

- **MAC Bronze Champs**
- **Broke 18-game losing streak**
- **Showed vast improvement as year went on**
- **MAC Sportsmanship Award**

Winter Season Girls Basketball

- **MAC Bronze Division Champs**
- **Dakota Ogles – MAC Bronze Coach of the Year**
- **Dakota Ogles – Runner-up Oakland Press Coach of the Year.**
- **Essence Fields – MAC Bronze Player of the Year**
- **3 other All League selections**

55

Boys Basketball

- **1 All League Selection**

Bowling

- **Girls/ Boys Undefeated in MAC Gold Division & MAC Gold Division Tournament Champs**
- **Eric Gregory — MAC Gold Division Coach of the Year for 2 years in a row.**
- **Girls - Back to Back MAC Gold Division titles**
- **Boys - first title since 2010**
- **Layla Shoulders - MAC Gold Division Individual Tournament Title**
- **Nate Brown - Finished runner up MAC Gold Division Individual Tournament**
- **Myron Pickett – 300 Game**
- **Boys ended regular season ranked #2 in state in D3**
- **Both teams qualified for Team State Finals - Finishing 3rd at Regionals**
- **2 Bowlers qualify for Individual State Tournament. Both were State Finalists**
- **Shaylin Keys MAC Gold Division MVP**
- **3 All league Girls Bowlers**
- **2 Boys All League**
- **Girls All State Academic Team**

Volleyball

- **MAC Bronze Champs**
- **Sherry Rietz – MAC Bronze Coach of the Year and Regional Coach of the Year**
- **Ashia Estell – MAC Bronze Player of the Year**
- **1st district title since 2013**
- **MHSAA Regional qualifier**
- **4 all league players**
- **MHSVCA Honorable Mention Academic Team All State**

57

Soccer

- **MAC Bronze Champs**
- **Broke 18-game losing streak**
- **Showed vast improvement as year went on**
- **MAC Sportsmanship Award**

Swimming

- Hosted first home meet in 4 seasons
- 8 swimmers
- Had middle School swim for first time in 5 years.
- MAC Sportsmanship award

Spring Season Track & Field

- **Boys - MAC Bronze Division Runner up**
- **JJ Ragland**
 - **League Champion 400 Meters, Long Jump**
- **Khari Hurt League**
 - **Champion 100 & 200 Meters**
- **All State**
 - **Khari Hurt: Placed third in the 100 with a school record time 10.78; Placed fourth in 200**
 - **JJ Ragland: Placed sixth in the 400**

Baseball

- **3 All League Honorees**
- **Sportsmanship award**

Softball

- **4 all league players**
- **Runner-up MAC Silver Division**
- **MAC Silver Division team Sportsmanship Award**
- **3 All District Softball Players**
- **2 School records broken**
- **Greg Richardson - D2 Region 57 Coach of the Year**

Soccer

- **Runner up MAC Silver Division**
- **MAC Silver Division Sportsmanship Award**
- **4 all league players**
- **Lacy Chambers - school record 10 Shutouts**
 - **All League**
 - **All District**
 - **All Region**

61

Tennis

- **Won first MAC match in four seasons**
- **Had a full lineup for the first time in three seasons**

ANY QUESTIONS?

**HAZEL PARK SCHOOL DISTRICT
OAKLAND COUNTY, MICHIGAN
RESOLUTION REGARDING CLARIFICATION OF BOARD POLICY 0143**

A meeting of the Board of Education of the School District was held in the School District on the 19th day of June, 2023, at 5:30 p.m.

The meeting was called to order at ____ p.m. by _____, President.

Present: Members _____

Absent: Members _____

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

WHEREAS, Board Policy 0143 establishes that individual members of the Board do not possess the powers that reside in the Board of Education, but also provides that no member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member;

WHEREAS, questions have arisen as to what records a Board member may be entitled to request from the Administration in performing the Board member's duties, suggesting that clarification of this issue would be helpful;

THEREFORE, BE IT RESOLVED:

That Board Policy 0143 is hereby clarified as follows:

1. An individual Board member's right to receive District records is the same and no greater than any citizen of the State under the Freedom of Information Act, MCL 15.231 et. seq.;
2. Individual Board members seeking records beyond that provided by the Administration to all Board members in the ordinary course of business may appropriately be referred by the Administration to the District's website or Michigan Department of Education's website where the records or information sought are maintained;
3. If an individual Board member makes a request for records that the Superintendent believes is problematic as being beyond the right of what an individual Board member may receive absent direction from the Board itself, would require an expenditure of time and effort that would be difficult given the other challenges facing the Administration at the time the request is made, or other reason, than the Superintendent shall contact the Board President for guidance. The Board President shall decide how to handle the individual Board member request, which may be denial of all or part of the request, delaying the Administration's response to the request in light of other pressing business facing the Administration, or directing the Administration to comply with such request;

4. An individual Board member whose request for records is denied in whole or in part by the Board President may bring a motion before the full Board to direct the Administration to provide such records.

Ayes: Members _____

Nays: Members _____

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the School District of the City of Hazel Park, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a meeting held on June 19, 2023, the original of which is a part of the Board's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education



SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MI
SPECIAL MEETING
May 22, 2023 5:00 PM

CALL TO ORDER

The Special Meeting of the Hazel Park Board of Education was held on May 22, 2023 and was called to order by President Nagy at 5:00 p.m.

ROLL CALL

Members Present: Nagy, Baldwin, Rice, Rattee

Members Absent: Fortress, Hinton, Laframboise

APPROVAL OF THE AGENDA (ACTION ITEM)

Moved by Baldwin, supported by Rattee, that the Board of Education approve the agenda as written.

Discussion

Roll Call Vote

Yeas: Baldwin, Rattee, Rice, Nagy

Nays:

Motion carried.

PUBLIC COMMENT - None

During open session, John Gierak, District legal counsel, shared information with the Board regarding the threatened lawsuit against the District for alleged violation of the Open Meetings Act. The Board discussed the resolution prepared by Mr. Gierak.

Moved by Baldwin, supported by Rice to approve the resolution for the February 27, 2023 meeting, as presented (set forth below).

**HAZEL PARK SCHOOL DISTRICT
OAKLAND COUNTY, MICHIGAN
RESOLUTION REGARDING REENACTMENT OF BOARD RESOLUTIONS
AT THE SPECIAL MEETING ON FEBRUARY 27, 2023**

A meeting of the Board of Education of the School District was held in the School District on the 22 day of May, 2023, at 5:00 p.m.

The meeting was called to order at 5:00 p.m. by Rick Nagy, President.

Present: Members Baldwin, Rice, Rattee, Nagy

Absent: Members Fortress, Hinton, Laframboise

The following preamble and resolution were offered by Member Baldwin and supported by Member Rice:

WHEREAS, as the Board's Special Meeting on February 27, 2023, scheduled for 5:30 p.m. was properly posted to give the public notice of the meeting, including the agenda to be considered by the Board at the Special Meeting, but the posting incorrectly identified the meeting as a Regular Meeting rather than a Special Meeting due to a clerical error;

WHEREAS, the District's legal counsel and the General Counsel for the Michigan Association of School Boards have both opined that the clerical error in misidentifying the Board meeting as a Regular Meeting rather than a Special Meeting does not invalidate the propriety of the Special Meeting on February 27, 2023, nor the actions taken by the Board at that meeting, because all of the substantive requirements of the Board Meeting met the requirements of the Open Meetings Act;

WHEREAS, some Board members have nonetheless continued to raise questions about the propriety of the Board Meeting, along with some community members;

WHEREAS, Section 10 of the Open Meetings Act, MCL 15.270, expressly recognizes a Board's right to reenact any past decisions without being deemed to make any admission contrary to its interest, for the very purpose of finally resolving disputes regarding the propriety of a particular Board meeting or action taken at a Board meeting;

WHEREAS, the Board wishes to put any question of the propriety of the Board's Special Meeting on February 27, 2023, and the actions taken at that meeting behind the District once and for all;

THEREFORE, BE IT RESOLVED:

That the Board hereby reenacts all of the decisions made by the Board at its Special Meeting at 5:30 p.m. on February 27, 2023, without in any way adversely impacting the validity of the decisions

made by the Board at such meeting, or otherwise being deemed to make any admission contrary to the Board's interest.

Discussion

Roll Call Vote

Ayes: Members Baldwin, Rice, Rattee, Nagy

Nays: Members none

Resolution declared adopted.

Motion made by Baldwin, supported by Rattee to move to closed session 8(c) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

Discussion

Roll Call Vote

Yeas: Baldwin, Rattee, Rice, Nagy

Nays:

Motion carried.

Moved to closed session 5:14pm.

Meeting called back to order at 5:30 pm.

PUBLIC COMMENT – None

BOARD MEMBER AND ADMINISTRATION COMMENTS

ADJOURNMENT

Moved and supported that the meeting be adjourned at 5:31pm.

Unanimous Approval



SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MI

Agenda
Regular Meeting
May 22, 2023 5:30 PM

CALL TO ORDER

I will now call the regular meeting of the Hazel Park Board of Education to order on this, May 22, 2023 is called to order at 5:31 pm.

ROLL CALL

Members Present: Baldwin, Fortress, Hinton, Laframboise, Rattee, Rice, Nagy

Members Absent:

Others Present: Kruppe, Zirnis, Dulmage, Pleiness, Postell, Wilkins

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (ACTION ITEM)

Moved by Baldwin, supported by Rattee that the Board of Education approve the agenda as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

SPECIAL ORDER OF BUSINESS

A. Robotics Team

Mr & Mrs. Gubow along with a student, Kaiya Cook, shared highlights from The Robodrakens season along with a demonstration of the robot.

B. Retirements

The Board of Education along with Superintendent Kruppe recognized the retiring staff of the 2022-23 school year.

C. Years of Service Recognition

The Board of Education along with Superintendent Kruppe recognized the years of service for staff of the 2022-23 school year.

D. PBIS Presentation

Dr Papasian-Broadwell shared with the Board of Education what PBIS is and the other programs we are using to help our students in managing their emotions and behaviors.

E. Edison Presentation

Dr Krause introduced Ms. Byerly and Ms. Evans as they shared highlights from the Edison center program and how it helps our students to become successful after they leave the program.

PUBLIC COMMENT

CONSENT AGENDA (ACTION ITEM)

Moved by Baldwin, supported by Rattee that the Board of Education approve the consent agenda as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

UNFINISHED BUSINESS

A. Policy (2nd Reading) (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the policies, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

NEW BUSINESS

A. Additional Early On Teachers (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the hiring of two additional birth to three teachers, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

B. Teacher Consultant - Elementary (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the addition of an elementary level teacher consultant for the 2023-2024 school year, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

C. Drama Interns (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the continuation of the Drama Department Internship and to add one additional intern through the summer and the 2023/24 school year, as presented.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

D. High School Drama Theatre Circuit (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the Drama Department request for a High School Theatre Circuit at a cost not to exceed \$640 per semester, as presented.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

E. 2023-24 Drama Department Summer Clean up (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the Drama Department request for summer clean up, as presented.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

F. 2023-24 Drama New Course Advanced Theatre & Video (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the new course for the Drama Department at a cost not to exceed \$15,000, as presented, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

G. National Gun Awareness Day (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the resolution for Gun Violence Awareness Day, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

H. Freedom of Information Act (Informational Item)

I. Student Discipline (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approves the expulsion of student 2023-004, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

J. 2023-24 Handbooks (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approves the 2023-24 Handbooks, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

K. Administrative Assistant to the Assistant Superintendent of Teaching and Learning (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the new Administrative Assistant to the Assistant Superintendent of Teaching and Learning with an additional cost not to exceed \$19,000, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

L. Administrative Contracts (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the Unaffiliated Contracts, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

M. Non-Certified Staffing (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the Non-Certified Staffing, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

N. Non-Union Staff (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the Non-Union Contract, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

71

Motion carried.

O. Secretarial Group (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the above changes for the secretarial group, as presented.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

P. Additional Maintenance Intern (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the additional maintenance intern position for the summer season June 13th - August 25th.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

Q. High School Bleacher (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the High School Bleachers to not exceed \$242,115.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

R. Jardon Doors (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the project for design and bidding with final approval after bidding returning to the Board for final approval.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

S. Ford Office Update (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the addition of two doors not to exceed \$20,000.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

72

Motion carried.

T. Policy (1st Reading) (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the policies, as written.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

U. Superintendent Pay Increase (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the 4% pay increase for the superintendent, as presented.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

V. Superintendent Contract Extension (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the two year extension of the Superintendent contract, moving the term date to June 30, 2028.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

W. Superintendent's Celebratory Supper & Show (Action Item)

Moved by Baldwin, supported by Rattee that the Board of Education approve the bussing and funding per-student per-show for tickets and dinner costs, as presented.

Discussion

Roll Call Vote

Yeas Nagy, Rattee, Rice, Baldwin

Nays:

Abstain: Fortress, Hinton, Laframboise

Motion carried.

SUPERINTENDENT REPORT

A. LEO Report

B. Fundraisers

C. Enrollment

REQUESTS FOR FUTURE AGENDA ITEMS

CALENDAR DATES

PUBLIC COMMENT

BOARD MEMBER AND ADMINISTRATION COMMENTS

- Debbie -** *I have been asking for the attorney's bills and did not receive them. We are the client and I should have access to see these bills.*
- Monica -** *Thank you to the Robotics team, that's awesome and I hope your fundraiser goes well! Our Junior High Rep, my daughter Madison wanted me to say they love the new air purifiers but they were wondering if they could get another one for the Junior High Band room to move around all the air from the kids playing their instruments! She was also super excited that Bosco sticks are back! Also, it's frustrating coming here and taking away from my family, missing my daughters last softball game, when we don't work as a team. I love being on the board but I get emotional about it sometimes. And a shout out to the Richardsons for letting the Junior High Girls practice with the high school softball team. It was great and they all really enjoyed it.*
- Bev -** *I would like to comment back to what Debbie said, other boards have received breakdowns With all of the receipts. I haven't been able to make it to any of the concerts and field trips but Mr. Pleiness keeps me up to date! He's great and a shout out to Janice Howard for the play at the Junior High. What a great thing she did for our kids! She paid for costumes and things out of her own pocket and I believe it should be recognized so thank you! I need to apologize for speaking inappropriately at the last board meeting. I asked for a meeting to apologize, it was unacceptable and uncalled for. They are very qualified and equipped to do their jobs.*
- Melissa -** *It's good to see the success of students and I appreciate all the retirees and everyone's years of service. You can see the kids are feeling great about themselves. Kai did a great job speaking! Its hard to get up there and do that, great job to her! I hope the fundraiser goes well, I will be asking at my work and anyone who can think of a way to help, please do! Thank you to everyone for being here.*
- Dawn -** *I like to thank everyone for being here and their hard work! I agree with Monica, it is difficult to sit here while some aren't working. That's not what we teach our kids to do.*
- Heidi -** *Agreed, the atmosphere is awful. When Ed was here he mentioned doubling the donation for Youth Assistance. Does the school donate? I feel like we should double our donation too because they do good things for kids.*
- Dr Kruppe -** *Melissa McDonald, one of our EL teachers has been selected as a NEH Summer Scholar from a national applicant pool to attend one of 35 summer seminars and institutes supported by the National Endowment for the Humanities (NEH). The Endowment is a federal agency that, each summer, supports these enrichment opportunities at colleges, universities, and cultural institutions, so that teachers can study with experts in*

humanities disciplines. This two week program will take place from July 16th to July 30th. Melissa was one of only 24 teachers selected for this fantastic opportunity. While attending, Melissa will attend 35 seminars and institutes covering a wide range of topics such as: Music, History, and Culture of the Mississippi Delta, Holocaust and Genocide Education, Migrant Waves in the Making of America, Rethreading the Needle of the Native American History Narrative of the American Bison. The Summer Scholars who participate in the UTEP NEH Summer Institute will teach almost 4,000 American students the following 2023–2024 academic year.

Rick - *I hope that we can get everyone on board to work together. Have a good night everyone.*

ADJOURNMENT 7:24 pm



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5443
www.hazelparkschools.org

**The School District of the City of Hazel Park Schools
Board Committee Meeting
Personnel Committee
June 12, 2023
2:00 PM**

Board Members Present: Melissa Baldwin, Dawn Rice, Rick Nagy
Board Members Absent:
Administrators Present: Dr. Amy Kruppe, Superintendent
Kristy Cales, Director of Human Resources

Meeting Start Time: **2:02 pm**

Agenda

A. AFSCME Contact

Ms. Cales shared information on the tentative agreement for the AFSCME union.

B. Administrator Contract

Ms. Cales shared information on the tentative agreement for the HPASA union.

C. Paraprofessional Contract

Ms. Cales shared information on the tentative agreement for the HPPA union.

D. Secretarial Group

Ms. Cales shared information on the correction for the pay scale for the secretarial group.

E. Football Coach

Meeting End Time: **2:36 pm**

Minutes submitted by Jamie Buczko, Administrative Assistant





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

**The School District of the City of Hazel Park Schools
Board Committee Meeting
Policy Committee
June 12, 2023
3:00 PM**

Board Members Present: Beverly Hinton, Melissa Baldwin, Dawn Rice
Board Members Absent: none
Administrators Present: Dr. Amy Kruppe, Superintendent
Kristy Cales, Director of Human Resources

Meeting Start Time: **3:02pm**

Agenda

A. Gun Safes

Dr Kruppe spoke about the safety of Gun Safes and the committee suggested for this to be moved to the safety workshop in August.

B. New Services

Dr Kruppe shared information on Clark Hill policies and administrative guidelines. The committee suggested putting this on the agenda for August for the board to Review.

C. Board Protocol

The committee reviewed the board protocols and suggested putting them on the agenda for June for a first read.

Meeting End Time: **3:50pm**

Minutes submitted by Jamie Buczko, Administrative Assistant



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

**The School District of the City of Hazel Park Schools
Board Committee Meeting
Finance Committee
June 19, 2023
4:00 PM**

Board Members Present: Monica Rattee, Debbie LaFromboise, Heidi Fortress
Board Members Absent: none
Administrators Present: Dr. Amy Kruppe, Superintendent
Jason Zirniss, Assistant Superintendent of Business and Operations

Meeting start time - **4:02 pm**

Public Comment: None

1) Budget

Mr Zirniss gave an update on the final budget.

2) Phone System

We are requesting to update our phones to a VoIP phone system. The committee agreed to move the item forward to the board.

3) Powerschool

We are requesting a move from MiStar over to Powerschool. The committee agreed to move the item forward to the board.

4) Secondary Curriculum Renewals

We are requesting the approval to renew science and math curriculums at the secondary level. The committee agreed to move the items forward.

5) Preschool and Toddler Rooms

We are requesting the approval to furnish an Under 3 years old classroom at Webster for the 23/24 school year. The committee agreed to move the item forward.

6) Check Register

Questions were reviewed and answered.

Meeting end time - **5:21 pm**

Minutes submitted by Jamie Buczko, Administrative Assistant





Ford Administration
Matthew Miller, Business Office Manager
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5213 | F: 248-544-5443
www.hazelparkschools.org

TO: The School District of the City of Hazel Park
Board of Education

FROM: Jason Zirniss
Assistant Superintendent, Business & Operations

RE: Treasurer's Report May, 2023

DATE: June 14, 2023

Attached is the check register (including current period voids), a listing of ACH debits, wire transfers, and P-Card purchases made during the period

GENERAL FUND (11)		1,438,811.14	
	<i>Total - General Fund</i>	<u>\$ 1,438,811.14</u>	
CENTER PROGRAM (22)		13,181.64	
COMMUNITY SERVICE (23)		197.88	
FOOD SERVICE FUND (25)		175,966.68	
COMMON DEBT (31-39)		0.00	
CAPITAL PROJECTS (41-49)		73,889.65	
	<i>Total - Special Revenue Funds</i>	<u>\$ 263,235.85</u>	
INTERNAL ACCOUNT FUNDS (29)		20,059.31	
	<i>Total - Other Funds</i>	<u>\$ 20,059.31</u>	
TOTAL CHECK DISBURSEMENTS		<u><u>\$ 1,722,106.30</u></u>	\$ 1,722,106.30
ACH DEBITS			1,932,292.74
PAYROLL			1,353,783.07
OUTGOING WIRE TRANSFERS			2,633,488.50
P-CARD PURCHASES			81,979.99
			<u>6,001,544.30</u>
TOTAL DISBURSEMENTS IN PERIOD			<u><u>\$ 7,723,650.60</u></u>

I certify that the disbursements listed on the attached check registers and listing of ACH debits, wire transfers, and P-Card purchases were payments made for obligations of The School District of the City of Hazel Park and that all materials or services listed on the invoices have been received or performed.

Jason Zirniss
Assistant Superintendent, Business & Operations

Monthly Summary of EFT's from HP Bank Accounts

May-23

<u>Date</u>	<u>Amount</u>	<u>Bank Acct Taken From</u>	<u>Reason</u>
5/2/2023	\$300.54	Gen Funds	Latchkey Fees
5/8/2023	\$6,225.16	Gen Funds	Health Equity Payment May 5th Payroll
5/19/2023	\$5,500.16	Gen Funds	Health Equity Payment May 19th Payroll
5/4/2023	\$19,493.43	Gen Funds	EduStaff Payment
5/18/2023	\$9,324.95	Gen Funds	EduStaff Payment
5/9/2023	\$22,849.60	Gen Funds	Penserv Payment May 5th Payroll
5/22/2023	\$23,026.48	Gen Funds	Penserv Payment May 19th Payroll
5/8/2023	\$34,396.99	Tax W/H	Payroll State Tax Withholding May 5th
5/19/2023	\$33,934.28	Tax W/H	Payroll State Tax Withholding May 19th
5/8/2023	\$224,754.20	Tax W/H	Payroll Federal Tax Withholding May 5th
5/19/2023	\$223,540.50	Tax W/H	Payroll Federal Tax Withholding May 19th
5/5/2023	\$361,665.68	Ret W/H	Payroll Retirement Withholding April 21st
5/18/2023	\$361,363.76	Ret W/H	Payroll Retirement Withholding May 5th
5/24/2023	\$605,917.01	UAAL	Payroll UAAL Payment May
<hr/>			
	\$1,932,292.74	Total ACH Debits	

<u>Date</u>	<u>Amount</u>	<u>Payroll</u>
5/5/2023	\$676,244.64	General Payroll on May 5th
5/22/2023	\$677,538.43	General Payroll on May 19th
<hr/>		
	\$1,353,783.07	Total Payroll

<u>Date</u>	<u>Amount</u>	<u>Wires</u>
5/23/2023	\$2,633,488.50	MVCA Wire State Aid
<hr/>		
	\$2,633,488.50	Total Wires

<u>Date</u>	<u>Amount</u>	<u>P-Card Purchases</u>
5/23/2023	\$81,979.99	General P-Card charges Huntington Bank
<hr/>		
	\$81,979.99	Total P-Card Purchases

Hazel Park Schools
Budget to Actual by St Revenue and St Function
As of 05/31/2023

St Revenue/Function	Description		Original Budget	1st Amended Budget	2nd Amended Budget	Encumbrance	Actual	Balance	Percent
Type: 4 Revenue									
St Revenue: 100	Revenue from Local Sources	Total:	5,693,389.00	5,761,569.00	5,704,514.00	0.00	4,837,598.83	855,790.17	84.97%
St Revenue: 300	Rev from State Sources	Total:	28,907,259.00	32,481,402.00	28,907,259.00	0.00	25,685,770.92	3,221,488.08	88.86%
St Revenue: 400	Rev from Federal Sources	Total:	7,653,087.00	4,668,228.00	7,553,087.00	0.00	1,302,736.35	6,350,350.65	17.02%
St Revenue: 500	Incoming Transfer/Oth Transact	Total:	2,430,209.40	2,501,280.00	2,430,209.40	0.00	1,682,616.00	747,593.40	69.24%
St Revenue: 600	Fund Modifications	Total:	1,819,040.00	2,039,797.00	1,619,040.36	0.00	0.00	1,819,040.00	0.00%
Type: 4	RevenueTotal:		46,502,984.40	47,452,276.00	46,214,109.76	0.00	33,508,722.10	12,994,262.30	72.06%
Type: 5 Expense									
St. Function:110	Basic Programs	Total:	20,081,570.00	19,906,278.00	19,723,089.00	145,294.32	17,465,327.70	2,616,242.30	86.97%
St. Function:120	Added Needs	Total:	9,091,790.00	9,469,621.00	8,625,893.00	30,095.17	8,597,236.05	494,553.95	94.56%
St. Function:210	Support Services-Pupil	Total:	3,373,023.00	3,242,329.00	2,945,113.00	5,193.10	3,193,702.51	179,320.49	94.68%
St. Function:220	Support Services-Inst Staff	Total:	2,286,192.00	3,356,491.00	2,435,416.00	124,688.59	3,343,272.95	(1,057,080.95)	146.24%
St. Function:230	Support Services-General Admin	Total:	727,389.00	788,039.00	733,326.00	12,700.00	805,976.76	(78,587.76)	110.80%
St. Function:240	Support Services-School Admin	Total:	2,093,556.00	2,028,550.00	2,085,235.00	2,134.74	1,840,941.26	252,614.74	87.93%
St. Function:250	Support Services-Business	Total:	720,526.00	839,654.00	729,720.00	0.00	811,189.77	(90,663.77)	112.58%
St. Function:260	Operations and Maintenance	Total:	5,459,796.00	4,544,457.00	5,340,085.00	99,558.98	4,698,150.55	761,645.45	86.05%
St. Function:270	Pupil Transportation Services	Total:	305,510.00	313,093.00	319,683.00	0.00	370,701.10	(65,191.10)	121.34%
St. Function:280	Support Services-Central	Total:	1,463,268.00	1,403,555.00	1,477,348.00	2,100.00	1,426,607.01	36,660.99	97.49%
St. Function:290	Support Services-Other	Total:	446,886.00	481,560.00	516,730.29	37,834.27	656,468.05	(209,582.05)	146.90%
St. Function:330	Community Activities	Total:	35,758.00	10,400.00	18,530.61	0.00	110,650.59	(74,892.59)	309.44%
St. Function:390	Other Community Services	Total:	300,000.00	329,827.00	212,222.86	537.04	173,543.14	126,456.86	57.85%
St. Function:440	Pymts to Other Govnmt	Total:	266,665.00	342,062.00	266,665.00	0.00	343,046.52	(76,381.52)	128.64%
St. Function:510	Debt Services - Long Term Only	Total:	33,000.00	33,000.00	33,000.00	0.00	33,000.00	0.00	100.00%
St. Function:600	Transfers Out	Total:	293,388.00	292,088.00	292,088.00	0.00	293,087.50	300.50	99.90%
Type: 5	ExpenseTotal:		46,978,317.00	47,381,004.00	45,754,144.76	460,136.21	44,162,901.46	2,815,415.54	94.01%
Grand Total:			-475,332.60	71,272.00	459,965.00		(10,654,179.36)	10,178,846.76	

Hazel Park Schools
Check Register by Fund
Check Date From 5/1/2023 TO 5/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
Fund: 110					
05/04/2023	EH 0000665	100600	A C BUILDERS HARDWARE INC		7,003.00
05/04/2023	EH 0000666	100550	AMAZON CAPITAL SERVICES INC	P2300286	1,170.00
05/04/2023	EH 0000667	100431	CLARK HILL PLC		6,992.50
05/04/2023	EH 0000668	100503	HEMPLE, CHARLES		40.00
05/04/2023	EH 0000669	100428	ROYAL ROOFING		1,120.00
05/04/2023	EH 0000670	100357	STAPLES BUSINESS ADVANTGE	P2300283	103.29
05/04/2023	HP 00502102	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		228.00
05/04/2023	HP 00502103	100347	BILLINGS LAWN EQUIPMENT		867.20
05/04/2023	HP 00502104	100322	CITY HAZEL PARK WATER		3,873.10
05/04/2023	HP 00502105	100309	CONSUMERS ENERGY		9,136.15
05/04/2023	HP 00502107	100313	DTE ENERGY		43,189.05
05/04/2023	HP 00502108	101132	ENTECH MEDICALL STAFFING		1,887.18
05/04/2023	HP 00502109	100446	FAR THERAPEUTIC & PERFORMING ARTS		360.00
05/04/2023	HP 00502110	100640	FIBER LINK INC		30,321.00
05/04/2023	HP 00502111	100899	GLEANERS COMMUNITY FOOD BANK OF SE		1,650.00
05/04/2023	HP 00502112	100593	INSTRUMENTALIST AWARDS LLC		160.00
05/04/2023	HP 00502113	101023	LANGUAGE LINE SERVICES INC..		211.73
05/04/2023	HP 00502115	100089	MCNAUGHTON-MCKAY ELECTRIC COMP		418.94
05/04/2023	HP 00502116	101166	MCTIGHE AND ASSOCIATES	P2300253	1,500.00
05/04/2023	HP 00502117	100589	MILLENNIUM BUSINESS SYSTEMS		64.06
05/04/2023	HP 00502118	100452	NORTHWEST POOLS INC		665.40
05/04/2023	HP 00502119	100380	OAKLAND SCHOOLS		605.06
05/04/2023	HP 00502120	100497	OTIS ELEVATOR		2,866.86
05/04/2023	HP 00502121	100337	PETERSON GLASS CO		2,320.96
05/04/2023	HP 00502122	101189	SMERIGAN, MARIE		7,400.00
05/04/2023	HP 00502123	100829	TEACHING STRATEGIES LLC	P2300280	1,781.25
05/04/2023	HP 00502124	101142	UNIVERSAL PLUMBING SUPPLY		67.16
05/04/2023	HP 00502125	100364	VIGILANTE SECURITY INC		260.00
05/04/2023	HP 00502126	100395	WEINGARTZ SUPPLY COMPANY		92.97
05/04/2023	HP 00502127	101229	WELL WOMAN L3C		900.00

82

User: MILLERM - Matthew Miller

Page

Current Date: 06/15/2023

Report: OSAP5009 - OSAP5009: Check Register by Fund

1

Current Time: 19:36:43

Selection:

OH_DTL.[oh_ck_dt] <= '05/31/2023' AND OH_DTL.[oh_ck_dt] >= '05/01/2023'

Hazel Park Schools
Check Register by Fund
Check Date From 5/1/2023 TO 5/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
05/08/2023	EH 00000671	100600	A C BUILDERS HARDWARE INC		31.80
05/08/2023	EH 00000672	100550	AMAZON CAPITAL SERVICES INC		583.55
05/08/2023	EH 00000673	100137	BISON PLUMBING INC		840.00
05/08/2023	EH 00000674	100409	FRONTLINE EDUCATION		500.00
05/08/2023	EH 00000675	100574	INSTITUTE FOR EXCELLENCE IN ED		1,500.00
05/08/2023	EH 00000676	100430	JG POLY SALES		319.84
05/08/2023	EH 00000677	100520	PEDIATRIC HEALTH CONSULTANTS INC		3,030.00
05/08/2023	EH 00000678	100357	STAPLES BUSINESS ADVANTGE	P2300283	129.57
05/08/2023	HP 00502128	100458	ACE TRANSPORTATION		12,595.50
05/08/2023	HP 00502129	101169	ASSET ACCEPTANCE LLC		205.83
05/08/2023	HP 00502130	100354	AUTO ZONE		183.17
05/08/2023	HP 00502131	100317	BATTERY WAREHOUSE CO		30.00
05/08/2023	HP 00502132	100347	BILLINGS LAWN EQUIPMENT		134.87
05/08/2023	HP 00502133	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
05/08/2023	HP 00502134	100985	CLIA LABORATORY		180.00
05/08/2023	HP 00502135	100443	CTS COMPANIES		207.00
05/08/2023	HP 00502136	100609	DAVID RUSKIN		556.58
05/08/2023	HP 00502138	101132	ENTECH MEDICALL STAFFING		2,617.25
05/08/2023	HP 00502139	100640	FIBER LINK INC		417.75
05/08/2023	HP 00502140	100455	GRAINGER		72.39
05/08/2023	HP 00502141	100404	HASTINGS AUTO PARTS		8.98
05/08/2023	HP 00502143	100159	MICHIGAN ASSOC OF SCHOOL BOARD		852.06
05/08/2023	HP 00502144	100387	MISDU		1,922.63
05/08/2023	HP 00502145	101049	NATIONAL TIME & SIGNAL		368.60
05/08/2023	HP 00502146	101236	POINTE LIQUOR		416.54
05/08/2023	HP 00502148	101182	ULINE		5,755.58
05/09/2023	EH 00000679	100550	AMAZON CAPITAL SERVICES INC	P2300290	461.94
05/09/2023	HP 00502149	100309	CONSUMERS ENERGY		8,490.27
05/09/2023	HP 00502150	100313	DTE ENERGY		8,213.44
05/09/2023	HP 00502151	101233	NCS PEARSON INC	P2300293	3,549.00
05/12/2023	EH 00000680	100600	A C BUILDERS HARDWARE INC		1,332.00

83

User: MILLERM - Matthew Miller

Page

Current Date: 06/15/2023

Report: OSAP5009 - OSAP5009: Check Register by Fund

2

Current Time: 19:36:43

Selection:

OH_DTL.[oh_ck_dt] <= '05/31/2023' AND OH_DTL.[oh_ck_dt] >= '05/01/2023'

Hazel Park Schools
Check Register by Fund
Check Date From 5/1/2023 TO 5/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
05/12/2023	EH 0000681	100351	AIRGAS GREAT LAKES		928.27
05/12/2023	EH 0000682	100550	AMAZON CAPITAL SERVICES INC		1,715.01
05/12/2023	EH 0000684	100137	BISON PLUMBING INC		460.00
05/12/2023	EH 0000686	100319	G N E PAINT & SUPPLY		265.27
05/12/2023	EH 0000687	100503	HEMPLE, CHARLES		200.00
05/12/2023	EH 0000688	100430	JG POLY SALES		666.35
05/12/2023	EH 0000689	100745	KSS ENTERPRISES		5,399.54
05/12/2023	EH 0000690	100397	SCHOOL SPECIALTY	P2300288	116.76
05/12/2023	EH 0000691	100548	SEG SELF INSURERS WORKERS DISABILITY		10,290.00
05/12/2023	HP 00502152	100180	ALLEN ENTERTAINMENT LLC		600.00
05/12/2023	HP 00502155	100348	Bildon Parts and Services		64.20
05/12/2023	HP 00502156	100038	DELTA NETWORK SERVICES LLC		50,663.25
05/12/2023	HP 00502157	101132	ENTECH MEDICALL STAFFING		2,176.46
05/12/2023	HP 00502158	100498	FERRELLGAS		771.89
05/12/2023	HP 00502159	100217	GIANT PLUMBING & HEATING SUPPLY		73.25
05/12/2023	HP 00502160	100455	GRAINGER		44.11
05/12/2023	HP 00502161	100404	HASTINGS AUTO PARTS		74.90
05/12/2023	HP 00502162	100079	INTEGRITY TESTING & SAFETY ADM		124.00
05/12/2023	HP 00502164	100043	MECHANICAL SYSTEMS SERVICES		1,449.00
05/12/2023	HP 00502165	100202	ORKIN LLC		148.99
05/12/2023	HP 00502166	100058	PHOENIX STONE COMPANY		1,172.00
05/12/2023	HP 00502167	100585	PITNEY BOWES		66.39
05/12/2023	HP 00502169	101076	STONEY CREEK METROPARK		975.00
05/12/2023	HP 00502171	100395	WEINGARTZ SUPPLY COMPANY		219.97
05/22/2023	EH 0000693	100045	A & I ENTERPRISES		222,764.66
05/22/2023	EH 0000694	100600	A C BUILDERS HARDWARE INC		1,200.00
05/22/2023	EH 0000695	100439	AERO FILTER INC		1,762.10
05/22/2023	EH 0000696	100351	AIRGAS GREAT LAKES		89.96
05/22/2023	EH 0000697	100550	AMAZON CAPITAL SERVICES INC		1,433.96
05/22/2023	EH 0000699	100292	INVEST CENTERS LLC		183,008.97
05/22/2023	EH 0000700	100430	JG POLY SALES		77.70

84

User: MILLERM - Matthew Miller

Page

Current Date: 06/15/2023

Report: OSAP5009 - OSAP5009: Check Register by Fund

3

Current Time: 19:36:43

Selection:

OH_DTL.[oh_ck_dt] <= '05/31/2023' AND OH_DTL.[oh_ck_dt] >= '05/01/2023'

Hazel Park Schools
Check Register by Fund
Check Date From 5/1/2023 TO 5/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
05/22/2023	EH 00000701	100021	PEARSON CLINICAL ASSESSMENT		3,549.00
05/22/2023	EH 00000702	100520	PEDIATRIC HEALTH CONSULTANTS INC		3,790.38
05/22/2023	EH 00000703	100797	SCHOOL OUTFITTERS LLC		2,576.80
05/22/2023	HP 00502173	101162	ALRO STEEL CORPORATION		252.34
05/22/2023	HP 00502174	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		359.00
05/22/2023	HP 00502175	101169	ASSET ACCEPTANCE LLC		124.85
05/22/2023	HP 00502176	100347	BILLINGS LAWN EQUIPMENT		387.12
05/22/2023	HP 00502177	100067	BRIGHTLY SOFTWARE INC		7,613.67
05/22/2023	HP 00502178	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
05/22/2023	HP 00502179	100321	CITY OF HAZEL PARK		2,176.40
05/22/2023	HP 00502180	100888	CONSTELLATION		12,921.30
05/22/2023	HP 00502181	100309	CONSUMERS ENERGY		3,006.58
05/22/2023	HP 00502182	100438	CONTRACTORS CLOTHING COMPANY		128.70
05/22/2023	HP 00502183	100609	DAVID RUSKIN		556.58
05/22/2023	HP 00502184	100031	DEAF COMMUNITY ADVOCACY NETWOR		132.15
05/22/2023	HP 00502185	100185	DETROIT NATIVE SUN NEWSPAPER GROUP		200.00
05/22/2023	HP 00502187	100313	DTE ENERGY		47,449.46
05/22/2023	HP 00502188	101132	ENTECH MEDICALL STAFFING		5,041.67
05/22/2023	HP 00502189	100279	FERNDALE FRIENDS		725.00
05/22/2023	HP 00502190	100640	FIBER LINK INC		181.50
05/22/2023	HP 00502191	101234	GEORGE GUSSES CO. LPA		519.28
05/22/2023	HP 00502192	100217	GIANT PLUMBING & HEATING SUPPLY		42.12
05/22/2023	HP 00502193	100488	HOME DEPOT CREDIT SERVICES		1,623.88
05/22/2023	HP 00502194	101224	HOPSKIPDRIVE INC		21,860.46
05/22/2023	HP 00502196	100868	KS VENTURES INC		905.92
05/22/2023	HP 00502197	100159	MICHIGAN ASSOC OF SCHOOL BOARD		871.20
05/22/2023	HP 00502198	100327	MICHIGAN EDUCATION SPECIAL		1,901.24
05/22/2023	HP 00502199	100352	MICHIGAN SCHOOL BAND DISTRICT XVI		375.00
05/22/2023	HP 00502200	100387	MISDU		1,899.96
05/22/2023	HP 00502201	100337	PETERSON GLASS CO		1,011.12
05/22/2023	HP 00502202	100468	PROGRESSIVE PLUMBING SUPPLY		447.61

85

User: MILLERM - Matthew Miller

Page

Current Date: 06/15/2023

Report: OSAP5009 - OSAP5009: Check Register by Fund

4

Current Time: 19:36:43

Selection:

OH_DTL.[oh_ck_dt] <= '05/31/2023' AND OH_DTL.[oh_ck_dt] >= '05/01/2023'

Hazel Park Schools
Check Register by Fund
Check Date From 5/1/2023 TO 5/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
05/22/2023	HP 00502204	100749	SONITROL GREAT LAKES		405.00
05/22/2023	HP 00502206	101232	TEACHER CREATED MATERIALS INC.	P2300292	1,512.00
05/22/2023	HP 00502208	101182	ULINE		5,418.55
05/25/2023	EH 00000704	100600	A C BUILDERS HARDWARE INC		800.00
05/25/2023	EH 00000705	100439	AERO FILTER INC		8,733.70
05/25/2023	EH 00000706	100550	AMAZON CAPITAL SERVICES INC	P2300296	514.71
05/25/2023	EH 00000707	100495	C G NEWSPAPERS		3,940.00
05/25/2023	EH 00000708	100431	CLARK HILL PLC		6,480.00
05/25/2023	EH 00000709	100292	INVEST CENTERS LLC		48,631.16
05/25/2023	EH 00000710	100430	JG POLY SALES		361.75
05/25/2023	EH 00000711	100397	SCHOOL SPECIALTY	P2300271	385.31
05/25/2023	HP 00502209	100523	BLICK ART MATERIALS		1,144.17
05/25/2023	HP 00502210	100735	BURKES SPORT HAVEN		696.00
05/25/2023	HP 00502211	100321	CITY OF HAZEL PARK		13,886.28
05/25/2023	HP 00502212	100309	CONSUMERS ENERGY		512.58
05/25/2023	HP 00502213	100891	DAKOTA HIGH SCHOOL		250.00
05/25/2023	HP 00502214	100533	DRAMATIC GRAPHICS		2,196.00
05/25/2023	HP 00502215	100313	DTE ENERGY		25,947.03
05/25/2023	HP 00502217	100393	KILBURNS EQUIPMENT RENTALINC		73.90
05/25/2023	HP 00502218	100433	LAKESHORE LEARNING MATERIALS	P2300287	579.00
05/25/2023	HP 00502219	101065	LK DESIGNS		1,040.00
05/25/2023	HP 00502220	100043	MECHANICAL SYSTEMS SERVICES		1,529.80
05/25/2023	HP 00502221	100327	MICHIGAN EDUCATION SPECIAL		497,607.08
05/25/2023	HP 00502222	100589	MILLENNIUM BUSINESS SYSTEMS		3,004.87
05/25/2023	HP 00502223	100170	NAGY, RONALD		75.00
05/25/2023	HP 00502225	101238	OVERHEAD DOOR WEST COMMERCIAL INC		377.00
05/25/2023	HP 00502226	101103	S&A CONCRETE CONSTRUCTION INC		17,000.00
05/25/2023	HP 00502227	100068	TURF TENDERS LANDSCAPING & FERALIZER		477.00
				Fund 110 Total:	1,438,811.14
Fund: 220					
05/04/2023	EH 00000666	100550	AMAZON CAPITAL SERVICES INC		355.29

86

User: MILLERM - Matthew Miller

Page

Current Date: 06/15/2023

Report: OSAP5009 - OSAP5009: Check Register by Fund

5

Current Time: 19:36:43

Selection:

OH_DTL.[oh_ck_dt] <= '05/31/2023' AND OH_DTL.[oh_ck_dt] >= '05/01/2023'

Hazel Park Schools
Check Register by Fund
Check Date From 5/1/2023 TO 5/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
05/08/2023	EH 0000672	100550	AMAZON CAPITAL SERVICES INC		225.14
05/08/2023	EH 0000677	100520	PEDIATRIC HEALTH CONSULTANTS INC		2,074.00
05/08/2023	HP 00502147	100515	STAFF CONNECTIONS LLC		5,356.00
05/22/2023	EH 0000702	100520	PEDIATRIC HEALTH CONSULTANTS INC		90.00
05/22/2023	HP 00502205	100515	STAFF CONNECTIONS LLC		4,464.00
05/25/2023	HP 00502222	100589	MILLENNIUM BUSINESS SYSTEMS		617.21
				Fund 220 Total:	13,181.64
Fund: 230					
05/08/2023	EH 0000672	100550	AMAZON CAPITAL SERVICES INC		197.88
				Fund 230 Total:	197.88
Fund: 250					
05/04/2023	HP 00502106	100361	DOWNRIVER REFRIGERATION SUPPLY		275.83
05/08/2023	HP 00502137	100361	DOWNRIVER REFRIGERATION SUPPLY		744.08
05/12/2023	HP 00502168	100954	RITEWAY SERVICE INC		801.99
05/12/2023	HP 00502170	101237	TOWN CENTER INC		395.00
05/22/2023	EH 0000698	100118	CHARTWELLS DINING SERVICES		169,711.07
05/22/2023	HP 00502186	100361	DOWNRIVER REFRIGERATION SUPPLY		2,652.00
05/22/2023	HP 00502203	100954	RITEWAY SERVICE INC		1,280.49
05/25/2023	HP 00502222	100589	MILLENNIUM BUSINESS SYSTEMS		106.22
				Fund 250 Total:	175,966.68
Fund: 290					
05/04/2023	HP 00502114	101231	LITTLE CAESARS FUNDRAISING		5,678.00
05/08/2023	HP 00502142	100323	JOSTENS INC		1,170.24
05/12/2023	HP 00502153	101178	BARRISTER GARDEN		7,670.22
05/22/2023	HP 00502172	100180	ALLEN ENTERTAINMENT LLC		600.00
05/22/2023	HP 00502195	100323	JOSTENS INC		1,039.27
05/22/2023	HP 00502207	100563	THE LITTLE CREATURES		900.00
05/25/2023	HP 00502216	100323	JOSTENS INC		2,521.58
05/25/2023	HP 00502219	101065	LK DESIGNS		480.00
				Fund 290 Total:	20,059.31
Fund: 420					
05/12/2023	EH 0000683	100201	BARUZZINI CONTRACTING LLC		3,070.63

87

Hazel Park Schools
Check Register by Fund
Check Date From 5/1/2023 TO 5/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
05/12/2023	EH 00000685	100495	C G NEWSPAPERS		3,940.00
05/12/2023	EH 00000692	100087	TMP ARCHITECTURE INC		191.25
05/12/2023	HP 00502154	101096	BERNCO INC		15,487.77
05/12/2023	HP 00502163	100830	INTERACTIVE ENERGY GROUP LLC		50,000.00
05/25/2023	HP 00502224	100461	NOVA ENVIRONMENTAL INC		1,200.00
				Fund 420 Total:	73,889.65
				Grand Total:	1,722,106.30

88

End of Report

Huntington Bank
Commercial Card Summary (P-Card)
For Month Ending - May 2023

<u>Date of Trans</u>	<u>Card Holder</u>	<u>Vendor</u>	<u>Amount</u>
05/31/2023	LINDA YATES	IN *THE TRAP YOGA AND	1,200.00
05/31/2023	GREG RICHARDSON	TONYS ACE HDWE	7.59
05/31/2023	AMY KRUPPE	YANKEE REBEL TAVERN	53.69
05/31/2023	LINDA YATES	KROGER #447	50.00
05/31/2023	MEGAN PAPASIAN-BROADWELL	IN *ASSOCIATION OF ADM	1,797.00
05/31/2023	LINDA YATES	IN *THE TRAP YOGA AND	1,200.00
05/31/2023	MEGAN PAPASIAN-BROADWELL	AWL *PEARSON EDUCATION	3.50
05/31/2023	JASON ZIRNIS	N AMERICA RESCUE PRODU	15,369.00
05/31/2023	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*ML93G8NE3	18.26
05/31/2023	CORRI NASTASI	WM SUPERCENTER #3487	168.00
05/31/2023	GREG RICHARDSON	TONYS ACE HDWE	33.21
05/31/2023	CORRI NASTASI	WAL-MART #3487	32.88
05/31/2023	CORRI NASTASI	SAHOURIYEH, INC.	25.56
05/31/2023	LINDA YATES	IN *THE TRAP YOGA AND	1,200.00
05/31/2023	CORRI NASTASI	LAMINATOR.COM	140.46
05/31/2023	DEBRA DIMAS	SQ *ICECREAMCART	230.00
05/31/2023	CORRI NASTASI	FIVE BELOW 537	777.70
05/31/2023	CARLA BEACH	EDDIES PIZZA	165.00
05/30/2023	AMY KRUPPE	TST* GREAT TURTLE BREW	101.76
05/30/2023	HEIDI KUNZ	AMZN MKTP US*IF4G65GS3	141.67
05/29/2023	ACCOUNTS PAYABLE	CLEAR RATE COMMUNICATI	2,007.71
05/28/2023	CORRI NASTASI	AMZN MKTP US*5M6M07HI3	20.99
05/28/2023	DEBRA DIMAS	MEIJER # 222	118.83
05/28/2023	GINA BREW	SULLIVANS FLEET SERVIC	6,286.08
05/28/2023	CORRI NASTASI	GUEST RELATIONS	165.00
05/28/2023	GINA BREW	KIMBALL MIDWEST PAYEEZ	314.55
05/28/2023	CORRI NASTASI	AMZN MKTP US*7Z6R55KG3	13.98
05/28/2023	HEIDI KUNZ	SQ *JOSTENS	117.95
05/28/2023	ACCOUNTS PAYABLE	A AND G CENTRAL MUSIC	20.00
05/28/2023	ACCOUNTS PAYABLE	A AND G CENTRAL MUSIC	137.05
05/28/2023	TECHNOLOGY HP	APPLE.COM/US	(5.94)
05/28/2023	HEIDI KUNZ	AMZN MKTP US*8F2NA0133	174.08
05/28/2023	GREG RICHARDSON	TONYS ACE HDWE	27.54
05/28/2023	KARLA GRAESSLEY	BIG LOTS STORES - #011	659.34
05/26/2023	CORRI NASTASI	OTC BRANDS INC	112.90
05/26/2023	DEBRA DIMAS	WAL-MART #4424	79.48
05/26/2023	GREG RICHARDSON	TONYS ACE HDWE	40.75
05/26/2023	CORRI NASTASI	AMZN MKTP US*1D9B67R03	33.92
05/26/2023	THOMAS OESTRIKE	AMZN MKTP US*H70819NE3	246.97
05/26/2023	HEIDI KUNZ	SAMS CLUB #6659	93.46
05/26/2023	THOMAS OESTRIKE	AMZN MKTP US*VS3DS4OJ3	189.74
05/26/2023	THOMAS OESTRIKE	EDDIES PIZZA	64.00
05/26/2023	DEBRA DIMAS	TST* NEW YORK BAGEL -	129.70
05/26/2023	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*TL3864NO3	38.58
05/26/2023	TECHNOLOGY HP	MICRO CENTER #055-RETA	224.90
05/26/2023	TECHNOLOGY HP	ALOHI * FAXPLUS	199.79
05/25/2023	CORRI NASTASI	KROGER #759	99.83
05/25/2023	DEBRA DIMAS	WALMART.COM 8009666546	606.32
05/25/2023	CORRI NASTASI	AMZN MKTP US*036RR80N3	255.88
05/25/2023	THOMAS OESTRIKE	MIHSSCA	50.00
05/25/2023	CORRI NASTASI	KRISPY KREME 0333	16.95
05/25/2023	GREG RICHARDSON	TONYS ACE HDWE	11.38
05/25/2023	HEIDI KUNZ	SAMS CLUB #6659	25.16
05/25/2023	LINDA YATES	KROGER #602	50.00
05/25/2023	TECHNOLOGY HP	PROCAM RENTALS	2,708.72

05/25/2023	TAMMY SCHOLZ	AMZN MKTP US*6I1GS9QY3	81.67
05/25/2023	JOAN RYBINSKI	KROGER #447	127.68
05/25/2023	THOMAS OESTRIKE	MIHSSCA	50.00
05/24/2023	CORRI NASTASI	WM SUPERCENTER #3487	36.66
05/24/2023	TAMMY SCHOLZ	STAX *QUICK MADE TR	337.50
05/24/2023	THOMAS OESTRIKE	J.W. PEPPER	197.99
05/24/2023	THOMAS OESTRIKE	P28 RDG OAKLAND CO. PA	60.00
05/24/2023	CORRI NASTASI	WM SUPERCENTER #3487	54.80
05/24/2023	CORRI NASTASI	AMZN MKTP US*X67AC33R3	14.48
05/24/2023	CORRI NASTASI	AMZN MKTP US*VJ9EZ8AH3	77.12
05/24/2023	DEBRA DIMAS	AMZN MKTP US*FF3CE14L3	46.93
05/24/2023	DEBRA DIMAS	LEARNING GIZMO S INC	17.37
05/24/2023	HEIDI KUNZ	MEIJER # 222	7.54
05/24/2023	JAMIE BUCZKO	A 1 FINGERPRINT	75.00
05/24/2023	LINDA YATES	LAKESHORE LEARNING MAT	323.97
05/24/2023	DEBRA DIMAS	AMZN MKTP US*1P9383LE3	101.94
05/24/2023	JAMIE BUCZKO	A 1 FINGERPRINT	75.00
05/24/2023	CARLA BEACH	AMAZON.COM*VU7HX0BR3 A	27.66
05/24/2023	GREG RICHARDSON	TONYS ACE HDWE	125.38
05/24/2023	TECHNOLOGY HP	THE ATS STORE LLC RP	16.05
05/24/2023	TAMMY SCHOLZ	SUMMERCAMP	499.00
05/24/2023	KARLA GRAESSLEY	JIMMY JOHNS - 2213 - E	90.78
05/24/2023	JAMIE BUCZKO	MEIJER # 222	68.43
05/24/2023	KIMBERLY HART	AMZN MKTP US*X99SM40R3	308.41
05/24/2023	HEIDI KUNZ	SHUTTERFLY, INC.	278.05
05/24/2023	CORRI NASTASI	TST* NEW YORK BAGEL -	129.70
05/23/2023	DEBRA DIMAS	AMZN MKTP US*DQ1B71UI3	11.99
05/23/2023	JAMIE BUCZKO	A 1 FINGERPRINT	75.00
05/23/2023	KIMBERLY HART	AMZN MKTP US*0P8RU24Z3	6.43
05/23/2023	JAMIE BUCZKO	DOLLAR TREE	15.83
05/23/2023	LINDA YATES	PROJECT LEAD THE WAY,	950.00
05/23/2023	CORRI NASTASI	JIFFYSHIRTS.COM US L.P	116.79
05/23/2023	GREG RICHARDSON	TONYS ACE HDWE	17.44
05/23/2023	KIMBERLY HART	AMZN MKTP US*AJ1SR3HH3	23.29
05/23/2023	KIMBERLY HART	AMZN MKTP US*AD9UF3HD3	9.53
05/22/2023	BRADLEY WILKINS	ONE SOURCE TOOL SUPPLY	12,707.33
05/21/2023	LINDA YATES	REFUND	(994.25)
05/21/2023	GREG RICHARDSON	TONYS ACE HDWE	55.65
05/21/2023	LINDA YATES	SCHOLASTIC EDUCATION	25.00
05/21/2023	SHEILA OKANE	LITTLE CAESARS #174	59.90
05/21/2023	DEBRA DIMAS	AMZN MKTP US*DF3ER20S3	63.94
05/21/2023	DEBRA DIMAS	AMZN MKTP US*OT23F5W53	98.68
05/21/2023	BRADLEY WILKINS	SCREENCASTIFY UNLIMITE	435.00
05/21/2023	CORRI NASTASI	AMZN MKTP US*CY2036JA3	9.99
05/21/2023	DEBRA DIMAS	AMZN MKTP US*9Y5GU9CD3	18.99
05/21/2023	JOAN RYBINSKI	SP DIANE ALBER	103.36
05/21/2023	DEBRA DIMAS	AMZN MKTP US*CO16K4D63	68.43
05/21/2023	JAMIE BUCZKO	BARNES & NOBLE #2923	431.20
05/21/2023	TAMMY SCHOLZ	SUMMERCAMP	499.00
05/21/2023	TAMMY SCHOLZ	SAMS CLUB #6659	187.42
05/21/2023	BRADLEY WILKINS	THE HOME DEPOT #2734	213.98
05/21/2023	TAMMY SCHOLZ	SUMMERCAMP	499.00
05/19/2023	BRADLEY WILKINS	MSFT * E0400N8O17	(3.20)
05/19/2023	GREG RICHARDSON	TONYS ACE HDWE	11.39
05/19/2023	THOMAS OESTRIKE	EDDIES PIZZA	89.00
05/19/2023	THOMAS OESTRIKE	JIMMY JOHNS - 2213	90.37
05/19/2023	GREG RICHARDSON	TONYS ACE HDWE	17.27
05/19/2023	THOMAS OESTRIKE	CJ BARRYMORES	207.00
05/19/2023	DEBRA DIMAS	WAL-MART #4424	23.77
05/19/2023	JAMIE BUCZKO	STAPLS7376701224000001	271.27
05/19/2023	TAMMY SCHOLZ	AMZN MKTP US*V905K3EO3	24.98

05/19/2023	TAMMY SCHOLZ	AMZN MKTP US*RG7PL6G53	23.99
05/19/2023	DEBRA DIMAS	TST* NEW YORK BAGEL -	129.70
05/18/2023	CORRI NASTASI	AMZN MKTP US*LW2Q15U13	63.90
05/18/2023	THOMAS OESTRIKE	AMZN MKTP US*773D98Y63	22.99
05/18/2023	HEIDI KUNZ	VISTAPRINT	(4.24)
05/18/2023	THOMAS OESTRIKE	AMZN MKTP US*A658172Y3	117.96
05/18/2023	SHEILA OKANE	AMZN MKTP US*DR0PX2C23	38.15
05/18/2023	TECHNOLOGY HP	APPLE.COM/US	104.94
05/18/2023	LINDA YATES	KROGER #447	50.00
05/18/2023	JAMIE BUCZKO	A 1 FINGERPRINT	75.00
05/18/2023	DEBRA DIMAS	AMAZON.COM	(104.00)
05/18/2023	TAMMY SCHOLZ	AMAZON.COM*W19V24X93	15.87
05/18/2023	GREG RICHARDSON	TONYS ACE HDWE	0.33
05/18/2023	TAMMY SCHOLZ	AMZN MKTP US*Z43E97E03	40.98
05/18/2023	DEBRA DIMAS	ROCHESTER EVENT & E	129.96
05/18/2023	LINDA YATES	SALE REVERSAL	(890.81)
05/18/2023	HEIDI KUNZ	VISTAPRINT	(41.68)
05/18/2023	THOMAS OESTRIKE	PAYPAL *TENFOURTEEN	210.00
05/17/2023	KARLA GRAESSLEY	JONES SCHOOL SUPPLY CO	322.35
05/17/2023	STEPHANIE DULMAGE	STATE OF MICHIGAN OCAL	150.00
05/17/2023	THOMAS OESTRIKE	P28 RDG OAKLAND CO. PA	88.00
05/17/2023	CORRI NASTASI	TST* NEW YORK BAGEL -	129.70
05/17/2023	KARLA GRAESSLEY	KROGER #447	31.73
05/17/2023	CORRI NASTASI	JETS PIZZA - MI-014 MO	34.27
05/17/2023	KARLA GRAESSLEY	EDDIES PIZZA	79.00
05/17/2023	CORRI NASTASI	JETS PIZZA - MI-014 MO	39.68
05/17/2023	JAMIE BUCZKO	WINDERMERE HOTEL	321.55
05/17/2023	GREG RICHARDSON	TONYS ACE HDWE	18.22
05/17/2023	TAMMY SCHOLZ	MEIJER # 222	11.57
05/17/2023	CARLA BEACH	MEIJER # 268	81.37
05/17/2023	HEIDI KUNZ	VISTAPRINT	4.24
05/17/2023	JAMIE BUCZKO	WINDERMERE HOTEL	321.55
05/17/2023	STEPHANIE DULMAGE	WING HONG RESTAURANT	157.30
05/17/2023	HEIDI KUNZ	VISTAPRINT	41.68
05/17/2023	GREG RICHARDSON	TONYS ACE HDWE	65.84
05/17/2023	CORRI NASTASI	AMAZON.COM*7D6L01173	30.60
05/16/2023	ACCOUNTS PAYABLE	CORRIGAN MOVING SYSTEM	296.80
05/16/2023	CARLA BEACH	AMZN MKTP US*3U4H62RD3	67.17
05/16/2023	CARLA BEACH	AMZN MKTP US*SJ3NN2ZP3	15.71
05/16/2023	ACCOUNTS PAYABLE	REPUBLIC SERVICES TRAS	3,668.64
05/16/2023	JAMIE BUCZKO	MASB	(396.00)
05/16/2023	JAMIE BUCZKO	MASB	(396.00)
05/16/2023	ACCOUNTS PAYABLE	TMOBILE*AUTO PAY	510.03
05/16/2023	GREG RICHARDSON	TONYS ACE HDWE	31.88
05/16/2023	JAMIE BUCZKO	A 1 FINGERPRINT	75.00
05/16/2023	ACCOUNTS PAYABLE	REPUBLIC SERVICES TRAS	362.66
05/16/2023	JAMIE BUCZKO	A 1 FINGERPRINT	75.00
05/16/2023	GREG RICHARDSON	TONYS ACE HDWE	4.47
05/16/2023	BRADLEY WILKINS	B&H PHOTO 800-606-6969	1,219.94
05/16/2023	JAMIE BUCZKO	MASB	(99.00)
05/16/2023	TAMMY SCHOLZ	SAMSClub #6659	212.47
05/15/2023	SHEILA OKANE	LIBIB.COM	11.00
05/15/2023	CARLA BEACH	BJS WHOLESale #383	72.84
05/14/2023	CORRI NASTASI	SAMS CLUB #4778	250.98
05/14/2023	GINA BREW	SULLIVANS FLEET SERVIC	811.15
05/14/2023	JAMIE BUCZKO	AMERICAN ASSOC OF SCHO	470.00
05/14/2023	ACCOUNTS PAYABLE	PROCARE SOFTWARE	359.50
05/14/2023	GREG RICHARDSON	TONYS ACE HDWE	34.09
05/14/2023	GREG RICHARDSON	TONYS ACE HDWE	75.02
05/14/2023	BRADLEY WILKINS	MSFT * E0400N8017	53.42
05/14/2023	GREG RICHARDSON	TONYS ACE HDWE	12.48

05/14/2023	KRISTINA HERRON	SMART	4,987.00
05/14/2023	CARLA POSTELL	FORD FIELD PRK DECK 89	8.00
05/14/2023	CORRI NASTASI	MCDONALD'S F13640	15.38
05/12/2023	JAMIE BUCZKO	A 1 FINGERPRINT	75.00
05/12/2023	KIMBERLY HART	FERNDALE FOODS	16.86
05/12/2023	GREG RICHARDSON	TONYS ACE HDWE	48.57
05/12/2023	TAMMY SCHOLZ	SP WIZARDPINS.COM	212.00
05/12/2023	JASON ZIRNIS	LOWES #02312*	1,294.73
05/12/2023	KRISTINA HERRON	LITTLE CAESARS FUNDRAI	511.02
05/12/2023	CARLA BEACH	LEARNING GIZMO S INC	45.56
05/12/2023	ACCOUNTS PAYABLE	BLUE LAKES CHARTER TOU	3,335.00
05/12/2023	CORRI NASTASI	GUEST RELATIONS	549.00
05/12/2023	ACCOUNTS PAYABLE	TMOBILE*AUTO PAY	2,000.00
05/12/2023	DEBRA DIMAS	TST* NEW YORK BAGEL -	129.70
05/11/2023	KRISTINA HERRON	CAROLINA BIOLOGIC SUPP	164.85
05/11/2023	JAMIE BUCZKO	STAPLS7376386551000002	89.68
05/11/2023	TAMMY SCHOLZ	EDDIES PIZZA	69.00
05/11/2023	TAMMY SCHOLZ	AMZN MKTP US*CZ64X6CX3	863.80
05/11/2023	GREG RICHARDSON	TONYS ACE HDWE	32.33
05/11/2023	SHEILA OKANE	APPLE FRITTER DONUT SH	44.98
05/11/2023	KRISTY SCHLAK	BJS WHOLESAL #383	123.46
05/11/2023	TAMMY SCHOLZ	AMAZON.COM*HL4UG90W3 A	83.62
05/11/2023	ROCHELLE TASSIE	BJS WHOLESAL #383	19.99
05/11/2023	JOAN RYBINSKI	TONYS ACE HDWE	19.93
05/11/2023	CORRI NASTASI	LITTLE CAESARS #174	25.95
05/10/2023	ACCOUNTS PAYABLE	ECOLAB INC	159.50
05/10/2023	TAMMY SCHOLZ	AMAZON.COM*QZ9FJ4QF3	18.99
05/10/2023	HEIDI KUNZ	AMAZON.COM*9W1HF2MO3	57.50
05/10/2023	ACCOUNTS PAYABLE	ECOLAB INC	165.00
05/10/2023	ACCOUNTS PAYABLE	ECOLAB INC	132.00
05/10/2023	ACCOUNTS PAYABLE	ECOLAB INC	93.50
05/10/2023	TAMMY SCHOLZ	JONES SCHOOL SUPPLY CO	50.70
05/10/2023	ACCOUNTS PAYABLE	ECOLAB INC	258.50
05/10/2023	ACCOUNTS PAYABLE	ECOLAB INC	82.50
05/10/2023	GINA BREW	POMPS TIRE 221	910.00
05/10/2023	TECHNOLOGY HP	APPLE.COM/US	(29.88)
05/10/2023	CORRI NASTASI	TST* NEW YORK BAGEL -	184.22
05/10/2023	CORRI NASTASI	SQ *HAZEL PARK SCHOOLS	106.00
05/10/2023	ACCOUNTS PAYABLE	ECOLAB INC	107.80
05/10/2023	GREG RICHARDSON	TONYS ACE HDWE	2.19
05/10/2023	TAMMY SCHOLZ	AMZN MKTP US*RZ5J27BV3	8.99
05/10/2023	ACCOUNTS PAYABLE	ECOLAB INC	93.50
05/10/2023	GREG RICHARDSON	TONYS ACE HDWE	1.50
05/10/2023	TAMMY SCHOLZ	AMZN MKTP US*DV00W0Y03	29.99
05/10/2023	BRADLEY WILKINS	VOXTELESYS	22.54
05/10/2023	GREG RICHARDSON	TONYS ACE HDWE	21.63
05/10/2023	TAMMY SCHOLZ	AMZN MKTP US*019ET61X3	37.99
05/10/2023	ACCOUNTS PAYABLE	ECOLAB INC	93.50
05/10/2023	JAMIE BUCZKO	STAPLS7376386551000001	87.95
05/10/2023	ACCOUNTS PAYABLE	ECOLAB INC	93.50
05/09/2023	JOHN BARNETT	HOLOCAUST CENTER	50.00
05/09/2023	TAMMY SCHOLZ	SAMSCLUB #6659	178.00
05/09/2023	JAMIE BUCZKO	GFS STORE #1907	243.23
05/09/2023	KRISTINA HERRON	SQ *DECA INC.	17.00
05/09/2023	CORRI NASTASI	GUEST RELATIONS	765.00
05/09/2023	GREG RICHARDSON	TONYS ACE HDWE	11.37
05/09/2023	HEIDI KUNZ	PETRO PLASTICS CO	673.32
05/09/2023	TAMMY SCHOLZ	AMAZON.COM*GK2EJ6QK3	74.88
05/08/2023	TAMMY SCHOLZ	AMZN MKTP US	(26.49)
05/08/2023	TAMMY SCHOLZ	AMZN MKTP US	(32.03)
05/08/2023	TAMMY SCHOLZ	AMZN MKTP US	(63.89)

05/08/2023	TAMMY SCHOLZ	AMZN MKTP US	(7.04)
05/08/2023	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*ST7096483	69.67
05/08/2023	TAMMY SCHOLZ	AMZN MKTP US	(13.77)
05/08/2023	HEIDI KUNZ	ADOBE *PRODUCTS TRIAL	105.99
05/08/2023	TAMMY SCHOLZ	AMZN MKTP US	(8.47)
05/08/2023	TAMMY SCHOLZ	AMZN MKTP US AMZN.COM/	(18.98)
05/08/2023	TAMMY SCHOLZ	AMZN MKTP US	(34.97)
05/07/2023	JAMIE BUCZKO	QDOBA 2485 ONLINE	(100.00)
05/07/2023	HEIDI KUNZ	SAMSCLUB #6659	149.00
05/07/2023	KARLA GRAESSLEY	TAYLOR AUTO MAINTENANC	351.08
05/07/2023	JAMIE BUCZKO	QDOBA 2485 ONLINE	2,196.22
05/07/2023	JAMIE BUCZKO	QDOBA 2485 ONLINE	(200.00)
05/07/2023	GREG RICHARDSON	TONYS ACE HDWE	3.50
05/07/2023	GREG RICHARDSON	TONYS ACE HDWE	5.56
05/07/2023	DEBRA DIMAS	AMZN MKTP US*OK77Q4I13	108.50
05/07/2023	BRADLEY WILKINS	THE HOME DEPOT #2734	(3.98)
05/07/2023	CORRI NASTASI	AMZN MKTP US*ED9PS48U3	11.45
05/07/2023	CORRI NASTASI	AMZN MKTP US*RM54S9YM3	35.26
05/07/2023	ACCOUNTS PAYABLE	ELKAY SALES INC	1,710.00
05/07/2023	JAMIE BUCZKO	QDOBA 2485 ONLINE	2,567.25
05/07/2023	JAMIE BUCZKO	QDOBA 2485 ONLINE	(200.00)
05/07/2023	JAMIE BUCZKO	QDOBA 2485 ONLINE	321.00
05/07/2023	JAMIE BUCZKO	QDOBA 2998 ONLINE	1,827.75
05/07/2023	KARLA GRAESSLEY	SHERATON	322.25
05/07/2023	BRADLEY WILKINS	THE HOME DEPOT #2734	75.98
05/07/2023	GREG RICHARDSON	TONYS ACE HDWE	7.80
05/07/2023	GREG RICHARDSON	TONYS ACE HDWE	24.46
05/07/2023	TAMMY SCHOLZ	NATIONAL ART EDU ASSN	175.40
05/07/2023	HEIDI KUNZ	SAMS CLUB #6659	474.90
05/07/2023	CARLA BEACH	AMZN MKTP US*946G658E3	69.89
05/07/2023	TAMMY SCHOLZ	WWBW CC	39.95
05/07/2023	CARLA BEACH	SQ *DRAMATIC GRAPHICS	240.00
05/07/2023	TAMMY SCHOLZ	SP SHOP DECA	69.67
05/07/2023	TAMMY SCHOLZ	NATIONAL ART EDU ASSN	60.00
05/07/2023	JAMIE BUCZKO	QDOBA 2998 ONLINE	(200.00)
05/05/2023	KRISTINA HERRON	KROGER #447	62.37
05/05/2023	ACCOUNTS PAYABLE	SUNNY DISTRIBUTOR.	5,707.00
05/05/2023	KRISTINA HERRON	SAMSCLUB #6659	179.82
05/05/2023	BRADLEY WILKINS	GOOGLE*CLOUD 24B8ZL	1.90
05/05/2023	DEBRA DIMAS	AMAZON.COM*1P5604UO3	16.69
05/05/2023	HEIDI KUNZ	AMZN MKTP US*TZ94L7YK3	14.29
05/05/2023	HEIDI KUNZ	AMZN MKTP US*TZ94L7YK3	39.99
05/05/2023	TAMMY SCHOLZ	DRAMA TEACHER ACADEMY	444.00
05/05/2023	CARLA BEACH	CVS/PHARMACY #08103	60.44
05/05/2023	TAMMY SCHOLZ	BACK-2-BACK-XPERIENCE	475.00
05/05/2023	DEBRA DIMAS	AMZN MKTP US*DO7JL7DQ3	29.98
05/05/2023	GREG RICHARDSON	TONYS ACE HDWE	15.60
05/05/2023	GREG RICHARDSON	TONYS ACE HDWE	37.02
05/04/2023	GREG RICHARDSON	TONYS ACE HDWE	39.49
05/04/2023	GREG RICHARDSON	TONYS ACE HDWE	12.52
05/04/2023	GREG RICHARDSON	TONYS ACE HDWE	21.80
05/04/2023	DEBRA DIMAS	SAMS CLUB #6659	134.89
05/04/2023	DEBRA DIMAS	CVS/PHARMACY #08103	5.85
05/04/2023	CORRI NASTASI	SAMSCLUB #6664	176.38
05/04/2023	CORRI NASTASI	SAMS CLUB #6664	39.14
05/04/2023	TECHNOLOGY HP	APPLE.COM/US	647.83
05/04/2023	CORRI NASTASI	SAMS CLUB #6664	72.92
05/04/2023	GREG RICHARDSON	TONYS ACE HDWE	13.85
05/04/2023	HEIDI KUNZ	GFS STORE #1907	49.97
05/04/2023	GINA BREW	SPECTRUM WIRELESS (USA	205.00
05/04/2023	JAMIE BUCZKO	ASCD RESOURCES	(159.00)

05/04/2023	GREG RICHARDSON	TONYS ACE HDWE	6.26
05/04/2023	GREG RICHARDSON	MICHAELS STORES 5073	64.46
05/04/2023	CORRI NASTASI	SAMSClub #6664	9.88
05/03/2023	CORRI NASTASI	TST* NEW YORK BAGEL -	129.70
05/03/2023	JAMIE BUCZKO	A 1 FINGERPRINT	75.00
05/03/2023	CORRI NASTASI	AMAZON.COM*HM98818G1 A	17.97
05/03/2023	JAMIE BUCZKO	NASS.US	149.00
05/03/2023	GREG RICHARDSON	TONYS ACE HDWE	10.43
05/03/2023	BRADLEY WILKINS	VOXTELESYS LLC	9.99
05/03/2023	TECHNOLOGY HP	MICRO CENTER #055-RETA	804.87
05/03/2023	GREG RICHARDSON	TONYS ACE HDWE	56.00
05/03/2023	JAMIE BUCZKO	COUNCIL FOR EXCEPTIONA	405.00
05/02/2023	SHEILA OKANE	AMZN MKTP US*HM5NF11D2	9.53
05/02/2023	SHEILA OKANE	AMZN MKTP US*HM9RH7052	96.44
05/02/2023	GREG RICHARDSON	TONYS ACE HDWE	147.85
05/02/2023	TAMMY SCHOLZ	AMZN MKTP US*HM1LK9XG2	62.95
05/02/2023	CARLA BEACH	AMZN MKTP US*HM7CW3GG2	344.51
05/02/2023	GREG RICHARDSON	TONYS ACE HDWE	70.44
05/02/2023	TAMMY SCHOLZ	SQ *PARTY PROS DETROIT	100.00
05/02/2023	JASON ZIRNIS	AMZN MKTP US*HM9NH0G11	90.34
05/02/2023	HEIDI KUNZ	AMZN MKTP US*HM6AI7V11	23.18
05/02/2023	HEIDI KUNZ	AMZN MKTP US*HM6AI7V11	21.89
05/02/2023	CHARLES PLEINESS	SQ *ALLSTAR CREATIONS	4,411.50
05/01/2023	HEIDI KUNZ	FIVE BELOW 554	60.00
05/01/2023	TAMMY SCHOLZ	AMZN MKTP US*HM9OA1EV1	29.99

112,664.34



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Subject: Personnel Recommendations Report
Date: June 19, 2023

Please see the personnel actions as indicated on the *Hazel Park Board of Education Personnel Recommendations* report for the June 19, 2023 Board of Education regular meeting. The packet also includes supporting documentation.

Goal Statement - Resources

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approve the Personnel Recommendations as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



NAME	EVENT	DATES OF EVENT	LOCATION	ESTIMATED COST
				(Includes Sub)
Jennifer Darawi	Autism Strategies	08/14/23	Webinar	\$25.00



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Subject: Renewal of MASB Membership
Date: June 19, 2023

Membership in Michigan Association of School Boards includes access to cost savings such as: SET SEG, Lobbying, Member Assistance Fund, providing assistance by reducing fees to attend training and services. Last year our participation in the SET-SEG insurance pools resulted in returns of \$50,208.97 to our district.

The cost of Membership is \$6,216.60.

This falls under the Goal Statement-Resources: Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation
That the Board of Education approve the renewal of the School District's membership in MASB at a cost of \$6,216.60.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Superintendent



INVOICE



Michigan Association of School Boards
1001 Centennial Way, Suite 400
Lansing, Michigan 48917-8249

517.327.5900
EIN: 38-1323441

Invoice # INV-118463
Customer # 63130
Date 04/15/23
SUBTOTAL \$6,216.60

Amy Kruppe, Superintendent
Hazel Park Schools
1620 E. Elza Ave.
Hazel Park, MI 48030-2358

Jane Board meet

2023-2024 Membership Renewal Notice

The Michigan Association of School Boards appreciates the membership of your school district for the 2023-2024 fiscal year which begins July 1, 2023.

Your MDE Audited Fall Pupil Count: 2961.92

MASB 2023-2024 Membership:	\$5,998.60
Legal Trust Fund Annual Contribution	\$218.00
DUES RENEWAL SUBTOTAL:	\$6,216.60

+ DUES PLUS ADD-ON Video QTY _____ * Price \$2,000 = \$

MASB can help you tell your district's story through the power of video. See the enclosed flyer for details on this special offer.

ADD DUES RENEWAL SUBTOTAL TO DUES PLUS ADD-ON FOR **GRAND TOTAL PAYABLE TO MASB** \$

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, your district received **\$68,726.93** in savings this past year.

Please forward payment and a copy of this invoice by no later than **June 30, 2023** to:
MASB • 1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249

Questions? Contact us at billing@masb.org or 517.327.5900.

2021-2022



MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

ANNUAL REPORT

MEMBER PARTICIPATION



274 In-District Workshops

27 Strategic Plans

190 Superintendent Evaluation Training Registrations

99

530

2021 Annual Leadership Conference Attendees

BOARD MEMBER CERTIFICATION (CBA) CLASSES

151 CBA Classes Offered

2,859 Self-Led and In-Person/Virtual CBA Registrations

LEGAL SERVICES AND LABOR RELATIONS

250 Emails Responded to Monthly

200 Phone Calls Answered Monthly

471 Hours CBA Class Time

ERiN

20 School Districts Assisted With Labor Relations

3 Legal Seminars Offered

155
Districts Using ERiN

District Info From
606
Locals and ISDs in ERiN

\$10,000

Total Legal Trust Fund Grants Authorized

SUPERINTENDENT SEARCH AND AREA REPRESENTATIVES

32

114 Districts Visited by Area Representatives

30% Of Visits Resulted in a Follow-Up Request

INDIVIDUAL BOARD MEMBER AWARDS

CERTIFIED BOARD MEMBER AWARD: 101

AWARD OF MERIT: 86

AWARD OF DISTINCTION: 50

MASTER BOARD MEMBER AWARD: 21

MASTER DIAMOND AWARD: 14

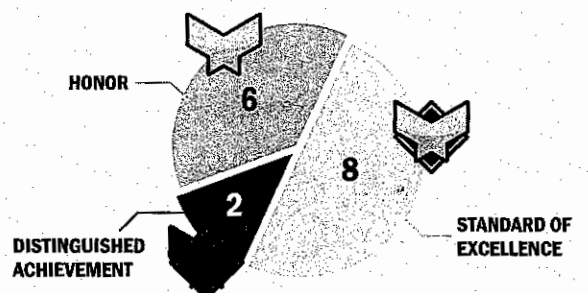
MASTER PLATINUM AWARD: 14

PRESIDENT'S AWARD OF RECOGNITION: 5

ADVOCACY SKILLS SPECIALTY: 18

DATA SPECIALTY AWARD: 17

WHOLE BOARD AWARDS



ANNUAL REPORT CONTINUED ON NEXT PAGE →

COMMUNICATIONS, PR AND MARKETING



TOP WEB PAGES

- Home Page
- Annual Leadership Conference
- Your Local School Board
- Search Results
- Calendar

AFFILIATE PROGRAMS AND SERVICES

DATA REPRESENTED IN NUMBER OF DISTRICTS

Michigan Liquid Asset Fund

411

Michigan School Purchasing Card

\$93,000 in rebates

216

MASB/SET SEG Property Casualty Pool

\$160.7 million

530

MASB/SET SEG Workers' Compensation Pool

\$290 million

521

BoardBook

154

Payschools

37

Michigan School Energy Cooperative

209

Natural Gas



156
Electric

GOVERNMENT RELATIONS

NSBA Advocacy Institute Attendees

16 In-Person **39** Virtual

Behind the Scenes at the Capitol Attendees

45 In the Fall **37** In the Spring

ISSUES WE ADVOCATED ON

- Funding for mental health supports
- Flexibility and funding for school safety
- Protecting our election dates
- Initiatives to grow and retain the education workforce

41

Calls-to-Action

30

Legislative Updates



*****AUTO**ALL FOR AADC 480 7/9 1/1

May 12, 2023

Amy Kruppe, Superintendent
Hazel Park Schools
1620 E. Elza Ave.
Hazel Park, MI 48030-2358



Dear Amy,

On behalf of your Association’s Board of Directors and staff, I want to thank you for the opportunity to support, promote and enhance the important service and leadership you provide for Michigan’s public schools and students.

As MASB remains committed to serving your district through advocacy, information sharing, legal service and more, we ask that you remain committed to MASB. The renewal period for your district’s MASB membership is now open.

Your district’s membership includes access to many members-only tools and cost savings such as:

- **SET SEG**—Health benefits consultation, a property/casualty pool, and workers’ compensation fund are all available. Last year, your district received \$68,726.93 .
- **Lobbying**—MASB Government Relations staff is advocating every day on behalf of public school districts to preserve the School Aid Fund and reduce unnecessary increases to your budget.
- **Legal Counsel Consultation**—MASB Legal Counsel Brad Banasik, J.D. and Assistant Director of Labor Relations and Legal Services Dan Feinberg, J.D. are available to work through any concerns.
- **Member Assistance Fund**—This service provides assistance to our most financially uncertain districts to access MASB training and services.
- **Board Development**—Member rates on Board Member Certification (CBA) classes, workshops and other learning opportunities and services.
- **Resources that will help your board and administrators**—*LeaderBoard* magazine, an Open Meetings Act Guide, timely legislative updates and more.



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Amy Kruppe, Superintendent
Subject: MASA Fall Conference
Date: June 19, 2023

I am requesting to attend the Michigan Association of Superintendents and Administrators Fall Conference from September 20 through September 22, 2023 in Acme, Michigan.

The cost of the conference is \$550.00 per person, the room cost for 3 days is \$699, and meals allowance will be \$195.00. The total cost for the three day conference is: \$1,444.00.

Funding Source: General Fund Dollars

Goal Statement-Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation
That the Board of Education approve the conference request for the MASA Fall Conference at a cost of \$1444.00, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Subject: MASA 2021-2022 Membership Renewal
Date: June 19, 2023

The Michigan Association of School Administrators (MASA) is the leading association for school superintendents. This organization provides leadership in directing and guiding the superintendent in staff development, decision making, legislation and information. Membership is provided through the Superintendent's contract. The cost of membership for 2023-2024 is \$1466.68, which includes membership to MASA and AASA which is the national superintendent association.

Membership in this organization is supported through the district mission statement as this organization allows the superintendent to bring to the district information and strategies of curriculum and instruction, work with all stakeholders and overall work of the superintendent.

Mission Statement

The Hazel Park School District in collaboration with all stakeholders prepares and supports students for the future through all innovation and technology.

Recommendation

That the Board of Education approve the 2023-2024 MASA membership at a cost of \$1466.68.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Superintendent





Michigan Association of Superintendents & Administrators

1001 Centennial Way, Suite 300
Lansing, MI 48917
(517) 327-5910
fax (517) 327-0779

Dues Invoice

Date Billed: 5/24/2023

Amy Kruppe
Hazel Park Schools
1620 E. Elza
Hazel Park, MI 48030

2023 - 2024 Membership Renewal	\$996.68
AASA Dues	\$470.00
Total	\$1,466.68

Annual Membership Runs
7/1/2023 - 6/30/2024

2022 - 2023 Member benefits expire
August 15, 2023

Sign in and renew your membership online at
<https://masaonline.gomasa.org>
Sign in. Click your name. Click the District Name. Click
"Renew Now"

Superintendent Update/Corrections

Name _____
 Title _____
 School District _____
 Address _____

 Email _____
 PIC _____
 Cell Phone _____

I am new to the superintendent role

Executive Assistant Contact

Name _____
 Email _____
 Phone _____

Superintendent Information

ID Number: 13471
Amy Kruppe
Hazel Park Schools
1620 E. Elza
Hazel Park, MI 48030

2023 - 2024 Membership Renewal \$1,466.68

- I do not want AASA Membership
Subtract \$470.00 from total (subtract \$235 for districts with less than 350)
- MSPRA Membership (Optional)** +\$125.00
(Michigan School Public Relations Association)
- Executive Assistant Membership (Optional)** +\$100.00

Total _____

Please make remittance and payment to:

Check MasterCard VISA AmEx

MASA
1001 Centennial Way, Suite 300
Lansing, MI 48917-8249

Card Number _____

Expiration Date _____ SIC _____

Signature _____

Name as Printed on Card _____



Book Policy Manual
Section 1000 Administration
Title STAFF DRESS AND GROOMING
Code po1616
Status Approved, ready for Neola

update

1616 - STAFF DRESS AND GROOMING

The Board of Education believes that administrators set an example in dress and grooming for their students to follow. An administrator who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A. be physically clean, neat, and well-groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed in such a way that their hairstyle or dress does not disrupt the educational process nor cause a health or safety hazard.

The Board recognizes employees' right to dress in accordance with their gender identity, within the constraints of the preceding dress and grooming guidelines.

© Neola 2022

Last Modified by Jamie Buczko on August 1, 2022



Discussed by
Principals board...
any changes?

Book Policy Manual

Section 2000 Program

Title Copy of NONDISCRINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

Code po2266

Status draft

Adopted December 14, 2020

2266 - NON DISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

STUDENTS

Student Discrimination and Harassment

The District is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The District shall not discriminate on the basis of race, color, national origin, sex, including sexual orientation or sexual identity, age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other Federal or State legally protected category in its programs and activities. Sexual harassment (see specific requirements under Title IX below) is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable Federal and State civil rights statutes. Discrimination, retaliation, and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or at any District-related activity or event.

The Superintendent shall designate not less than one (1) Compliance Officer responsible for coordinating the District's compliance with applicable Federal and State laws and regulations, and for investigating reports of discrimination or harassment. The Superintendent shall ensure that all required notices under the civil rights or other laws are provided to staff members.

A student who believes he or she has been or is the victim of discrimination or harassment should immediately report the situation to a teacher, counselor, social worker, the building principal or assistant principal, or the Superintendent. A staff member who observes, has knowledge of, or learns that a student has been or is the victim of discrimination or harassment shall immediately report the situation to the building principal or assistant principal, or the Superintendent. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

The Superintendent shall develop and implement administrative guidelines to enforce this policy.

Sexual Harassment

"Sexual Harassment" is one form of prohibited harassment under District policy. Federal laws and regulations define the type of "sexual harassment" that triggers a duty to respond under a Federal law known as Title IX. Sexual harassment is defined under Title IX as conduct on the basis of sex that satisfies one (1) or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*i.e. quid pro quo* sexual harassment);

B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education programs or activities; or

C. Sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)(a)(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 §U.S.C.12291(a)).

Complaints of harassment, not defined as sexual harassment under Title IX, but nevertheless are based on allegations related to sex, gender, or other protected classes as identified above are subject to investigation and response under this Policy and/or the Student Code of Conduct.

The District shall not retaliate against a person who reports or opposes sexual harassment. The District shall fully comply with Title IX of the Civil Rights Act of 1964 and the accompanying regulations.

The Superintendent shall designate not less than one (1) Title IX Coordinator responsible for coordinating the District's compliance with Title IX and its regulations, and for investigating reports of sexual harassment under Title IX.

A student who believes he or she has been or is the victim of sexual harassment should immediately report the situation to a teacher, counselor, social worker, the building principal or assistant principal, the Superintendent, or a Title IX Coordinator. A District employee who observes, has knowledge of, or learns that a student has been or is the victim of sexual harassment shall immediately report the situation to the building principal or assistant principal, Superintendent, or Title IX Coordinator. Complaints against the building principal should be filed with the Superintendent or Title IX Coordinator. Complaints against the Superintendent should be filed with the Board President or Title IX Coordinator.

The Superintendent shall develop and implement as an administrative guideline a Title IX Sexual Harassment Grievance Procedure.

EMPLOYEES

Employee Discrimination and Harassment

The District shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or sexual identity), age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other Federal or State legally protected category in its programs and activities, including employment. Sexual harassment is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable Federal and State civil rights statutes.

The Board shall designate not less than one (1) Compliance Officer responsible for coordinating the District's compliance with applicable Federal and State laws and regulations, and for investigating reports of discrimination or harassment. The Superintendent shall ensure that all required notices under the civil rights or other laws are provided to staff members.

A person who believes he or she has been or is the victim of discrimination or harassment should immediately report the situation to a teacher, counselor, social worker, the building principal or assistant principal, or the Superintendent. A staff member who observes, has knowledge of, or learns that a person has been or is the victim of discrimination or harassment shall immediately report the situation to the building principal or assistant principal, or the Superintendent. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

The Superintendent shall develop and implement administrative guidelines to enforce this policy.

Sexual Harassment

"Sexual Harassment" is one form of prohibited harassment under District policy. Federal laws and regulations define the type of "sexual harassment" that triggers a duty to respond under a Federal law known as Title IX. Sexual harassment is defined under Title IX as conduct on the basis of sex that satisfies one (1) or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*i.e. quid pro quo* sexual harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education programs or activities; or
- C. Sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)(a)(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 §U.S.C.12291(a)).

Complaints of harassment, not defined as sexual harassment under Title IX, but nevertheless are based on allegations related to sex, gender or other protected classes as identified above are subject to investigation and response under this Policy and/or any relevant Employee Handbook.

The District shall not retaliate against a person who reports or opposes sexual harassment. The District shall fully comply with Title IX of the Civil Rights Act of 1964 and the accompanying regulations.

The Superintendent shall designate not less than one (1) Title IX Coordinator responsible for coordinating the District's compliance with Title IX and its regulations, and for investigating reports of sexual harassment under Title IX.

A person who believes he or she has been or is the victim of sexual harassment should immediately report the situation to the building principal or assistant principal, the Superintendent, or a Title IX Coordinator. A District employee who observes, has knowledge of, or learns that a person has been or is the victim of sexual harassment shall immediately report the situation to the building principal or assistant principal, Superintendent, or Title IX Coordinator. Complaints against the building principal should be filed with the Superintendent or Title IX Coordinator. Complaints against the Superintendent should be filed with the Board President or Title IX Coordinator.

The Superintendent shall develop and implement as an administrative guideline a Title IX Sexual Harassment Grievance Procedure.

Last Modified by Robin Dosser on January 20, 2021



Book	Policy Manual
Section	5000 Students
Title	EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS
Code	po5610
Status	Active
Adopted	May 15, 2017
Last Revised	March 15, 2021

5610 - **EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS**

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

Factors to be Considered Before Suspending or Expelling a Student

The Board of Education also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration.

Except as otherwise noted below with respect to possession of a firearm in a weapon free school zone, if suspension or expulsion of a student is considered, the Board and Superintendent shall consider the following factors prior to making a determination of whether to suspend or expel:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Superintendent will exercise discretion over whether or not to suspend or expel a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider these factors in making the determination.

Restorative Practices

The Superintendent shall consider using restorative practices as an alternative to or in addition to suspension or expulsion. If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment, and cyberbullying.

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, the restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
 - B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
 - C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
 - D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.
- The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Due Process

The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process, since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

In all cases resulting in short-term suspension, long-term suspension or expulsion, appropriate due process rights described in Policy 5611 and AG 5610 must be observed. The Principal shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program. The Superintendent may suspend a student for a period not to exceed 10 school days.

For purposes of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the District. Students who are expelled may petition for reinstatement as provided below.

Emergency Removal or Short-Term Suspension

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or he/she may be given a short-term suspension by the Superintendent. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will be entitled to the process for short-term suspensions outlined in AG 5610. A student removed from the same class for more than ten (10) days will be entitled to the process for long-term suspensions outlined in AG 5610. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

Long-Term Suspension or Expulsion

Due process set out in Policy 5611 and AG 5610 shall be followed in all circumstances in which a student may be expelled or suspended for a period of more than ten (10) days.

The Superintendent may suspend a student for a period longer than ten (10) days or expel a student. The Board shall act on any appeal to the decision.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard.

The Superintendent shall develop procedures to implement this policy that shall include the following:

- A. strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the District's core curriculum;
- B. standards of behavior for all students in accordance with District Board policy on student discipline;

- C. procedures that ensure due process; and
- D. provision for make-up work at home, when appropriate.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Persistent Disobedience or Gross Misconduct/CSC Against Another District Student

Any student may be removed from the classroom, and/or, after consideration of the factors identified above, suspended or expelled for persistent disobedience or gross misconduct or if the student commits criminal sexual conduct against another student enrolled in the District regardless of the location of the conduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

Physical and Verbal Assault

Unless a different determination is made after consideration of the factors identified above, the District shall permanently expel a student in grade six or above if that student commits physical assault at school against a staff member, a volunteer, or a contractor.

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above for up to one hundred eighty (180) school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

The District may provide appropriate instructional services at home for an expelled student not placed in an Alternative Education Program. The instructional services provided shall be similar to those provided to homebound or hospitalized students and shall be contracted for in the same manner.

Weapons, Arson, Criminal Sexual Conduct

In compliance with State and Federal law, and unless a different determination is made after consideration of the factors identified above, the District shall expel any student who possesses a dangerous weapon, other than a firearm, in the District's weapon-free school zone (except as noted below), commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other District transportation, or pleads to, is convicted of or is adjudicated of criminal sexual conduct against another student enrolled in the District.

In compliance with State and Federal law, the District shall expel any student who possesses a firearm in the District's weapon-free school zone in violation of State law, unless the student can establish the mitigating factors relating to possession of a dangerous weapon set out below, by clear and convincing evidence.

For purposes of this policy, a "dangerous weapon" is defined by law as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. This definition also includes other devices designed to (or likely to) inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of the explosive, the frame, or the bearer of any such weapon, as well as a firearm muffler, firearm silencer, or any such destructive device.

The District need not expel a student for possession of a dangerous weapon, including a firearm, if the student can establish in a clear and convincing manner the following mitigating factor(s) to the satisfaction of the Board the:

- A. object or instrument was not possessed for use as a weapon, or for direct (or indirect) delivery to another person for use as a weapon; or
- B. weapon was not knowingly possessed; or
- C. student did not know (or have reason to know) that the object or instrument in his/her possession constituted a dangerous weapon; or
- D. weapon was possessed at the suggestion, request, direction of, or with the express permission of the Superintendent or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Superintendent determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record, the student is referred to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed of the referral. Furthermore, if a student who is expelled is below the age of sixteen (16), the Superintendent shall ensure notification of the expulsion is given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student (regardless of age) expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall send a copy of this policy to the State Department of Education and shall include a description of the circumstances surrounding the expulsion of the student for possessing a firearm or weapon in the District's weapon-free school zone, together with the name of the District, the number of students so expelled, and the types of firearms or weapons brought into the weapon-free school zone.

A student expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, or emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.
- E. Within ten (10) school days after receiving the petition, the Board shall appoint a committee consisting of two (2) Board members, a school administrator, a teacher, and a school-parent representative. During this time period, the Superintendent shall prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
- F. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following the:
 1. extent to which reinstatement would create a risk of harm to students or school staff;

2. extent to which reinstatement would create a risk of school or individual liability for the Board or school staff;
 3. age and maturity of the student;
 4. student's school record before the expulsion incident;
 5. student's attitude concerning the expulsion incident;
 6. student's behavior since the expulsion and the prospects for remediation;
- G. The degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent who filed the reinstatement request to accomplish the following:
1. abide by a behavior contract involving the student, his/her parents, and an outside agency;
 2. participate in an anger management program or other counseling activities;
 3. cooperate in processing and discussing periodic progress reviews;
 4. meet other conditions deemed appropriate by the committee;
 5. accept the consequences for not fulfilling the agreed upon condition

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and is not subject to appeal.

In the event a student who has been permanently expelled from another school requests admission to this District, in making its decision, the Board shall follow the same procedure it has established in paragraphs A-F, above, for the reinstatement of a student.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with the procedures set forth above.

The Superintendent shall ensure Board policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

In-School Discipline

The purpose of this policy is to provide an alternative to out of school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board to support such a program.

In-school discipline will only be offered at the discretion of the Superintendent for offenses found in the Student Code of Conduct.

The Superintendent is to establish procedures for the proper operation of such a program and to ensure appropriate due-process procedures are followed as applicable. (See Policy 5630.01)

Due Process Rights

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following:

A. Students Subject to Short-Term Suspension

Except when emergency removal is warranted, a student must be given at least oral notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The Superintendent or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.



Book: MI Local Policies for Update

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

Title: Vol. 37, No. 1 - September 2022 New AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS

Number: po6108

NEW POLICY - VOL. 37, NO. 1

6108- AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS

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

Definitions

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

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

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

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

Act.

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

ACH Transactions and Arrangements

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

Internal Controls

The Superintendent is responsible for disbursement of funds and shall submit appropriate documentation to the Board. Such documentation shall include:

information regarding the goods or services purchased;

the cost of goods or services;

the date of the payment; and

departments serviced by the payment.

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

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

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

M.C.L. 124.301 - 124.305

© Neola 2022

Legal References

M.C.L. 124.301 - 124.305



Book	Policy Manual
Section	6000 Finances
Title	Copy of VENDOR RELATIONS
Code	po6460
Status	draft
Adopted	May 15, 2017

6460 - **VENDOR RELATIONS**

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this District.

For the purpose of this policy "beneficial interest" shall be determined in accordance with M.C.L. 15.321 et seq.

Board members and school personnel shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the Superintendent's Office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

Legal	M.C.L. 15.321 et seq.
-------	-----------------------

Last Modified by Brenna Sparger on February 25, 2019



Book Policy Manual
Section Ready for Production 37-1 Fall 2022
Title Vol. 37, No. 1 - September 2022 Revised (Legal Code) SMALL UNMANNED AIRCRAFT SYSTEMS
Code po7440.03
Status
Adopted October 19, 2020

REVISED POLICY (LEGAL CODE) - VOL. 37, NO. 1

7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS

[] [OPTION 1] Option 1 is currently selected

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on property owned or leased or contracted for by the Board by any individual, whether the individual is employed by the District or not.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

Any individual who violates this policy () may be () shall be **[END OF OPTION]** referred to local law enforcement.

[END OF OPTION 1]

OR

[] [OPTION 2]

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not employed by the District, as well as by any District staff member or administrator who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the drone must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member or administrator authorized to operate a drone on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG ¹¹⁹_____)

Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AG _____ may result in loss of authorization to operate a drone to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

[END OF OPTIONS]

86 FR 4314

14 C.F.R. Part 107

© Neola ~~2022~~¹⁹

Legal

86 FR 4314

14 C.F.R. Part 107

Last Modified by Phil Mikulski on October 11, 2022



Book Policy Manual
Section Ready for Production 37-1 Fall 2022
Title Vol. 37, No. 1 - September 2022 New FLAGS AND DISPLAYS
Code po8805
Status

NEW POLICY - VOL. 37, NO. 1

8805 - FLAGS AND DISPLAYS

This policy is adopted by the Board of Education as a content-neutral policy with respect to the appropriate usage and display of items in District buildings and on/in District property, including flags, banners, posters, electronic insignia, and similar items (collectively "Displays"). In addition to the use of the American flag as addressed in Policy 8800, the only Displays that may be flown, posted, or affixed to the grounds, stadiums, fencing, walls, doors, ceilings, or any other furnishings or appurtenances of any public school system building, vehicle, or facility owned or operated by the Board or posted on any electronic messaging, including emails, on the District's network, are as follows:

- A. The current Michigan flag.
- B. The current school flag.
- C. Displays used in the classroom as a part of a temporary unit of study within the approved curriculum.
- D. Displays that denote a recognition of achievement and are approved by the Superintendent as to content and location of the Display including, but not limited to _____ [examples may include _____].
- E. Michigan High School Athletic Association or other similar sport tournament Displays recognizing the participation of or accomplishment of a school team and/or athlete.
- F. Displays from colleges or universities which may be placed in a District classroom or administrative office.
- G. Flags of countries representing our Foreign Exchange Students which may be placed in _____.
- H. Displays representing student organizations/clubs (see Policy 5840) which may be placed in/on _____.

© Neola 2022

Last Modified by Phil Mikulski on October 11, 2022



Book Policy Manual
Section Ready for Production 37-1 Fall 2022
Title Vol. 37, No. 1 - September 2022 Revised SCHOOL VISITORS
Code po9150
Status
Adopted May 15, 2017

REVISED POLICY - VOL. 37, NO. 1

9150 - SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Individuals who are registered sex offenders and wish to participate in school activities may be allowed on campus. Conditions may be imposed by the Superintendent on the individual's campus visit(s) governing the terms and conditions of the visit. These conditions may include, but are not limited to, the need to receive prior permission before entering campus, required check-in, an approved escort in the building or at an event, and time or location limitations while on campus.

~~[] Parents/Guardians, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Conditions may be imposed including, but not limited to, the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.~~

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of ~~their~~his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

~~[] Except as set forth in District policy, canines brought on the premises by law enforcement personnel for law enforcement purposes, or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.~~

The Superintendent shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the Superintendent/principal. ~~In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such~~

~~() by the Board.~~

~~() by the President.~~

~~() by a committee chairman.~~

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, the Board members/he should discuss the situation first ~~() with the principal~~ (x) with the Superintendent. [END OF OPTION] as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

~~[] If the Board member believes the situation or condition serious enough, the Board members/he may wish to also inform the Superintendent.~~

© Neola ~~202211~~

Last Modified by Phil Mikulski on October 11, 2022



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

***Hazel Park Board of Education
Juneteenth Resolution***

WHEREAS news of the end of slavery did not reach the frontier areas of the United States, in particular the State of Texas and the other southwestern states, until months after the conclusion of the Civil War, more than 2.5 years after President Abraham Lincoln issued the Emancipation Proclamation on Jan. 1, 1863; and

WHEREAS on June 19, 1865, Union soldiers, led by Major General Gordon Granger, arrived in Galveston, Texas, with news that the Civil War had ended and the enslaved were free; and

WHEREAS African Americans who had been enslaved in the Southwest celebrated June 19, commonly known as Juneteenth Independence Day, as inspiration and encouragement for future generations; and

WHEREAS African Americans from the Southwest have continued the tradition of observing Juneteenth for more than 150 years; and

WHEREAS the United States Congress has designated June 19 as “Juneteenth Independence Day” and Juneteenth is now celebrated in nearly every state in the nation as a special day of observance in recognition of the emancipation of all slaves in the United States; and

WHEREAS Black history is a part of American history and as educational leaders we have a responsibility to educate students throughout the entire year about the contribution of African Americans; and

WHEREAS Juneteenth is an opportunity for the people of the United States—regardless of race, ethnicity, or background—to learn more about the past, to better understand and reckon with the experiences that have shaped the United States, and to recognize that the observance of the end of slavery is part of the history and heritage of the United States; and

NOW, THEREFORE, BE IT RESOLVED that the School District of the City of Hazel Park Board of Education designates June 19, 2023, as Juneteenth Independence Day.

Rick Nagy, Hazel Park Board of Education President

Melissa Baldwin, Hazel Park Board of Education Vice President

Amy Kruppe, Ed. D., Superintendent of Hazel Park Schools





2022-23 MHSAA SUMMARY OF REPRESENTATIVE COUNCIL ACTION
May 12, 2023

This summary does not include all Council action. Minutes of the Dec. 2, 2022, and March 24, 2023, meetings were published at MHSAA.com. Minutes of the May 7-8, 2023, meeting have been sent to all superintendents; and all high school and junior high/middle school principals, athletic directors and citywide athletic directors have been emailed a link to a download location at MHSAA.com. Changes take effect Aug. 1, 2023, unless otherwise indicated.

High School and Middle School Regulations

- A. Regulation I, Section 1(D) – Allow high schools with less than 125 students to request an Executive Committee waiver with cause and rationale to allow the use of 8th-grade students in all sports except football, ice hockey and wrestling. Schools with less than 75 students can make this same request with cause and rationale to use 7th and 8th-grade students in all sports except football, ice hockey and wrestling.
- B. Regulation I, Section 10, Interpretation 108 – Additional language was added to read as follows:
108. It is a violation of the undue influence regulation if coaches or their representatives call, send questionnaires, cards, electronic messages, letters or connect (“follow”, “friend request”, direct message, etc.) with students on any social media platform which includes any public sites, private sites and direct messages of any kind with students either at another high school (once a student begins the 9th grade) or with any student who has not yet enrolled in a high school or participated in an athletic practice or competition as a high school student. It is also a violation of the undue influence regulation if coaches or their representatives visit prospective athletes and their families at their homes or other locations.
- C. Regulation II, Section 3 – Member schools no longer are required to register non-faculty coaches with the MHSAA.
- D. Regulation II, Section 6 – Contests with Out-of-State Schools – The following changes were made to this regulation to simplify the travel and out-of-state competition rules.
- 1) MHSAA member schools may travel into any border area and compete regardless of miles traveled which includes Ohio, Indiana, Illinois, Wisconsin, Minnesota and Ontario.
 - 2) For competition occurring within Michigan, Indiana, Illinois, Minnesota, Ohio, Wisconsin and Ontario, MHSAA member schools may compete regardless of the travel distance for any participating team as long as all schools present

are members in good standing of an NFHS member state high school association.

- E. Regulation II, 11(H) – Additional language was added to read as follows regarding school-sponsored open gyms out-of-season, during the school year:
- a. Diversity of students – open to all students of that school (it is not required that an open gym be open to the general public). A school-sponsored open gym may only include students from that school. High school open gyms may only include high school students participating with and against other high school students of the same school. Middle school/junior high open gyms may only include middle school/junior high students of the same school.
- F. Regulation IV, Section 3(B) – All head coaches at the junior high/middle school level must have a valid CPR certification beginning with the 2024-25 school year.
- G. Regulation V, Section 3(C) – This change will allow, when video exists, MHSAA staff to review a bench-clearing situation or incidents where team members enter the area of competition during an altercation (court, field, mat, etc.). Identified individuals (team members, coaches, other staff) that enter these areas to participate or engage in such an altercation may be assessed additional penalties by MHSAA staff (ejections/suspensions) based on the video evidence in light of published MHSAA Due Process procedures.

Junior High / Middle Schools

Cross Country & Track and Field – The MHSAA-sponsored zone events in these two sports have been approved to extend beyond the initial two-year pilot program phase in 21-22 and 22-23. These events are now permanent in cross country and track & field along with expansion to two sites per zone with each site hosting a large school (boys and girls division) and a small school (boys and girls division) grouping. Division assignments would be based on the high school enrollment connected to that junior high/middle school. (e.g. D1 & D2 large schools, D3 & D4 small schools)

Officials

The minimum amount paid when an official arrives on site before receiving notice that a contest has been canceled due to an act of God has been increased from 1/3 of the contract fee to 1/2 of the contracted fee.

Sports

Baseball – Require that the trophy presentation for the Regional Champions be done at the conclusion of the quarterfinal game. Both teams will be presented with their championship trophies at the conclusion of the competition for the day. The quarterfinal losing team will be presented first, followed by the quarterfinal winning team. This would be effective immediately for 2023.

Bowling – Common first day of practice and first competition dates for both UP and LP schools were set. The Council approved a change in the MHSAA bowling tournament format with a move to 8 regions in each of the 4 Divisions, with the top 2 teams and the top 7 individuals per gender advancing to the Finals. Also approved was the change to the MHSAA Team Finals match-play to a head-to-head, best-of-five Baker game format. Finally, the adoption of the Phantom II oil pattern for MHSAA tournament competition was approved.

Girls Competitive Cheer – The restricted period in girls competitive cheer is now defined as the end of winter sports (current policy) until the Monday following Memorial Day instead of the 3rd Saturday in June. Also approved was a delay in the first practice date by one week starting in 2024-25.

Cross Country / Track & Field – Eliminated regulations and prohibitions on head attire and temporary body adornments during competition.

Golf – Students are now required to participate in at least four (4) high school competitions (9- or 18-hole events) prior to representing their school in the MHSAA Golf Tournament.

Girls Gymnastics – Approval was granted to include Xcel levels Sapphire and Diamond to be a part of the divisional structure criteria. The policy would read as follows: A gymnast who has EVER competed in a non-school competition at the USAG level or above, USAIGC Intermediate Optional Level, USAIGC Open Optional Level or Y Program at Level 8, AAU-Michigan qualifying meet judges at Level I or competed at AAU Xcel Sapphire level OR a gymnast who has competed in USAG Optional 7 or USAIGC Developmental Optional Level or AAU Xcel Diamond level or Level 7 equivalent Y program since January 1, 2021.

Boys Lacrosse – Allow use of the 5th quarter rule for an individual effective for the spring of 2023.

Girls Lacrosse – Separate the top two seeds in each District using the Michigan Power Rating formula (MPR), mirroring the draw model currently used in Boys and Girls Basketball starting with the 2023 spring season.

LP Swimming & Diving – The Final schedule, along with required breaks, was approved for both days of the Final meet. Approval was also granted to adjust the qualifying time calculation to increase participation and field size across all three divisions for Boys and Girls Swim Finals.

LP Tennis – Allow Regional #1 Doubles Finalists to Qualify for the MHSAA Finals. The #1 Doubles Finalists on a non-qualifying team may advance to the MHSAA Finals if their team's #1 Singles player also qualifies.

Volleyball – Separate the top two seeds in each District using the Michigan Power Rating formula (MPR), mirroring the draw model currently used in Boys and Girls

Basketball starting with the 2024-25 season. Also approved was recognition of MIVCA's Miss Volleyball during the Division 1 Finals starting in 2023.

Wrestling – Allow two additional dual meet competitions to be added to the wrestling contest dates



2023-24 CALENDAR

*Calendar subject to change. Always consult MHSAA.com for most updated version.

SPORT	FIRST PRACTICE DATE	FIRST CONTEST DATE	DAYS OR CONTESTS	OPT OUT DUE DATE	DUE DATE OF RATINGS	MHSAA TOURNAMENT DATES				
						DISTRICTS	REGIONALS	QTR FINALS	SEMI FINALS	FINALS
FALL ●										
Cross Country: LP	Aug 7	Aug 16	15D	Oct 13			Oct 27 or 28			Nov 4
Cross Country: UP	Aug 7	Aug 16	15D	Oct 6						Oct 21
Football - 8 Player	Aug 7	Aug 24	9C	N/A	Dec 1		Oct 27 or 28 & Nov 3 or 4		Nov 11	Nov 17 or 18
Football - 11 Player	Aug 7	Aug 24	9C	N/A	Dec 1	Oct 27 or 28 & Nov 3 or 4	Nov 10 or 11		Nov 18	Nov 24 & 25
Golf: LP Girls	Aug 7	Aug 14	16D	Sep 22			Oct 9, 10, 11, 12, 13 or 14			Oct 20-21
Soccer: LP Boys	Aug 7	Aug 16	18C	Sep 20	Dec 1	Oct 11-13, Oct 16-21	Oct 24-28		Nov 1	Nov 4
Swimming: LP Girls	Aug 7	Aug 16	17D	Nov 13 Dive: Nov 7			Dive: Nov 9			Nov 17-18
Tennis: LP Boys	Aug 7	Aug 14	16D	Oct 4			Oct 11, 12, 13 or 14			Oct 20-21 ■
Tennis: UP Girls	Aug 7	Aug 14	16D	Sep 30						Oct 4-7
Volleyball	Aug 7	Aug 16	18D	Oct 4	Dec 1	Oct 30-31, Nov 1, 2, 3 or 4	Nov 7 & 9	Nov 14	Nov 16-17	Nov 18
WINTER										
Basketball: Girls	Nov 20	Dec 4	22C	Feb 14	Apr 1	Mar 4 & 6 & 8	Mar 11 & 13	Mar 19	Mar 21-22	Mar 23
Basketball: Boys	Nov 13	Nov 27	22C	Feb 7	Apr 1	Feb 26 & 28 & Mar 1	Mar 5 & 7	Mar 12	Mar 14-15	Mar 16
Bowling: Boys & Girls	Nov 9	Nov 25	24D	Feb 2			Feb 23-24			Mar 1-2
Competitive Cheer	Nov 6	Nov 20	12D	Feb 2	Apr 1	Feb 16-17	Feb 24			Mar 1-2
Gymnastics	Oct 30	Nov 18	15D	Feb 23			Mar 2			Mar 8-9
Ice Hockey	Oct 30	Nov 13	25C	Feb 2	Apr 1		Feb 19-28	Mar 2	Mar 7-8	Mar 9
Skiing: Boys & Girls	Nov 13	Dec 9	17C	Feb 5			Feb 12-16			Feb 26
Swimming: LP Boys	Nov 20	Dec 2	17D	Mar 4 Dive: Feb 27			Dive: Feb 29			Mar 8-9
Swimming: UP Boys & Girls	Nov 6	Nov 18	17D	Feb 12						Feb 17
Wrestling: Individual	Nov 13	Dec 6	14D	Jan 25	Apr 1	Feb 10	Boys: Feb 17 Girls: Feb 18	ALPHA WEIGH-IN		Mar 1-2
Wrestling: Team	Nov 13	Dec 6	14D	Jan 25	Apr 1	Feb 7 & 8	Feb 14	10/23/23 - 1/31/24		Feb 23-24
SPRING										
Baseball	Mar 11	Mar 20	38C	May 8	June 20	May 23, 24, 25 or 28, May 31 or June 1	June 5 & 8	June 8	June 13-14	June 15
Golf: LP Boys	Mar 11	Mar 18	16D	May 8			May 27, 28, 29, 30, 31 or June 1			June 7-8
Golf: UP Boys & Girls	Mar 11	Mar 18	16D	May 17						May 29, 30, 31 or June 1
Lacrosse: Boys	Mar 11	Mar 20	18C	Apr 24	June 20		May 16-29	May 31 or June 1	June 5	June 8
Lacrosse: Girls	Mar 11	Mar 20	18C	Apr 24	June 20		May 16-June 1		June 5	June 8
Soccer: LP Girls	Mar 11	Mar 20	18C	May 8	June 20	May 22-24, May 28-June 1	June 4-8		June 11-12	June 14-15
Softball	Mar 11	Mar 20	38C	May 8	June 20	May 23, 24 or 28, May 31 or June 1	June 8	June 11	June 13-14	June 15
Tennis: LP Girls	Mar 11	Mar 18	16D	May 8			May 15, 16, 17 or 18			May 31-June 1 ■
Tennis: UP Boys	Mar 11	Mar 18	16D	May 24						May 29-June 1
Track & Field	Mar 11	Mar 20	18D	May 14			May 16, 17 or 18			June 1

- Junior high/middle school fall sports practices may begin on Monday, Aug. 21, 2023 (14th Monday before Thanksgiving).
- May play Thursday in the event of a facility conflict.

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, 2023 — through July 31, 2024

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 2023-24 must be listed on the back of this form)

The _____ City/Township of Hazel Park

County of Oakland, 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, 2023 and shall remain effective until July 31, 2024, 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

School District of the city of Hazel Park School(s), on the 19 day of June, 2023, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Hazel Park Schools

(Governing Body Name)

1620 E Eliza Ave

(Address)

Hazel Park 48030

(City & Zip Code)

Amy Kruppe@myhpsd.org

(Contact E-mail)

Board Secretary Signature
or Designee

Check if Designee

Schools Which Are To Be MHSAA Members During 2023-24

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 onsite 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.

Name the Member High School(s)

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

1. Hazel Park High School
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

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

Name the 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. Hazel Park Junior High School
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2023-24 7th and 8th-grade enrollment 275
 Provide anticipated 2023-24 6th-grade enrollment 140
 Grade levels for membership: 6 7 8
 1. **Yes** or No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

2. _____
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2023-24 7th and 8th-grade enrollment _____
 Provide anticipated 2023-24 6th-grade enrollment _____
 Grade levels for membership: 6 7 8
 1. **Yes** or No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

3. _____
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2023-24 7th and 8th-grade enrollment _____
 Provide anticipated 2023-24 6th-grade enrollment _____
 Grade levels for membership: 6 7 8
 1. **Yes** or No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

Athletes and Officials Accident Medical & Concussion Insurance

ATHLETES AND OFFICIALS ACCIDENT MEDICAL INSURANCE

(This is not intended to be a complete description of coverage and exclusions)

Since the 1970-71 school year, the Michigan High School Athletic Association has provided participants at each member school and all registered officials with insurance that is intended to help pay excess accident medical bills to administer to injuries sustained in athletic activities under MHSAA jurisdiction. Here are the traditional features:

Coverage is provided for grades 6-12 for all students accidentally injured while students are engaged in interscholastic athletic activities under the jurisdiction of the Michigan High School Athletic Association; namely: baseball, basketball (boys and girls), bowling (boys and girls), cross country (boys and girls), football, golf (boys and girls), gymnastics (girls), competitive cheer (girls), ice hockey, lacrosse (boys and girls), soccer (boys and girls), softball (girls), alpine skiing (boys and girls), swimming and diving (boys and girls), tennis (boys and girls), track and field (boys and girls), volleyball (girls), and wrestling.

All eligible students who participate in interscholastic athletic activities at an MHSAA member school in sports which end with an MHSAA tournament are covered provided their school principal attests in writing and the MHSAA agrees that they were eligible under all MHSAA regulations at the time of the injury. **Eligible** student athletes are covered while traveling directly to and from a scheduled event as a representative of the school while traveling in transportation sponsored by the school, and while participating in season in an allowed activity under the direct supervision of a full-time school employee or coach designated by the school acting within the scope of his/her coaching duties in those sports for which the MHSAA provides a tournament series.

Student-athletes ineligible under MHSAA Regulations are not covered.

- Students who are ineligible under local school rules but would be eligible under MHSAA rules would be covered if they were allowed to practice with their school team.
- Students who are otherwise eligible but are suspended from contests under Regulation V, Section 3 (contest disqualifications) would be covered if they were to continue practicing with the school team.

Officials must be on the premises of the contest worked to be covered under the policy.

Sideline cheerleaders are covered while traveling directly to and from interscholastic athletic events as a representative of the school while traveling in transportation sponsored by the school, and while cheering at interscholastic athletic events under the direct supervision of a school employee designated by the school. To be covered by MHSAA-purchased insurance, the activity of sideline cheerleaders at interscholastic athletic events must not exceed the safety norms of MHSAA Girls Competitive Cheer (i.e., the height of mounts, flips, stunts, etc.).

MHSAA Accident Medical Insurance does NOT cover ANY out-of-season activities or any activities occurring beyond the mileage limits of Regulation II, Section 6, Interpretation 193, even if those activities are not expressly prohibited by the MHSAA.

This coverage is provided at no cost to the eligible athletes of MHSAA member schools and to registered officials. The MHSAA is the policyholder and pays the premium for this layer of accident medical coverage. The policy will pay up to **\$1,000,000** in medical expenses **after a deductible of \$25,000 in paid medical expenses per claim has been met**. The MHSAA arranged program will then pay medical expenses above the \$25,000 deductible left unpaid by the parents' or official's insurance or any other sources such as school purchased insurance.

A payment of a cash benefit payment of up to \$50,000 will be made if a covered person is paralyzed or in a coma within 180 days after the accident. Payment will not be made until a physician certifies that, after a 16-month waiting period, the injury is permanent and irreversible. This payment is in addition to those payments already covered for medical expenses and must result in disability. This payment is in addition to those payments already covered for medical expenses.

The first medical expense must be incurred within 90 days after the date of the accident. An accidental death or dismemberment benefit of \$10,000 is paid if either event occurs within 365 days of the date.

The Claims Administrators' name, telephone number and email address is:

Mr. Bryan Cronen, FIRST AGENCY, INC., 5071 West H Avenue

Kalamazoo, MI 49009-8501

Phone: 269.381.6630 Fax: 269.381.3055

Email: Bryan.Cronen@aig.com

MAKE SURE ALL HIGH SCHOOLS AND JUNIOR HIGH/MIDDLE SCHOOLS IN YOUR DISTRICT ARE DESIGNATED BY YOUR BOARD OF EDUCATION AS MHSAA MEMBER SCHOOLS SO ATHLETES ON BOTH LEVELS ARE COVERED BY THIS MHSAA-PURCHASED PLAN

CONCUSSION CARE INSURANCE

Since the 2015-16 school year, the Michigan High School Athletic Association has provided athletic participants at each MHSAA member junior high/middle school and high school with insurance that is intended to pay accident medical expense benefits resulting from concussion. The suspected concussion must be sustained while the athlete is participating in an MHSAA in-season covered activity (in-season practice or competition). Policy limit is \$25,000 for each accident.

Covered students, sports and situations follow the accident medical insurance (see above).

This program intends to assure that all eligible student-athletes in MHSAA member schools in grades 6 through 12, male and female, in all levels of all sports under the jurisdiction of the MHSAA, receive prompt and professional attention for head injury events even if the child is uninsured or under-insured. Accident medical deductibles and co-pays left unpaid by other policies are reimbursed under this program.

The Claims Administrator's name, telephone and email address are:

Carol Grabenschroer – Claims Manager

Phone: 402-351-3807

Email: carol.grabenschroer@mutualofomaha.com

Candice Little – Claims Manager

Phone: 402-351-3265

Email: candice.little@mutualofomaha.com

Special Risk Services

P.O. Box 31156

Omaha, Nebraska 68131

Claim Inquires (800) 524-2324

Email: specialrisk.claims@mutualofomaha.com



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5443
www.hazelparkschools.org

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2023-2024 Advantage Alternative School Calendar	
8:00 a.m. - 2:10 p.m.	
Half Day 8:00 a.m. - 11:15 a.m.	
08/28/2023	Monday Institute Day
08/29/2023	Tuesday Institute Day
08/30/2023	Wednesday Half Day PM - 1st Trimester begins
09/01 - 09/04/2023	No School Labor Day Break
09/25/2023	Monday No School - Professional Development
09/28/2023	Thursday Half Day AM District wide - Records PM
10/12/2023	Thursday Parent/Teacher Conferences
10/13/2023	Friday Half Day AM
10/31/2023	Tuesday Half Day AM District wide - Records PM
11/07/2023	Tuesday No School - Professional Development
11/20/2023	Monday Half Day Finals
11/21/2023	Tuesday Half Day/Finals End of 1st Trimester
11/22/2023	Wednesday No School - Professional Development
11/23 - 11/24/2023	No School - Thanksgiving Break
11/27/2023	Monday Trimester 2 begins
12/22/2023	Friday Half Day - Holiday Break begins PM
01/08/2024	Monday Classes Resume
01/15/2024	Monday No School - Professional Development
01/19/2024	Friday Half Day AM District wide - Records PM
01/22/2024	Monday Half Day AM District wide - Records PM
01/25/2024	Thursday Parent/Teacher Conferences
01/26/2024	Friday Half Day AM
02/16/2024	Friday Half Day - Winter Break begins PM
02/26/2024	Monday Classes Resume
03/07/2024	Thursday Half Day AM Finals
03/08/2024	Friday Half Day AM Finals Second Trimester Ends
03/11/2024	Monday Trimester 3 begins
03/22/2024	Friday Half Day AM - Spring Break begins PM
04/01/2024	Monday Classes Resume
04/09/2024	Tuesday Half Day AM - Records PM
04/25/2024	Thursday Parent/Teacher Conferences
04/26/2024	Friday Half Day AM
05/16/2024	Thursday No School - Professional Development
05/17/2024	Friday Last Day for Advantage Seniors
05/22/2024	Wednesday Advantage Graduation
05/24/2024	Friday Half Day - Holiday Break begins PM
05/28/2024	Tuesday Classes Resume
06/06/2024	Thursday Half Day AM - Records PM
06/07/2024	Friday Half Day AM - Records PM
06/07/2024	Last Day of School - End of 2nd Semester

 No School
  PD
  Half Day



Yearly Calendar Template



YEARLY CALENDARS by Vertex42.com

<https://www.vertex42.com/ExcelTemplates/yearly-calendar.html>

Year Month Start Day 1:Sun, 2:Mon ...

2023-2024

MCA 23/24 Calendar

July '23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Summer School
Fall Semester = 91 Days
Winter Semester = 92 Days
Days Off
183 Days = 1098 Hours



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Board of Education
From: Dr. Amy Kruppe
Subject: Powerschool
Date: 6/14/23

The Hazel Park Cabinet team is requesting the purchase of [PowerSchool](#) for several technological suites to align our services. This will align our programs and services in a system fashion. These suites will be purchased and implemented over a two year period of time. The learning suites will be implemented during the 2023 summer and fall. The student information system and enrollment will be implemented starting in September of 2023 with a go live date of August 2024.

This will take the place of MiStar. The following components will be purchased:

- Powerschool SIS
- Enrollment Express
- Special Program
- Unified insights with MTSS
- Unified behavior
- Unified curriculum and instruction
- Schoology LMS
- Performance matters

We have been working with powerschool for over a year to develop the best price and package for our students and staff. It will also improve communication to our parents as it is extremely user friendly.

Powerschool has given many discounts and is giving another \$30,000 for an upfront payment of \$178,507.02 for year one with a recurring cost of \$122,221.56.

Strategic Goal Alignment:

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.





**HAZEL PARK
SCHOOLS**

Funding Source: General Fund

Recommendation : The Board of Education support the transition and purchase to Powerschool at a cost not to exceed \$178,508 for the first year and \$123,00 thereafter.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



PowerSchool Group LLC
 150 Parkshore Dr., Folsom, CA 95630
 Quote #: Q-801762 - 1
 Quote Expiration Date: 23-JUN-2023

Sales Quote - This Is Not An Invoice

Prepared By:	Randell Bosse	Customer Contact:	Amy Kruppe
Customer Name:	Hazel Park Public School District	Title:	Superintendent
Enrollment:	3,226	Address:	2111 Pontiac Lake Road
Contract Term:	36 Months	City:	Waterford
Start Date:	1-JUL-2023	State/Province:	Michigan
End Date:	30-JUN-2026	Zip Code:	48328
		Country:	United States
		Phone #:	2486585200

Product Description	Quantity	Unit	Extended Price
Initial Term 1-JUL-2023 - 30-JUN-2024			
License and Subscription Fees			
PowerSchool Suite	1.00	Each	USD 61,110.78

License and Subscription Totals: **USD 61,110.78**

PowerSchool Suite Contains: Unified Classroom Behavior Support Subscription (3226 Students), Unified Classroom Behavior Support SIS Integration (3226 Students), Unified Classroom Behavior Support One time discount (1 Each), Schoology LMS Subscription (3226 Students), Schoology LMS One Time Discount (1 Each), PD+ for Schoology Learning (1 Per Person), UC Curriculum and Instruction Subscription (3226 Students), UC Curriculum and Instruction One Time Discount (1 Each), PowerSchool PM Assessment and Advanced Reporting Core+ (3226 Students), PowerSchool Performance Matters One Time Discount (1 Each), PowerSchool Item Bank (3226 Students), PowerSchool Performance Matters Pre-Built Assessments (3226 Students), PowerSchool Performance Matters SEL Survey (3226 Students), PowerSchool Performance Matters Soft Skills Survey (3226 Students), Powerschool Special Programs SECM SaaS (3226 Students), PowerSchool Special Programs Service Capture SaaS (3226 Students), PowerSchool Special Programs 504 - Add-On Module SaaS (3226 Students), PowerSchool Special Programs ELL - Add-On Module (3226 Students), PowerSchool Special Programs One Time Discount (1 Each), PowerSchool Enrollment Express (3226 Students), Enrollment Express One Time Discount (1 Each), PowerSchool SIS Hosted Subscription (3226 Students), PowerSchool SIS One Time Discount (1 Each), Unified Insights Platform Hosted (3226 Students), Unified Insights Student Essentials Hosted (3226 Students), Unified Insights One Time Discount (1 Each), Unified Insights MTSS (3226 Students), PowerSchool SIS Hosting SSL Certificate (1 Each), PD+ Subscription (3226 Students), PowerSchool Special Programs One Time Discount (1 Each), PowerSchool Performance Matters One Time Discount (1 Each), Enrollment Express One Time Discount (1 Each), PowerSchool SIS One Time Discount (1 Each), Schoology LMS One Time Discount (1 Each), Unified Insights One Time Discount (1 Each), UC Curriculum and Instruction One Time Discount (1 Each), Unified Classroom Behavior Support One time discount (1 Each)

Professional Services and Setup Fees			
PowerSchool Suite Implementation Services	1.00	Each	USD 78,821.25

Professional Services and Setup **USD 78,821.25**

Fee Totals:

PowerSchool Suite Implementation Services Contains: Unified Classroom Behavior Support Deployment Guided (1 Each), Schoology LMS Implementation US - Guided (1 Each), UC Curriculum and Instruction Deployment - Guided (1 Each), PowerSchool PM Assessment and Adv Reporting Guided Deploy (1 Each), PowerSchool Post Implementation Consulting (1 Each), PowerSchool PM Item Bank Consulting (1 Each), PowerSchool Special Programs Deployment - Comprehensive (1 Each), PowerSchool Enrollment Express Guided Implementation (1 Each), PowerSchool SIS Deployment - Comprehensive (1 Each), Unified Insights Essentials PS SIS Hosted Deployment (1 Each), Unified Insights Keys to Ownership (20 Hours), Unified Insights MTSS Deployment (3226 Students), PowerSchool Additional Data Integration Services (ADIS) (1 Each), Schoology Additional Data Integration Services (3226 Students)

Training Services			
PowerSchool Suite Training Services	1.00	Each	USD 38,575.00

Training Services Total: **USD 38,575.00**

PowerSchool Suite Training Services Contains: Unified Classroom Behavior Support Training Remote (6 Hours), PowerSchool Performance Matters Training Onsite (1 Day), Schoology Onsite Professional Development (1 Day), UC Curriculum and Instruction Training Onsite (1 Day), PowerSchool PM Per Person Per Day Training Remote (10 Each), Special Programs Per Person Per Day Training Remote (25 Each), Enrollment Express Per Person Per Day Training Remote (1 Each), SIS Per Person Per Day Training/Certification Remote (30 Each), Unified Insights Training Remote (3 Hours)

Subscription Period Total	
Total Discount	USD 113,457.17
Initial Term	1-JUL-2023 - 30-JUN-2024
Amount To Be Invoiced	USD 178,507.03

Annual Ongoing Fees as of 1-JUL-2024 - Fees subject to an annual uplift, which will be reflected on renewal quote

PowerSchool Suite	1.00	Each	USD 122,221.56
Annual Ongoing Fees Total:			USD 122,221.56

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Notwithstanding anything to the contrary in the Main Services Agreement, if Customer pays in advance for any professional services, all professional services must be scheduled and delivered within twelve (12) months of the applicable quote start date, unless otherwise agreed in writing by PowerSchool; any portion of any prepaid amount for professional services that has not been used by Customer toward professional services rendered within such twelve (12) month period will be forfeited. Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: https://www.powerschool.com/MSA_Feb2022/

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC
Signature:



Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 12-JUN-2023

Hazel Park Public School District
Signature:

Printed Name:

Title:

Date:

*****Sales Quote - This Is Not an Invoice*****

Statement of Work

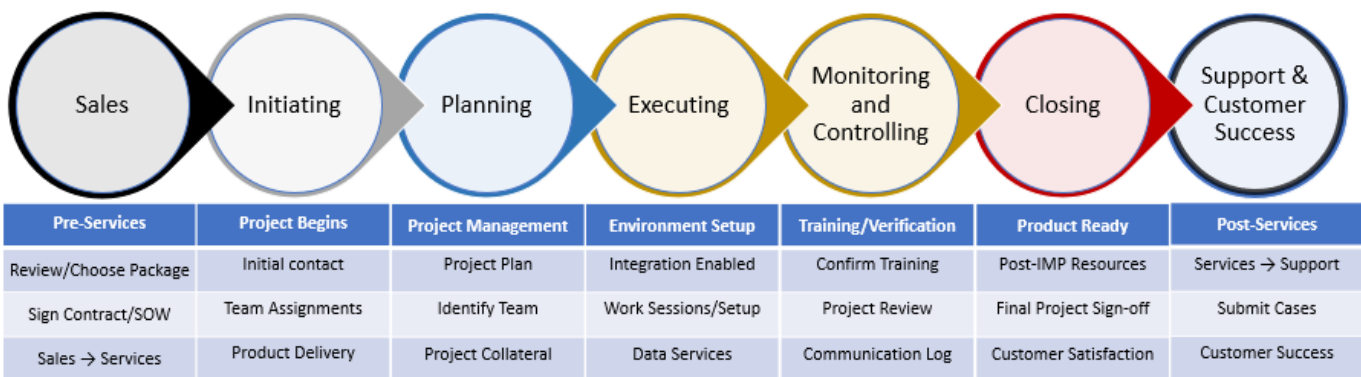
Purpose of Document

The purpose of this Statement of Work (“SOW”) between PowerSchool Group LLC (“PowerSchool”) and Customer (“You”, “Your”) is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.



Released January 2021

Document Owner: PowerSchool Group LLC, Product Deployment Solutions

General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected (if needed).
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. “Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee’s request.”
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the “Customer Responsibilities” included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer’s behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

Deliverables Acceptance Procedure

Deliverables Acceptance

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

Project Change Control and Escalation Procedure

Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the project

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – pmleadership@powerschool.com
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.

Performance Matters Assessment & Advanced Reporting Additional Data Integration Services (ADIS) Statement of Work

Project Outline

Initiation	
Additional Data Integration Initiation	Schedule Additional Data Integration Services (ADIS) Planning Meeting
Planning	
Initial Review Meeting	Review data imports, integrations, rollover process, deliverables, expectations, and share necessary resources
Executing	
Technical Configuration Phase 1	Review data import configurations (Core, Grades, Attendance, Discipline, Student Login, Users)
Data Import and Review	Address outstanding questions related to core data imports. Verify completion of core data imports and signoff on each type Review and configure settings and permissions
Technical Configuration Phase 2	Review and test staff & student SSO (if applicable) Review and configure integrations
Monitoring	
Internal Post-Data Import Review	Monitor the automated data imports for confirmation of successful completion
Final Review	
Final Data Review Meeting	Review the solution post-data import, and call to action for additional district-led actions (updates to org calendar, EWS rule changes, etc.)

Performance Matters Assessment & Advanced Reporting Additional Data Integration Services (ADIS) Statement of Work

Initiating

PowerSchool Responsibilities

- Send ADIS initiative email and survey
- Schedule ADIS Planning meeting

Customer Responsibilities

- Schedule ADIS Planning meeting

Completion Criteria

This activity will be considered complete when:

- ADIS Planning meeting scheduled

Planning

PowerSchool Responsibilities

- Conduct ADIS Meeting
- Review data imports and integrations
- Review deliverables and expectations
- Share necessary resources

Customer Responsibilities

- Attend ADIS Planning Meeting
- Review core import specifications
- Review grades, attendance, and discipline import specifications
- Review existing product integrations

Completion Criteria

This activity will be considered complete when:

- ADIS Planning meeting complete
- Resources delivered

Performance Matters Assessment Standard Statement of Work

Executing

PowerSchool Responsibilities

Project Management

- Schedule and conduct remote working sessions
- Provide status updates and meeting notes to all project team members

System Configuration & Data Imports

- Configure features and permissions
- Collaborate with customer to pull and schedule core imports
- Collaborate with customer to pull and schedule attendance, grades, discipline
- Collaborate with customer to ensure integrations are configured appropriately
- Collaborate with customer to ensure SSO is configured appropriately

Consulting

- Offer consultative services adhering to best practices
- Partner with customer to configure Early Warning System

Customer Responsibilities

- Participate in remote working sessions
- Collaborate with PowerSchool to pull and schedule core data
- Collaborate with PowerSchool to ensure solution is configured appropriately
- Manage customer process change throughout the project
- Review and verify solution configuration throughout the duration of the project
- Provide signoff on specified milestones to confirm completion throughout project
- Collaborate with PowerSchool for consultation and best practices

Completion Criteria

This activity will be considered complete when:

- Core data has been pulled, scheduled, and verified
- Consultation services have been provided to ensure best practices and effective adoption
- Customer has provided signoff on project milestones

Performance Matters Assessment Standard Statement of Work

Monitoring

PowerSchool Responsibilities

- Complete final internal review of automated core imports

Customer Responsibilities

- Complete standard user acceptance testing procedures

Completion Criteria

This activity will be considered complete when:

- Customer has completed standard user acceptance testing

Closing

PowerSchool Responsibilities

- Review and verify completed project deliverables to finalize completion of project scope

Customer Responsibilities

- Review and verify completed project deliverables to finalize completion of project scope

Completion Criteria

This activity will be considered complete when:

- Customer provides approval of project deliverables

Enrollment Express Guided Statement of Work

Initiating

PowerSchool Responsibilities

- Send welcome email
- Request Maintenance Access to PowerSchool SIS
- Request Enablement of Custom Web Page Management and Customizations (Custom Web Page Management and Customizations must remain enabled to use Enrollment Express)
- Conduct provisioning and permission steps which includes installing and enabling product, automatically upon purchase, in the PS SIS (signature on this document constitutes Client agreement)
- Identify PowerSchool Project Team
 - Project Manager
 - Application Specialist
- Create supporting project collateral

Customer Responsibilities

- Complete intake survey
- Grant PowerSchool Maintenance Access (signature on this document constitutes Client agreement)
- Enable Custom Web Page Management and Customizations (Custom Web Page Management and Customizations must remain enabled to use Enrollment Express)
- Conduct script run, if self-hosted
- Identify Customer Project Team
 - Project Manager
 - Subject Matter Expert(s)
- Review Statement of Work

Completion Criteria

This activity will be considered complete when:

- Project Teams established and solution provisioned and permissioned
- Custom Web Page Management and Customizations enabled (Custom Web Page Management and Customizations must remain enabled to use Enrollment Express)

Enrollment Express Guided Statement of Work

Planning

PowerSchool Responsibilities

- Schedule and conduct a Kickoff Meeting
 - The Guided Model is fifty (50) calendar days from the date of the kick-off meeting
- Provide an overview of the implementation process
- Schedule implementation milestones and define project timeline
- Update Project Planner to include implementation timing and resources
- Schedule necessary project sessions as dictated in project plan

Customer Responsibilities

- Attend Kickoff Meeting and all necessary project sessions as dictated in project plan
- Confirm access to the online Project Planner
- Review and confirm configuration information pertinent to implementation within five (5) business days of completion of the Kickoff Meeting
- Manage customer business process change throughout the project
- Review training materials and training scheduling process
- Set up Vanco (payment) account (if applicable) *

Completion Criteria

This activity will be considered complete when:

- The Kickoff Meeting is completed
- The Project Planner is updated based on discussed timelines
- Customer provides forms to Project Manager and Application Specialist within five (5) business days of completion of the Kickoff Meeting
- Customer completes Vanco (payment) account setup (if applicable)

Enrollment Express Guided Statement of Work

Executing

PowerSchool Responsibilities

- Provide Cloud Pre-Registration Portal survey to Customer (if PowerSchool SIS version is not 21.4.5+)
- Conduct an initial analysis of any pertinent existing solution materials to determine architecture of solution(s)
- Schedule and conduct Solution Deliverables Meeting
- Capture details to further build solution(s) to meet specifications
- Complete Pre-Registration setup
- Create one (1) test record within the PowerSchool SIS to ensure proper setup of solution
- Complete build of final solution materials
- Conduct Product Overview specific to product solution
- If Consulting is purchased, then this will be delivered accordingly.
- Provide overview and guidance on mapping of solution
- Enable Payment in PS SIS (for Vanco, if applicable) *

Enrollment Express Guided includes up to 10 hours of form configuration. Localization services are not included in this SOW. The integration of translated text provided by clients (localization) requires the purchase of Remote Consulting hours.

Customer Responsibilities

- Attend Solution Deliverables Meeting
- Coordinate with Project Manager and Application Specialist to communicate details to further build solution(s) to meet specifications.
- Failure of the client to complete client responsibilities within prescribed project timeline will result in PowerSchool proceeding with the deployment of a viable “best practices” solution to adhere to project timelines.
- Grant permission to create one (1) test record within the PowerSchool SIS (signature on this document constitutes Client agreement)
- Complete Pre-Registration Portal Survey (if PowerSchool SIS version is not 21.4.5+)
- Complete data mapping (Please note, every PowerSchool SIS instance is unique and requires deliberate mapping to ensure accurate data delivery)
- Confirm completion of solution build
- Determine a launch plan

Completion Criteria

This activity will be considered complete when:

- Solution build is confirmed completed
- The Solution Deliverables Meeting is completed
- Solution build is confirmed completed

Enrollment Express Guided Statement of Work

*PS completes basic components of Payment Setup; it is the customer's responsibility to complete Vanco account setup and provide PS additional setup information. This can occur during or post-implementation (via Support).

Monitoring & Controlling

PowerSchool Responsibilities

- Ensure solution is functional and adheres to best practices by performing standard quality assurance and testing procedures.

Enrollment Express Guided includes up to 1 hour of end-to-end testing

Customer Responsibilities

- Perform user acceptance testing on solution to ensure all elements are in place and ready for launch:
 - Form Content
 - Form and Field Structure
 - Form Field Requirements
 - Form Logic
 - Record Approval Process
 - Record Delivery to PowerSchool SIS fields
 - Successful Payment Submission through VANCO (if applicable)

Completion Criteria

This activity will be considered complete when:

- Requisite testing has been completed by PowerSchool
- The Customer has completed end-to-end user acceptance testing within five (5) business days of notification of readiness for testing

Enrollment Express Guided Statement of Work

Closing

PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce Customer to support contact methods
- Send final project sign off to Customer
- Provide Technical Contacts for Customer Confirmation

Customer Responsibilities

- Review completed project deliverables.
- Understand support contact methods
- Complete final project signoff
- Confirm/Provide Additional Technical Contacts
- Complete Customer Satisfaction Survey

Completion Criteria

This activity will be considered complete when:

- Customer provides final project signoff. The Implementation team will provide (3) attempts for project signoff. If no response is received after the third attempt, the project will be closed and transitioned to Support.
- Confirmation of Technical Contacts

Unified Insights MTSS Statement of Work

MTSS Single-District Deployment

Overview

This document serves as the Statement of Work (SOW) to define the scope of a PowerSchool Professional Services project. This SOW includes services for a single-district deployment of the following products, hosted in a PowerSchool cloud environment:

- Unified Insights – MTSS (Qty 1)

All PowerSchool services for this SOW will be performed remotely.

Prerequisites

- Implementation of the following product modules:
 - Unified Insights – Platform
 - Unified Insights – Essentials
- Defined Users, Groups, and Roles

Services in Scope

Activities and Deliverables

- The district is given the Roles/Permissions document and provided an opportunity to set their security for both Interventions and Student Plans
 - This is done in the Developer Tools, by using the Edit Rights function (gold lock icon)
- The district is walked through the Intervention Settings page, where they are informed about the following settings they can edit. This walkthrough explains the purpose of the fields, effects on reporting, and things to consider when customizing your values
 - Enrollment/Withdrawal reason
 - Levels
 - Types/Subtypes
 - Student Support Resources
 - Student Observation Labels
- A demo and basic training of Intervention Plans
- A demo and basic training of filling out Interventions
- A demo and basic training of Student Plans template builder
- A demo and basic training on how to create a Student Plan from a template

Ongoing Project Management

- Project Planning; Project Communication; Status Reporting; Resource Scheduling; Resource Management; Risk Management; Issue Management

Unified Insights MTSS Statement of Work MTSS Single-District Deployment

Customer Responsibilities

- Assign a Project Manager to act as the single point of contact to PowerSchool for coordination of Customer resources and execution of this SOW. Assign additional technical and business stakeholders as required to complete the work and validate the solution.
- Assist with final system QA and provide final system acceptance for go-live.

SOW Fees

This is a fixed-price SOW. Any services or deliverables not documented in this SOW can be addressed via a Project Change Request or a new SOW.

Unified Classroom Behavior Support

Guided Statement of Work

Overview

This document serves as the Statement of Work (SOW) to define the scope of a PowerSchool Professional Services project. This SOW includes services for a single-district deployment of the following products, hosted in a PowerSchool cloud environment:

- Unified Classroom Behavior Support (Qty 1)

All PowerSchool services for this SOW will be performed remotely.

Prerequisites

- If using SIS rostering via Clever, you must have:
 - Customer SIS source system that is supported with an available Unified Classroom Behavior Support SIS connector (Clever).
 - Clever SIS Rostering subscription.

Services in Scope

Initiating & Planning

PowerSchool Responsibilities

- Provision Environment
- Send Welcome Email
- Identify PowerSchool Project Team
 - Onboarding Specialist
 - Professional Development Specialist
 - Customer Success Manager
- Schedule Session One: Kickoff Meeting

Customer Responsibilities

- Identify Customer Project Team
 - Project Lead: primary point of contact for the PowerSchool team for the duration of the project; they will distribute tasks to the customer project team and will partner with PowerSchool to ensure the implementation remains on track and milestones are completed on time.
 - Professional Development Lead: Schedules and organizes professional development with the district or school.
 - Technical Lead: data administrator with administrative access to your SIS or student and staff data; they should also be familiar with creating data files.
- Schedule Session One: Kickoff Meeting

Unified Classroom Behavior Support

Guided Statement of Work

Executing

PowerSchool Responsibilities

- Conduct Session One: Kickoff Meeting
- Schedule and complete Leadership Onboarding
- Provide Culture Configuration Workbook
- Discuss and review Behavior modifications
 - Up to 6 unique configurations (such as Elementary, Middle, and High School) will be supported for this SOW. Unified Classroom Behavior Support will provide example systems that could be used as-is or modified to meet district needs. Selected configurations will be applied to schools within the district included in this SOW.
- Review and configure Culture settings
 - Assist customer with loading and validation of district-standardized culture system configurations:
 - Point system type and point system name, culture banking system activation, behavior categories and values, consequence rosters and automated triggers, family portal activation, student survey activation, referrals management activation.
 - Up to 6 unique configurations (such as Elementary, Middle, and High School) will be supported for this SOW. Unified Classroom Behavior Support will provide example systems that could be used as-is or modified to meet district needs. Selected configurations will be applied to schools within the district included in this SOW.
- Discuss and review Consequence Triggers
 - Up to 6 unique configurations (such as Elementary, Middle, and High School) will be supported for this SOW. Unified Classroom Behavior Support will provide example systems that could be used as-is or modified to meet district needs. Selected configurations will be applied to schools within the district included in this SOW.
- If using SIS rostering via Clever:
 - Implementation of 1 Clever district SIS connector between Unified Classroom Behavior Support and 1 supported SIS source system.
 - Provision Users (Students and Staff) and Groups (Courses) and Group Enrollments.
- If using manual rostering:
 - Provision Users using file provided by the District in the file format required for import.

Customer Responsibilities

- Attend Session One: Kickoff Meeting
- Schedule and attend Leadership Onboarding
- Complete and share the Culture Configuration Workbook
 - Up to 6 unique configurations (such as Elementary, Middle, and High School) will be supported for this SOW. Unified Classroom Behavior Support will provide example systems that could be used as-is or modified to meet district needs. Selected configurations will be applied to schools within the district included in this SOW.
 - Determine district culture system requirements:
 - Identify district's preferred configurations for the schools' culture systems in Unified Classroom Behavior Support at time of implementation.

Unified Classroom Behavior Support Guided Statement of Work

- If using SIS rostering via Clever:
 - Partner with PowerSchool to establish Clever SIS connector between Unified Classroom Behavior Support and one supported SIS source system.
- If using manual rostering:
 - Provide Unified Classroom Behavior Support with the User file in the required file format for import.

Monitoring

PowerSchool Responsibilities

- Schedule Follow up call
- Perform final system QA
 - Rosters
 - Behaviors
 - Culture Settings
 - Consequence Triggers
- Identify tentative dates for purchased training

Customer Responsibilities

- Schedule Follow-up call
- Perform final QA of system
- Provided tentative training dates
- Approve Project closure

Unified Classroom Behavior Support Guided Statement of Work

Closing

PowerSchool Responsibilities

- Review and verify completed project deliverables to finalize completion of project scope
- Introduce customer to Technical Support contact methods
- Provide confirmation of deliverables on the UCBS Deployment Checklist
- Provide Customer Satisfaction Survey

Customer Responsibilities

- Review and verify completed deliverables to finalize completion of project scope
- Review and verify Technical Support Contact methods and understand that support will be the primary contact at project completion
- Provide confirmation of deliverables on the UCBS Deployment Checklist
- Complete Customer Satisfaction Survey

SOW Fees

This is a fixed-price SOW. Any services or deliverables not documented in this SOW can be addressed via a Project Change Request or a new SOW.

Student Information System

Comprehensive Statement of Work

Initiating (Pre-requisites before Planning)

PowerSchool Responsibilities

- Send Welcome Email with Statement of Work
- Identify PowerSchool Project Team
 - Project Manager
 - Implementation Specialist(s)
- Send Customer access to the following:
 - Project Plan

Completion Criteria

This activity will be considered complete when:

- Customer reviews Statement of Work

Planning

PowerSchool Responsibilities

- Schedule and conduct a kick-off meeting
 - Advance Model is nine (9) months from the date of the kick-off meeting
- Provide introduction to the Support site
- Explain the implementation process
- Schedule and Deliver the Business Process Review and Report
- Schedule the PowerSchool implementation and training resources based on project timeline
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed

Customer Critical Responsibilities

- Attend kick-off meeting and all subsequent meetings and training required
- Utilize the online Project Plan and Training Plan throughout the project to stay up to date
- Complete the PowerSchool Intake Survey based on information gathered from key stakeholders, and delivery the following:
 - Supporting documents as required (i.e. location, staff and student count, district info, etc.)
 - Extract and convert required data from Customer legacy system to PowerSchool provided templates and format (Data conversion services are available for additional purchase)
- Plan for training and ensure users attend required training sessions
- Update the Project Plan to indicate client tasks completed
- Manage customer business process change throughout the project
- Notify designated PS point of contact when Your Intake Survey is complete.

Student Information System

Comprehensive Statement of Work

Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines
- The Business Process Review is completed, and report is provided to the Customer

Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) for the PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO
- Configure AppSwitcher with current and new PowerSchool products

Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

Completion Criteria

- Customer signs the final checklist that Authentication Services are complete

Executing

Customer Critical Responsibilities

- Consult with customer stakeholders and provide answers to follow-up questions regarding configuration elements.
- Extract data from legacy system into PowerSchool provided templates
- Complete IPT Training
- Complete PD+ SIS implementation learning paths

Completion Criteria

This activity will be considered complete when:

- Configuration collection, associated documentation and data templates are complete and provided to PowerSchool.

Student Information System

Comprehensive Statement of Work

System Settings

PowerSchool Configures Critical System Settings:

System-Level Settings		
	Comprehensive	Comment/Resources
Email Setup (video available)	Best Practice	<p>Hosted Customer: The system will be set up to enable the automatic sending of system-generated emails. The customer will be responsible for setting up the specific From and Reply-to email addresses on the Email Setup screen.</p> <p>Non-Hosted Customers: The customer will be responsible for setting up their email service on the Email Setup screen. https://docs.powerschool.com/PSHSA/20.4/system-admin/system-settings/email-setup</p>
Password Rules Management	Best Practice	<p>By default, PowerSchool best practices will be set up. The customer can edit these rules on the Password Rules Management screen.</p> <p>Best Practice:</p> <ul style="list-style-type: none"> - 8 characters minimum - Passwords must contain at least 1 uppercase letter, 1 lowercase letter, 1 special character, and 1 numeric character - Passwords expire every 60 days - Passwords can be reused every 5 cycles - Accounts will be locked after 5 incorrect attempts <p>https://docs.powerschool.com/PSHSA/20.4/security/password-rules-management</p>

Student Information System

Comprehensive Statement of Work

District Configuration

PowerSchool Configures District Settings

District-Level Settings		
	Comprehensive	Comment/Resources
District Info	Best Practice	<p>The district name, address, and ID will be set up for each school based on the information provided by the customer. Additional settings can be configured by the customer on the District Info screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/district-information</p>
Districts of Residence	State or System Defaults Only	<p>If districts of residences are defined by state reporting, they will be set up by default, otherwise they will be left blank, per best practice. Additional entries can be made by the customer on the Districts of Residence screen if they choose to use this feature.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/districts-of-residence</p>
Years & Terms	Best Practice (Configuration Session)	<p>As best practice, the current school year will be set up using default start and end dates</p> <p>Default Year: 20XX-20XX (7/1/20XX - 6/31/20XX)</p> <p>The dates can be adjusted by the customer and additional years can be added on the Years & Terms screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/years-and-terms</p>
Calendar Membership Types	State or System Defaults Only	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Calendar Membership Types screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - Holiday - In Session - Teacher in Services / Professional Development - Vacation - Weather <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar-membership-types</p>
Entry Codes (from state guidelines or config survey)	State Defaults (Configuration Session)	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Entry Codes</p>

Student Information System

Comprehensive Statement of Work

		<p>screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - OE Original Entry - P Promoted - R Retained - RT Returning Student - G Graduated <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/student-and-staff/entry-codes</p>
Exit Codes (from state guidelines or config survey)	State or System Defaults (Configuration Session)	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Exit Codes screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - EX Expulsion - EG Early Graduate - TD Transfer in District - TO Transfer Out of State - TS Transfer in State - GR Graduated - PR Promoted - RE Retained - DE Death <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/student-and-staff/exit-codes</p>
Scheduling/Reporting Ethnicity Codes or Federal Ethnicity and Race Settings	State or System Defaults (Configuration Session)	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Scheduling/Reporting Ethnicity Codes screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - A Asian - B African-American - C Caucasian - H Hispanic - I American Indian - O Other - P Pacific Islander <p>https://docs.powerschool.com/PSHSA/20.4/federal-</p>

Student Information System

Comprehensive Statement of Work

		ethnicity-and-race-management/federal-ethnicity-and-race-management-setup/scheduling-reporting-ethnicity-codes
State Special Programs (core module only)	State or System Defaults Only	<p>If required for state compliance, the required values will be entered by default. If not required, the customer can set up their own programs on the Special Programs screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/special-programs/special-program-setup</p>
Grade Scales	Best Practice (Configuration Session)	<p>The system will be configured with several grade scales to choose from. Customers can edit the default grade scales or create their own on the Grade Scales screen.</p> <p>Default Grade Scales:</p> <ul style="list-style-type: none"> - 100 Point Scale - A, B, C, D, F - Default (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/grade-scales</p>
GPA Calculations (system defaults)	Best Practice (Configuration Session)	<p>The system will be configured with several GPA Calculations to choose from. Customers can edit the default calculations or create their own on the GPA Calculations screen.</p> <p>Default GPA Calculations:</p> <ul style="list-style-type: none"> - Added Value - Simple - Simple Percent - Weighted - Weighted Percent <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/gpa-calculations</p>
Schools/School Info (config survey)	Best Practice (Configuration Session)	<p>School names, school numbers (ID's), and addresses will be set up based on the information provided during the sales process. School numbers (ID's) cannot be changed, so it is very important that these are correct prior to beginning the implementation process.</p> <p>Additional information (principal names, phone numbers, state-required fields, etc.) can be entered by the customer on the Schools/School Info screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/school-information</p>

Student Information System

Comprehensive Statement of Work

Log Types/SubTypes (state codes only)	State or System Defaults Only	<p>If required by state compliance, the required log types will be set up. Otherwise, default log types will be set up and can be adjusted by the customer on the Log Types screen.</p> <p>Default Log Types:</p> <ul style="list-style-type: none"> - Discipline - Health - Counselor - Attendance - Parent Contact - Grade Change <p>https://docs.powerschool.com/PSHSA/20.4/log-entries/log-entries-setup/log-types</p>
Log Entry Fields	State or System Defaults Only	<p>If required by state compliance, the required fields will be set up. Otherwise, log entry fields and codes can be adjusted by the customer on the Log Entry Fields screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/log-entries/log-entries-setup/log-entry-fields</p>
Test Scores (ACT, SAT, PSAT defaults only)	Best Practice (Configuration Session)	<p>The following tests and subscores will be set up by default. These tests can be deleted by the customer if they do not apply and additional tests and subscores can be configured by the customer on the Tests screen.</p> <p>Default Tests:</p> <p>ACT (Subscores: Composite, Math, Reading, Science, Social Studies, Writing)</p> <p>SAT (Subscores: Total, EBRW, Math)</p> <p>PSAT (Subscores: Total, Math, Reading, Writing)</p> <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/tests</p>
Standards Configuration	Configuration Session	<p>Comprehensive Tier Only: The process for creating and configuring standards will be reviewed during a configuration session. After the session, the customer will be required to enter and configure their standards.</p>
Graduation Planner	Configuration Session	<p>Comprehensive Tier Only: The process for configuration the graduation planner tool will be reviewed during a configuration session. After the session, the customer will be required to complete the set up based on their specific graduation requirements.</p>
Immunizations (state immunizations/vaccines only)	State Defaults (Configuration Session)	<p>If required by state compliance, the required state immunizations will be set up by default.</p>

Student Information System

Comprehensive Statement of Work

		<p>All other immunizations can be configured by the customer on the Health -> Immunizations screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/health-management/health-setup/vaccines</p>
<p>Incident Management (only if required by state reporting)</p>	<p>State Defaults (Configuration Session)</p>	<p>Incident Management is only included if the module is required for state compliance, in which case, the state defaults will be set up.</p> <p>If not required by state compliance, the customer can configure this module post-implementation, but it is not considered in-scope for basic or standard tiered implementations.</p> <p>https://docs.powerschool.com/PSHSA/20.4/incident-management</p>

Student Information System

Comprehensive Statement of Work

School Configuration

PowerSchool Configures School Settings

School-Level Settings		
Must be setup after server is installed		
	Comprehensive	Comment/Resources
Years & Terms (from config template)	Best Practice (Configuration Session)	<p>The current school year will be set up by default using default start and end dates</p> <p>Default Year: 20XX-20XX (8/1/20XX - 6/31/20XX)</p> <p>The dates can be adjusted by the customer and additional years can be added on the Years & Terms screen. The customer is also responsible for configuring additional scheduling terms (examples: semesters, quarters, trimesters) on the Years and Terms screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/years-and-terms</p>
Days (from config template)	Best Practice (Configuration Session)	<p>By default, 1 cycle day will be set up for each school (Day A).</p> <p>Default Day: Day A (A)</p> <p>If additional cycle days are required, the customer can add additional days on the Years and Terms screen and configure/name the days on the Days screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/scheduling/scheduling-setup/school-parameters#id-.SchoolParametersv19.0.0-EditDays</p>
Periods (from config template)	Best Practice (Configuration Session)	<p>By default, the following periods will be set up for each school. The customer can rename, delete, and add additional periods using the Periods screen.</p> <p>Default Periods: ATT (Attendance) E (Elementary) P1 (Period 1) P2 (Period 2) P3 (Period 3) P4 (Period 4) P5 (Period 5) P6 (Period 6) P7 (Period 7)</p> <p>https://docs.powerschool.com/PSHSA/20.4/scheduling/scheduling-setup/periods</p>

Student Information System

Comprehensive Statement of Work

Final Grade Setup (from config template)	Best Practice (Configuration Session)	<p>By default, the following grading terms will be set up for each school. The customer can then adjust the terms and dates using the Final Grade/Reporting Terms screen.</p> <p>Default Terms: Y1 (8/1/20XX - 6/31/20XX) S1 (8/1/20XX - 12/31/20XX) S2 (1/1/20XX - 6/31/20XX) Q1 (8/1/20XX - 9/30/20XX) Q2 (10/1/20XX - 12/31/20XX) Q3 (1/1/20XX - 3/31/20XX) Q4 (4/1/20XX - 6/31/20XX)</p> <p>https://docs.powerschool.com/PSHSA/20.4/summer-school-setup/summer-school-setup/final-grade-reporting-term-setup</p>
Attendance Conversion (video available)	Best Practice (Configuration Session)	<p>By default, the following attendance conversions will be set up for each school. If a different conversion is required, the customer can adjust these on the Attendance Conversions screen.</p> <p>Default Attendance Conversions: Elementary Schools = Code-to-Day conversion - Day Value of 0 for the codes: UA, EA, OSS - Day Value of 1 for the codes: Present, UT, ET, ISS, FT</p> <p>Middle/High Schools = Period-to-Day conversion (change to percent-to-time) - 0% -> 0 - 25% -> .25 - 50% -> .5 - 75% -> 1</p> <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-conversions</p>
Bell Schedules (from config template)	Best Practice (Configuration Session)	<p>By default, the following bell schedule will be created for each school. The customer can then adjust the periods and start/end times to match their operations. The customer can also create additional bell schedules, as needed (ex. late start, early dismissal, etc.).</p> <p>Default Bell Schedule: Name: Regular Day ATT: 7:45 AM - 8:00 AM E: 8:00 AM - 3:00 PM P1: 8:00 AM - 9:00 AM P2: 9:00 AM - 10:00 AM P3: 10:00 AM - 11:00 AM P4: 11:00 AM - 12:00 PM P5: 12:00 PM - 1:00 PM P6: 1:00 PM - 2:00 PM P7: 2:00 PM - 3:00 PM</p>

Student Information System

Comprehensive Statement of Work

		https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar#id-.Calendarv19.0.0-SetUpBellschedules																		
Calendar Setup (customer sets holidays, etc.)	Best Practice (Configuration Session)	<p>By default, the calendar for each school will be set so Monday-Friday are in-session. The customer will be responsible for adjusting the calendars for holidays, in-service days, etc.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar</p>																		
Current Grade Display (first term from final grade setup)	Best Practice (Online Guide)	<p>By default, the Q1 (quarter 1) term will be set. The customer can change this setting on the Current Grade Display screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/current-grade-display</p>																		
Attendance Preferences	Best Practice (Configuration Session)	<p>By default, Meeting Attendance will be enabled for each school (e.g. period attendance - allowing teachers to take attendance). Daily attendance and other attendance settings can be configured by the customer on the Preferences screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-preferences</p>																		
Attendance Code Categories (Unexcused, Excused, Tardy)	Best Practice (Configuration Session)	<p>By default, the following attendance code categories will be set up for each school. These are required for system reports to function, but the customer can add additional categories using the Attendance Code Categories screen.</p> <p>Default Attendance Code Categories:</p> <ul style="list-style-type: none"> Unexcused Excused Tardy <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-code-categories</p>																		
Attendance Codes (from config template)	Best Practice (Configuration Session)	<p>By default, the following attendance codes will be set up for each school. These codes can be adjusted by the customer and additional codes can be added (with the exception of Present (Blank), which is required for the system to function).</p> <p>Default Attendance Codes:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Blank</td> <td>Present</td> </tr> <tr> <td>UA</td> <td>Unexcused Absent</td> </tr> <tr> <td>EA</td> <td>Excused Absent</td> </tr> <tr> <td>UT</td> <td>Unexcused Tardy</td> </tr> <tr> <td>ET</td> <td>Excused Tardy</td> </tr> <tr> <td>FT</td> <td>Field Trip</td> </tr> <tr> <td>OSS</td> <td>Out of School Suspension</td> </tr> <tr> <td>ISS</td> <td>In School Suspension</td> </tr> </tbody> </table> <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-codes</p>	Code	Name	Blank	Present	UA	Unexcused Absent	EA	Excused Absent	UT	Unexcused Tardy	ET	Excused Tardy	FT	Field Trip	OSS	Out of School Suspension	ISS	In School Suspension
Code	Name																			
Blank	Present																			
UA	Unexcused Absent																			
EA	Excused Absent																			
UT	Unexcused Tardy																			
ET	Excused Tardy																			
FT	Field Trip																			
OSS	Out of School Suspension																			
ISS	In School Suspension																			

Student Information System

Comprehensive Statement of Work

Full-Time Equivalencies (FTE) (video for editing default)	Best Practice (Configuration Session)	<p>By default, the following FTE will be set up for all schools. The customer can edit this FTE or add additional FTE's as needed (ex. Part Time) on the Full-Time Equivalencies screen.</p> <p>Default FTE: FTE Name: Full Time Conversion Method: Code-to-Day (for elementary schools) Conversion Method: Percent Time-to-Day (for middle/high/combination schools)</p> <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/full-time-equivalencies</p>
Sub Sign-In Settings (implementation setup page)	Best Practice (Configuration Session)	<p>By default, the Sub Sign-in Password for all schools will be set to: subattendance (with current date enabled)</p> <p>Default Sub Sign-In Password: ##subattendance (Example password for a sub signing in on October 11 to take attendance: 11subattendance)</p> <p>The customer can then edit this setting on the Sub Sign-In screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/security/security-setup/substitute-sign-in-settings</p>
Class Rank (implementation setup page)	1 Calculation Only (Configuration Session)	Comprehensive Tier Only: The set up of Class Rank will be reviewed during a configuration session. After the session, the customer will be responsible for completing the set up based on their requirements.
Honor Roll (implementation setup page)	1 Calculation Only (Configuration Session)	Comprehensive Tier Only: The set up of Honor Roll will be reviewed during a configuration session. After the session, the customer will be responsible for completing the set up based on their requirements.
GPA Student Screens (implementation setup page)	Best Practice (Configuration Session)	<p>Comprehensive Tier Only: Defaults will be set up for each school based on PowerSchool best practices. Then, during a configuration session, the set up of GPA Student Screens will be reviewed. After the session, the customer will be responsible for completing the set up based on their requirements.</p> <p>Default: Weighted GPA Simple GPA Total Credit Hours Earned</p> <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/gpa-student-screens</p>

This activity will be considered complete when:

- The standard PowerSchool configuration elements have been configured and reviewed for system, district, and school setup.

Student Information System

Comprehensive Statement of Work

- Customer sign off on configuration phase.

Data Migration

PowerSchool Reviews and Consults Customer How to Import Files

During PowerSchool implementation, PowerSchool will work with the customer on the following initial data items:

Data Imports		
Templates and instructions will be provided to customers. They will own the process of collecting, importing, and validating their data.		
	Comprehensive	Comment/Resources
Student Demographics (active students only)	Demonstration Session	<p>During the import template overview, an implementation specialist will review the import templates with the customer and demonstrate how to perform the imports using Quick Import (core data) and Data Import Manager (contact data).</p> <p>After the session, it is the customer's responsibility to generate import files with their data, to the exact specifications outlined in the import templates, import the data into PowerSchool, and resolve any errors they encounter due to the condition of their data. Additional import support can be purchased in the form of KTO hours.</p> <p>Import Templates: https://support.powerschool.com/dir/8625</p> <p>Import/Export Guide: https://support.powerschool.com/article/74793</p>
Student Compliance Tables	Demonstration Session	
Staff (active staff/teachers)	Demonstration Session	
Staff Compliance Tables	Demonstration Session	
Courses (active courses)	Demonstration Session	
Course Compliance Tables	Demonstration Session	
Rooms	Documentation Only	
Sections (active school year only)	Demonstration Session	
Section Compliance Tables	Demonstration Session	

Section Enrollments (active school year only)	Demonstration Session	
Section Enrollment Compliance Tables	Documentation Only	
Historical Grades (up to five years for active students)	Demonstration Session	
Historical Grades Compliance Tables	Documentation Only	
Re-enrollments (active students)	Demonstration Session	
Re-enrollments Compliance Tables	Documentation Only	
Additional Compliance Tables	Documentation Only	
Test Scores (ACT/SAT/PSAT only)	Demonstration Session	
District Learning Standards/Outcomes	Demonstration Session	
Historical Logs (up to five log types)	Demonstration Session	
Comment Bank	Demonstration Session	
Incidents (active students) (only if required by state compliance)	Demonstration Session	
Immunization (active students) (only if required by state compliance)	Demonstration Session	
Student Contacts	Demonstration Session	See import templates for a list of required and recommended fields: https://help.powerschool.com/t5/PowerSchool-SIS-Administrator/Student-Contacts-Import-Template-v12-1-1/ta-p/83916

Customer Critical Responsibilities

- Extract and convert required data from customer legacy system to PowerSchool provided templates and format (*Data conversion services are available for additional purchase.*)
- Customer imports data into PowerSchool using PowerSchool import tools
- **Data Validation** - Once data is imported into PowerSchool, the PowerSchool implementation specialist will provide documentation and best practice for validating data in PowerSchool using reporting and visual methods. The customer will have final responsibility for the validation and confirmation of accuracy of their data.
- Validate data in PowerSchool and obtain concurrence from key school stakeholders.

Completion Criteria

This activity will be considered complete upon:

- PowerSchool has imported all provided data.
- Customer validates new data in PowerSchool.
- Customer signs off on data phase.

Security Setup

PowerSchool Implementation Responsibilities

- Conduct a security functionality and review meeting
- Make best practice recommendations on common security group usage
- Provide an overview of page permission functionality
- Review how to manage User Access and Co-Teaching roles
- Review field level security
- Review Data Validation Rule Status

Customer Critical Responsibilities

- Attend knowledge transfer meeting of security functionality.
- Review security user guides and training.
- Evaluate the hierarchy and functional roles for administrative staff.
 - Align administrative staff to the correct security group and role utilizing best practice recommendations and security documentation.

Completion Criteria

This activity will be considered complete when:

- The security functionality and options review meeting are complete.

Monitoring

PowerSchool Implementation Responsibilities

Customer Session		
	Comprehensive	Comment/Resources
Pre-Configuration Consultation (items needed)	1	
Gap Analysis	1	
System & District Configuration Consultation	1	
School-Level Configuration Consultation - Elementary (template schools)	1	

School-Level Configuration Consultation - Middle School (template schools)	1	
School-Level Configuration Consultation - High School	1	
Graduation Planner Consultation	1	
School-Level Configuration Copy (copy to other schools & how to adjust configuration exceptions)	1	
Security Configuration Consultation	1	
Import Template Consultation	2	
Import Session #1 (review quick import tool & validation)	2	
Import Session #2 (review data import manager & validation)	2	
Reports Consultation (review existing report templates available)	2	
Additional Consultation Hours (can be purchased)	1	Can be used for additional consultation on district-level or school-level configuration or data import verification and validation.

Mini Business Process Review

- Up to twelve (12) hour business process review

AutoComm/AutoSend

- AutoComm configuration
- AutoSend configuration

Option 1 PowerScheduler Start (begins in Oct-February)

- PowerSchool implementation specialist will assist customer with the following:
 - New School Year Setup
 - Copy Master Schedule for schools not using PowerScheduler
 - Enrolling students into classes for those schools not using PowerScheduler
 - End of Year process

Option 2 Test Start, Summer Production (begins in January-April)

- PowerSchool implementation specialist will assist customer with the following:
 - Data pump backup in preparation for Test Phase
 - Import of Test data
 - Setting up tracking to record all changes that need to be replicated in Production
 - Data restore in preparation for Production
 - Import of Production data

Closing

PowerSchool Implementation Responsibilities

- Review and track project deliverables.
- Introduce customer to support contact methods.
- Provide final project sign off to customer.

Customer Critical Responsibilities

- Review completed project deliverables prior to implementation completion.
- Understand that support will become primary contact for customer.

Completion Criteria

This activity will be considered complete when PowerSchool:

- Delivers documented final PowerSchool project deliverables.
- Delivery of final deliverable signoff documentation

Special Programs Comprehensive Statement of Work

Initiating Phase (Pre-requisites before Planning)

During the initiating phase of PowerSchool Special Programs implementation, initial contact is made, PowerSchool project team is assigned, and provisioned database is delivered to the Customer.

PowerSchool Responsibilities

- Complete intake process, including a welcome email sent to identified point of contact
- Identify PowerSchool project team
 - Project Manager
 - Application Specialist
 - Technical Resource
- Database delivered to the customer with administrative login credentials

Completion Criteria

This activity will be considered complete when:

- Project team has been identified for PowerSchool
- Product is provisioned and delivered with administrative login credentials

Planning Phase

During the planning phase of PowerSchool Special Programs implementation, you will be introduced to your Deployment Project Manager and schedule the project kick-off meeting. In the initial introductory email from the project manager, you will be provided a high-level estimated project timeline that meets PowerSchool's established tiered services duration.

- Comprehensive Tiered Services Timeline: Up to 4 months

PowerSchool Responsibilities

- Project Manager emails point of contact to schedule project kick-off call and provides a high-level recommended project plan and recommended roles for customer project team
- Deliver kick-off meeting and schedule product sessions, project checkpoints, and plan for training.
- Share project collateral with customer core team.
- Deliver Business Process Review and provide detailed report of customer current processes and workflows.

Customer Responsibilities

- Customer has been introduced to their PowerSchool Project Manager
- Receipt of introductory email has been sent to the Customer
- Review high-level project plan, recommended customer project team, and confirm kick-off meeting date
 - Identify a project manager, director/supervisor specific to modules purchased, main technical contact, and level one support resource to work with the PowerSchool project manager and application specialist
- Attend the kick-off meeting and schedule product sessions, project checkpoints, go live date,
- Provide training dates
- Attend Business Process Review to share feedback on current processes and workflows pertaining to Special Programs
- Sign off on Milestone Checklist 1

Completion Criteria

This phase will be considered complete when:

- Project team has been identified
- Introduction to your deployment project manager

Special Programs Comprehensive Statement of Work

- PowerSchool sends an email with proposed dates to schedule the kick-off call and provides a high-level recommended project plan
- Kick-off meeting has been completed and project timeline is confirmed
- Business Process Review has been completed
- Milestone Checklist 1 has been signed off

Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) for the PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO
- Configure AppSwitcher with current and new PowerSchool products

Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

Completion Criteria

- Customer signs the final checklist that Authentication Services are complete

Special Programs Comprehensive Statement of Work

Executing Phase

The executing phase of PowerSchool Special Programs implementation consists of a series of work sessions pertaining to integration and configuration. It is also during this phase that migration of production data is imported.

PowerSchool Responsibilities

- Deliver scheduled project sessions.
 - Product Overview Session
 - Data Import and Production Cutover Requirements Session
 - Working Sessions
 - Integration Deep Dive
 - Data Verification (Pre-Import/Post-Import)
- Provide standard import templates and assistance with understanding and use of the templates.
- Offer basic assistance and guidance with PowerSchool functionality that allows front-end data entry for scope-based data elements if electronic data is not provided or as needed.

Customer Responsibilities

- Attend scheduled product sessions
 - Product Overview Session
 - Data Import requirements session
 - Review state reportable compliance data set to import into Special Programs modules as a one-time raw data import.
 - Up to 7-years of historical pdfs (non-editable) as file attachments to PowerSchool Special Programs student document library
 - Integration Deep Dive
 - Working Sessions as scheduled
 - Data Migration Verification
- Identify data integration monitoring resource
 - Review standard integration layouts provided by PowerSchool between PowerSchool Student Information Systems. Modifications to the standard integration layouts or extended custom fields may result in additional fees.
- Identify all electronically available data has been submitted for import into PowerSchool Special Programs
- Consult with the PowerSchool Application Specialist, as needed, for any questions regarding the import process
- Prepare data in PowerSchool provided import templates/mapping guides and submit via PowerSchool's secure workspace in accordance with the established project timeline.

***NOTE:** PowerSchool is NOT responsible for data extraction from legacy systems or coordinating with third-party vendors. PowerSchool is not responsible for any data discrepancies and data gaps identified during migration effort, which may require additional scope of service and may incur additional cost.*

- Attend a data migration review meeting to validate and verify/confirm provided data is in the needed format. Resolve all data errors identified after import file review prior to initial migration **OR** attend standard data input interface review meeting for guidance on manual data entry into PowerSchool (if data is not available for import).
- Confirm final data validation for production go live.
- Sign off on Milestone Checklist 2 has been signed off

Special Programs Comprehensive Statement of Work

- Sign off on Milestone Checklist 3 has been signed off

Completion Criteria

This phase will be considered complete when:

- Product Overview Session has been delivered.
- All working sessions have been delivered and all associated tasks have been completed.
- Integration Deep Dive has been delivered.
- Customer has provided data import files in PowerSchool template format and all errors have been resolved. (Initial data verification (Pre-Import)) **OR** front-end data entry guidance has been provided if electronic data is not available for import.
- Data import and production cutover requirements session has been delivered
- PowerSchool has completed initial import and data verification has been completed (Production Data Verification (Post Import)).
- All Milestone Checklists has been signed off

Monitoring and Controlling Phase

The monitoring and controlling phase of PowerSchool Special Programs implementation consists of providing assistance with scheduling training sessions with the PowerSchool Customer Education Team, if applicable. In addition, a review of any outstanding entries in the communication log will be completed.

PowerSchool Responsibilities

- Assist customer with requesting resources for training sessions with PowerSchool Customer Education Team, as needed.
- Review Implementation Communication Log and validate all recorded items have been addressed appropriately.

Customer Responsibilities

- Ensure necessary training sessions are scheduled and confirmed with PowerSchool Customer Education Team.
- Review Implementation Communication Log and validate all recorded items have been addressed appropriately.
- Sign off on Milestone Checklist 4

Completion Criteria

This phase will be considered complete when:

- All necessary end user trainings have been scheduled with the PowerSchool Customer Education Team. Training does not have any dependencies on implementation completion.
- All items entered on the Implementation Communication Log have been addressed appropriately.
- Milestone 4 Checklist has been signed off by customer.

Special Programs Comprehensive Statement of Work

Closing Phase

The closing phase of PowerSchool Special Programs implementation consists of the official project close out meeting. You will be asked to complete a customer satisfaction survey to provide feedback on your experience throughout the implementation phases. At this time, information regarding support and other post-implementation resources will be shared.

PowerSchool Responsibilities

- Deliver project close-out meeting
- Introduce customer post-implementation resources
- Provide final project sign-off

Customer Responsibilities

- Attend project close-out meeting
- Final project sign-off
- Understand how to access post-implementation resources

Completion Criteria

This phase will be considered complete when:

- All project deliverables have been completed
- Project close-out meeting has been completed
- Services to support process has been reviewed
- Additional post-implementation resources have been reviewed
- Final project sign-off has been completed.

Schoology Guided Statement of Work

Services

After we have received a signed Quote, a member of our onboarding team will schedule a Kick-off Call to begin the onboarding process. The Kick-off Call will give you the opportunity to introduce your key stakeholders, meet the LMS project team, review the onboarding process, and review your goals for adopting Schoology. During the Kick-off Call, your Project Manager will review the items above, address next steps, and address any questions you might have.

Following the Kick-off Call, your onboarding team will work with you and the Schoology project team to analyze the onboarding milestones. We will establish a timeline for the onboarding of your Schoology instance, which includes rollout, integration services, project management and professional development tailored to your needs. Schoology will provide continual support throughout the onboarding process.

Onboarding

During the beginning stages of the onboarding process, Schoology's team will work closely with your onboarding team to help guide them through the Schoology setup process, as well as the configuration of the Curriculum and Instruction Lesson Planning module. Items included in your onboarding are Schoology configuration, data consolidation, custom branding, domain customization, technical planning, data population, user authentication and platform consulting. These items contribute to the overall success of your onboarding strategy.

In addition to the guided onboarding services, you will also receive:

- Regular communication for monitoring the progress of the onboarding
- Project Coordination and execution of project plan
- Instruction on system administration tools via a self-paced course with follow-up consultation as needed.
- Assistance with all aspects of the onboarding process via guidance, documentation, and platform consulting.
- Guidance for setting up custom authentication or single sign-on.
- Guidance and Best Practices for migrating content from an existing LMS into Schoology.

A successful onboarding is one that aligns with your organization's goals. The Schoology team will work with you to provide guidance and support throughout the onboarding process to ensure your goals are achieved.

Authentication Services

As part of these services, the project team will assist the customer to configure Single Sign On (SSO) for the PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, the team will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e., already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

Schoology Guided Statement of Work

PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO
- Configure AppSwitcher with current and new PowerSchool products

Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

Completion Criteria

- Customer signs the final checklist that Authentication Services are complete

Training

Training is an important aspect of your onboarding. Experience has shown us that developing Schoology and Lesson Planning experts within an organization helps our clients achieve continued success using Schoology Learning. You will work with a member of PowerSchool's Professional Development team to draw from our extensive course catalog to develop an appropriate training plan that best fit your needs.

Together we will devise a training plan employing the following training delivery method:

Remote Training

Our web training is setup for a maximum of 10 attendees and we recommend holding them in a computer lab with a projector and speaker phone. Most sessions are one to two hours in length and are most successful with a moderator present to facilitate questions. No-shows to sessions or cancellations within 24 hours can result in the loss of web hours of training.

As part of your onboarding, you will receive the following training:

- Schoology Enterprise System Administration Training
- Schoology for Master Instructors - 6 hours of web training; 1 group of 10 attendees (recommended delivery: 3 -two-hour sessions)
- Lesson Planning for Instructors
- Follow-up Schoology Training Sessions (remaining hours outlined in signed contract); groups of 10 attendees; your choice of courses from the course catalog

A successful Schoology rollout is one that aligns with your needs and goals. The PowerSchool Professional Development team will work with your project leaders in advance to determine the most effective training plan for your organization. PowerSchool strives to ensure that you have a positive onboarding experience, receive effective professional development, and have access to appropriate support resources after your onboarding is complete.

Performance Matters Assessment & Advanced Reporting Guided Statement of Work

Initiating

PowerSchool Responsibilities

- Send Welcome Email
- Identify PowerSchool Project Team
 - Project Manager
 - Application Specialist(s)
 - Strategic Solutions Consultant (SSC)
- Schedule Session One: Kickoff Meeting
- Provision and configure production environment

Customer Responsibilities

- Identify Customer Project Team
 - **Primary Contact:** this individual is the primary point of contact between PowerSchool and customer for the duration of the project; they will distribute tasks to the customer project team and will partner with PowerSchool to ensure the implementation remains on track and milestones are completed on time.
 - **Assessment & Curriculum Director:** this individual is a district-level administrator who is knowledgeable about curriculum and content; they will partner with PowerSchool to ensure that assessment and curriculum requirements are being met, and will provide insight into how Performance Matters can better meet those needs.
 - **Data Lead Specialist:** this individual is a data administrator, or anyone with administrative access to your SIS; they should also be familiar with exporting data files.
- Schedule Session One: Kickoff Meeting
- Identify assessment data measures that will be imported during implementation
- Identify methods for exporting and providing assessment data measures

Completion Criteria

This activity will be considered complete when:

- Project Teams are identified
- Session One: Kickoff Meeting is scheduled

Performance Matters Assessment & Advanced Reporting Guided Statement of Work

Planning

PowerSchool Responsibilities

- Conduct Session One: Kickoff Meeting
- Provide best practice recommendations on roles, resources, and milestones
- Update the Project Plan to reflect anticipated implementation timeline and assigned resources
- Identify tentative dates for training
- Schedule regular project status update sessions

Customer Responsibilities

- Attend Session One: Kickoff Meeting
- Partner with PowerSchool resources to establish implementation timeline and business needs
- Partner with PowerSchool resources to establish tentative training dates
- Review provided PowerSchool documents post-Kickoff Meeting
- Manage business process change

Completion Criteria

This activity will be considered complete when:

- Session One: Kickoff Meeting is completed
- The Project Plan is revised and updated
- Authentication document is completed and delivered

Performance Matters Assessment & Advanced Reporting Guided Statement of Work

Executing

During the Executing phase of the implementation project, PowerSchool will partner with the customer to configure and set up the solution, dictated by the package and services purchased:

Assessment & Advanced Reporting Guided Package | 12-Week Implementation

- Analytics (Baseball Card, Scoreboard, My Dashboard)
- Assessment (Online Assessments and Student Item Analysis)
- Comprehensive Data Imports
 - Core Files (student, teacher, course, schedule, school)
 - Grades, Attendance (daily and/or period), Discipline
- State assessment measures data imports (including up to three years of historical data)
- Partner assessment measures data imports
 - iReady
 - NWEA
 - STAR
- Three supported third-party assessment measures data imports (including up to three years of historical data)
- Integrations (as applicable)
 - PowerSchool SIS Gradebook Writeback
 - eSchoolPLUS Teacher Access Center Writeback
 - Schoology
 - Behavior Support (Kickboard)
- Interventions & Early Warning System (EWS)
- Staff & Student SSO (SAML)
- Training: 5 participants, 2 days, remote

Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) for the PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

Throughout the implementation project, PowerSchool will schedule and conduct regularly recurring working sessions, roughly following the below guidelines.

Performance Matters Assessment & Advanced Reporting Guided Statement of Work

Note: this is a tentative outline of each project session, and may change based on timeline requirements):

Session	Topics
Planning	
Session 1: Kickoff Meeting	<ul style="list-style-type: none"> Review Implementation Process, Deliverables, Expectations, Project Plan Capture answers to Discovery Questions
Executing	
Session 2: Core Data	<ul style="list-style-type: none"> Pull & Schedule Core Files (Student, Teacher, Course, Schedule, School) Pull & Schedule Grades, Attendance (daily and/or period), Discipline Review requirements and layouts for assessment files
Session 3: Core Data Review	<ul style="list-style-type: none"> Address outstanding questions related to core data imports Discuss student login, custom user and custom filter files Review assessment data layouts Review color cuts for grades and assessment data requirements
Session 5: Observational Assessment & Item Bank Consulting	<ul style="list-style-type: none"> Q&A for Assessment Configuration Observational Assessment Demo Review Item Banks: Search, Permissions, Duplication, Category & Course Type
Session 4: Assessment Configuration	<ul style="list-style-type: none"> Review and configure key assessment settings Review training plan
Session 5: Status Check-In	<ul style="list-style-type: none"> Review implementation status Review and configure single sign-on (SSO)
Session 6: Early Warning System (EWS)	<ul style="list-style-type: none"> Review and configure EWS Confirm EWS configuration completed
Session 7: Status Check-In	<ul style="list-style-type: none"> Review project plan Review imported assessment data and signoff on each assessment type Confirm SSO login for staff and students
Session 8: Intervention	<ul style="list-style-type: none"> Review and configure intervention Determine next steps for intervention roll out Review intervention training options
Monitoring	
Session 9: Final Data Overview	<ul style="list-style-type: none"> Status check-in and final data overview Data Q&A¹⁸⁷ Identify technical contacts

Performance Matters Assessment & Advanced Reporting Guided Statement of Work

Session 10: Admin Walkthrough

Review solution end-to-end

Session 11: Transition to Support:

Review methods for contacting Support

Introduce next steps and complete implementation project

Performance Matters Assessment & Advanced Reporting Guided Statement of Work

PowerSchool Responsibilities

Project Management

- Schedule and conduct regularly recurring remote working sessions
- Maintain project plan with updated assignments and due dates
- Provide status updates and meeting notes to all project team members
- Ensure timely completion of milestones and maintain adherence to project timeline
- Partner with customer to coordinate training and product rollout

System Configuration & Data Imports

- Provision production site and configure features and permissions
- Guide customer to pull and schedule core data and grades, attendance, and discipline
- Guide customer to import and validate assessment data using provided templates
- Update user accounts to ensure matching between systems
- Configure SSO and AppSwitcher with current and new PowerSchool products
- Collaborate with customer to ensure solution is configured appropriately

Consulting

- Offer consultative services adhering to best practices
- Partner with customer to coordinate training and product rollout
- Provide demo of Observational Assessment and reporting
- Provide overview of purchased item banks and their corresponding functionality

Customer Responsibilities

- Participate in regularly recurring remote working sessions
- Track completion of assigned tasks and determined due dates in project plan
- Ensure timely completion of deliverables and milestones while adhering to project timeline
- Pull and schedule core data and grades, attendance, and discipline
- Extract assessment data from existing system(s) and provide in the requested format through SFTP account
- Import and validate assessment data using provided templates
- Review and verify accuracy of imported data
- Follow PowerSchool guidance throughout project to ensure solution is configured appropriately
- Manage customer process change throughout the project
- Provide signoff on specified milestones to confirm completion throughout project
- Collaborate with PowerSchool for consultation and best practices
- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

Performance Matters Assessment & Advanced Reporting Guided Statement of Work

Completion Criteria

This activity will be considered complete when:

- Core data has been pulled, scheduled, and verified
- Assessment data has been imported and validated
- Customer signs the checklist that Authentication Services are complete
- Consultation services have been provided to ensure best practices and effective adoption
- Customer has provided signoff on project milestones

Performance Matters Assessment & Advanced Reporting Guided Statement of Work

Monitoring

PowerSchool Responsibilities

- Provide guidance for standard user acceptance testing procedures
- Collaborate with customer to schedule purchased training session(s)
- Collaborate with customer for consultation and best practices

Customer Responsibilities

- Complete standard user acceptance testing procedures
- Collaborate with PowerSchool to schedule purchased training session(s)
- Collaborate with PowerSchool for consultation and best practices
- Manage business process change throughout the project

Completion Criteria

This activity will be considered complete when:

- Customer has completed standard user acceptance testing
- Customer has scheduled and coordinated training sessions(s)

Performance Matters Assessment & Advanced Reporting Guided Statement of Work

Closing

PowerSchool Responsibilities

- Review and verify completed project deliverables to finalize completion of project scope
- Introduce customer to Support contact methods
- Provide Confirmation of Deliverables document to customer for approval
- Provide Customer Satisfaction Survey

Customer Responsibilities

- Review and verify completed project deliverables to finalize completion of project scope
- Review Support contact methods and understand that Support will be the primary contact at project completion
- Review Confirmation of Deliverables document and provide approval
- Complete Customer Satisfaction Survey

Completion Criteria

This activity will be considered complete when:

- Customer provides approval of Confirmation of Deliverables document

Unified Insights Essentials Statement of Work

PS SIS

Overview

This document serves as the Statement of Work (SOW) to define the scope of a PowerSchool Professional Services project. This SOW includes services for a single-district deployment of the following products, hosted in a PowerSchool cloud environment:

- Unified Insights – Essentials (Qty 1)

All PowerSchool services for this SOW will be performed remotely.

Prerequisites

- Customer must be using PowerSchool SIS version 20.4.3 or higher in production, hosted in a PowerSchool cloud environment or accessible via a VPN service provided by PowerSchool.

Services in Scope

Initiating & Planning

- Host a project kickoff meeting with Customer to introduce project teams, review the scope of this SOW, and align project dates and resources.

Executing

- Coordinate with PowerSchool SaaS operations team for deployment of the Essentials – PS SIS
Hosted environment:
 - Cloud environment provisioning
 - Essentials application installation
 - PowerSchool AppSwitcher SSO implementation and configuration
 - Standard user roles inherited from PowerSchool SIS
 - SFTP folder setup for file exchange
 - Deployment of the following standard Unified Insights connectors:
 - PowerSchool SIS 2.0
 - Schoology (optional – will be deployed if Customer is using Schoology in production at the time of this SOW implementation project)
 - Note: This SOW includes deployment of the standard connectors only. Customizations and data extensions are not included in this SOW.
 - Deployment of standard Essentials dashboard content.
 - Note: This SOW includes deployment of the standard dashboard content only. Customizations are not included in this SOW.
 - Entities and data from source systems will be limited to Unified Insights application requirements. Data domains for this implementation will include up to the following:
 - Students; Schools; Basic Staff; Enrollment; Attendance; Assessment; Discipline; Courses; Curriculum, Period, and Final Marks; Student Schedules; Basic Special Education
 - Staff Online Activity; Student Online Activity; Tech Access (Optional – If Schoology connector is implemented)

Unified Insights Essentials Statement of Work

PS SIS

- US State & National Assessment data:
 - Customer will be introduced to the Assessment team and educated on the process of working with that team for initial and ongoing upload of standard supported US State and National assessment data, if applicable.
 - Note: Customer entitlement for standard assessment loading determined by terms of Customer's Essentials subscription service.
 - Loading of other assessment data beyond the standard supported assessments and formats can be performed by the Professional Services team and can be covered under a separate SOW or using KTO hours.
- Consulting
 - A Unified Insights – Strategic Solutions Consultant (SSC) will be assigned to assist Customer with understanding and adoption of their standard Essentials solution. SSC sessions with the Customer will include the following topics:
 - Post-kickoff system demo for Customer project team to educate on system functionality and capabilities, and to review SOW milestones
 - Review of Customer operations and expected use cases for Essentials
 - Post-implementation system walkthrough using live Customer data
 - Best practices for system use and adoption
 - Discussion of potential areas for future system expansion or customization

Monitoring

- Perform final system QA
- User Training:
 - Deliver standard instructor-led Essentials User Training
 - Total hours included in this SOW for User Training are specified on Customer's quote

Closing

- Perform Support handoff and project close

Ongoing Project Management

- Project Planning; Project Communication; Status Reporting; Resource Scheduling; Resource Management; Risk Management; Issue Management

Unified Insights Essentials Statement of Work

PS SIS

Customer Responsibilities

- Assign a Project Manager to act as the single point of contact to PowerSchool for coordination of Customer resources and execution of this SOW. Assign additional technical and business stakeholders as required to complete the work and validate the solution.
- Provide access for PowerSchool to source systems to enable implementation and configuration of PowerSchool connector for extracting data from source systems to load into Unified Insights.
- Assist with validation of source system data and dashboard metrics.
- Validate AppSwitcher SSO between Essentials and PS SIS
- Validate user roles inherited from PS SIS
- Participate in Consulting.
- Participate in User Training.
- Assist with final system QA and provide final system acceptance for go-live.

SOW Fees

This is a fixed-price SOW. Any services or deliverables not documented in this SOW can be addressed via a Project Change Request or a new SOW.

Unified Classroom Curriculum & Instruction Standard Implementation Statement of Work

Initiating

PowerSchool Responsibilities

- Welcome Email sent
- Identify PowerSchool Project Team
 - Project Manager
 - Application Specialist
 - Strategic Solutions Consultant
- Provision Curriculum & Instruction environment
- Schedule project Kickoff Meeting

Customer Responsibilities

- Identify Customer Project Team:
 - **Primary Contact (Project Owner):** this individual is the primary point of contact between PowerSchool and customer project team for the duration of the project; they will distribute tasks to the customer project team and will partner with PowerSchool to ensure the implementation remains on track and milestones are completed on time
 - **Professional Development Lead:** Coordinates professional development for Curriculum & Instruction users

Completion Criteria

This activity will be considered complete when:

- Project Teams are identified
- Kickoff Meeting is scheduled

Planning

PowerSchool Responsibilities

- Conduct Kickoff Meeting
- Provide the customer with the Deployment Checklist
- Admin Check-In Pre-Training
- Provide Templates for User, Courses, and Unit Templates for internal import process

Customer Responsibilities

- Attend Kickoff Meeting
- Compile data for provided templates for internal import process

Completion Criteria

- Templates are given to the customer
- Deployment Checklist provided

Unified Classroom Curriculum & Instruction Standard Implementation Statement of Work

Executing

During the Executing phase of the implementation project, PowerSchool will partner with the customer to configure and set up the solution, dictated by the package and services purchased:

Curriculum & Instruction Standard Package | 10-Week Implementation

- Provide System Administrator Overview of Admin console
- Provide System Administrator Overview of Planboard and Curriculum consoles
- Provide guidance on adding Users, Courses (Lesson Planner), and Buildings, and Templates (Curriculum) through User Interface
- Provide guidance on adding Users, Courses, and Templates through internal import processes, if applicable
- Discuss Lesson Planner integration between Schoology Learning, or Google Classroom, if applicable.
- System Administrator Overview (Templates, User Managements, Lesson Feedback Tools)

Professional Development

- Training is an important aspect of your onboarding. Experience has shown us that developing Curriculum & Instruction experts within an organization helps our clients achieve continued success using the products You will work with a member of PowerSchool's Professional Development team to draw from our extensive course catalog to develop an appropriate training plan that best fit your needs.

Monitoring

PowerSchool Responsibilities

- Communicate with customer to schedule Professional Development, and introduction to Professional Development Specialist, as appropriate

Customer Responsibilities

- Schedule Professional Development
- Manage business process change throughout the project

Completion Criteria

This activity will be considered complete when:

- The customer has been enabled to schedule Professional Development

Unified Classroom Curriculum & Instruction Standard Implementation Statement of Work

Closing

PowerSchool Responsibilities

- Review and verify completed project deliverables to finalize completion of project scope
- Introduce customer to Support contact methods
- Transition customer to Support documentation, including methods to contact Support and access to PowerSchool Community resources
- Provide Customer Satisfaction Survey

Customer Responsibilities

- Review and verify completed project deliverables to finalize completion of project
- Review Support contact methods and understand that Support will their primary contact moving forward
- Review Confirmation of Deliverables document and provide approval via email
- Complete Customer Satisfaction Survey

Completion Criteria

This activity will be considered complete when:

- The customer confirms project completion in Confirmation of Deliverables document



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Amy Kruppe, Superintendent
From: Jason Zirnig, Asst Superintendent of Business and Operations
Subject: Paving Projects
Date: June 15, 2023

In preparation of the summer break Mr. Richardson and I identified several concerns at the Jr. High in the front walk and back parking lot with concrete trip hazards. SA Concrete was on site and provided a price of \$20,500 to complete the repairs. Since they were on site and mobilized working on the city sidewalks they were able to provide a discount for not having to mobilize their equipment.

The City of Hazel Park identified the sidewalk outside the Ford Administration Building for replacement. The City contractor is undertaking the project for a total cost of \$20,000 to replace the sidewalk and approach along Merrill Ave due to trip hazards.

Funding Source: Sinking Fund

Recommendation

That the Board of Education approve the District Paving projects for \$40,500.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Amy Kruppe, Superintendent
From: Bradley Wilkins, Director of Technology
Subject: SchoolMessenger Renewal
Date: 6/16/23

We are seeking approval for a 3 year renewal with our SchoolMessenger subscription for the 2023/2024, 2024/2025, and the 2025/2026 school years.

SchoolMessenger Broadcast is our application that we use for All School Communications and automated calls to parents for student absences and school blasts. We will be adding the SchoolMessenger Chat application which is a two-way messaging solution, which will provide a powerful new way to improve parent communication and student success. This will allow for all teachers to communicate with their parents using one application instead of teachers using different applications.

SchoolMessenger Broadcast - \$14,783.29 - 3 year license
SchoolMessenger Chat - \$7,278.00 - 3 year license

Strategic Goal Alignment - SchoolMessenger provides strong community relations and collaboration between parents and teachers involving students.

Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

Funding Source: General Fund

Recommendation

That the Board of Education approve the renewal of SchoolMessenger for the following school years 2023-2025 in the amount of \$22,061.29

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



Quote

Date 6/12/2023
Quote # 162726

Expires 7/12/2023

Quote Type
Representative Hendrik Katsmar
Agent

Intrado Interactive Services Corporation

THIS IS NOT A BILL.

Prepared for:

Hazel Park City Sch District
 1620 E Elza Ave
 Hazel Park MI 48030-2358
 United States

Item	Quantity	Description	Rate	Amount
R-SM Complete	1	Renewal SchoolMessenger Complete -- 12-month Unlimited Notification Service 7/1/2023-6/30/2024	4,474.27	4,474.27
R_Community_Engagement_Newsletter	1	Customizable Drag and Drop Newsletter Plugin 7/1/2023-6/30/2024	840.00	840.00
R-Subscriber-Module	1	Renewal of Subscriber Module to allow parents to self-subscribe to notifications 7/1/2023-6/30/2024	0.00	0.00
R-SM Complete	1	Renewal SchoolMessenger Complete -- 12-month Unlimited Notification Service 7/1/2024-6/30/2025	4,608.50	4,608.50
R_Community_Engagement_Newsletter	1	Customizable Drag and Drop Newsletter Plugin 7/1/2024-6/30/2025	865.20	865.20
R-Subscriber-Module	1	Renewal of Subscriber Module to allow parents to self-subscribe to notifications 7/1/2024-6/30/2025	0.00	0.00
R-SM Complete	1	Renewal SchoolMessenger Complete -- 12-month Unlimited Notification Service 7/1/2025-6/30/2026	4,746.75	4,746.75
R_Community_Engagement_Newsletter	1	Customizable Drag and Drop Newsletter Plugin 7/1/2025-6/30/2026	891.16	891.16
R-Subscriber-Module	1	Renewal of Subscriber Module to allow parents to self-subscribe to notifications 7/1/2025-6/30/2026	0.00	0.00
R-Discout-MA-Hosted	1	Renewal - Manager approved discount. 10% discount for prepayment of full term.		-1,642.59

Total \$14,783.29

The terms and conditions available at <https://www.schoolmessenger.com/webterms> apply to this quote, unless the parties have entered into a separate mutually executed agreement.
 Sales tax may be applied on invoice. Tax exemption certificates can be sent to SchoolMessengerBilling@west.com.



162726

Quote

Date 6/15/2023
Quote # 162964

Expires 7/15/2023

Quote Type
Representative Hendrik Katsmar
Agent

Intrado Interactive Services Corporation

THIS IS NOT A BILL.

Prepared for:

Hazel Park City Sch District
 1620 E Elza Ave
 Hazel Park MI 48030-2358
 United States

Item	Quantity	Description	Rate	Amount
SchoolMessenger - Chat	3 200	SchoolMessenger - Chat Annual Licensing Fee	0.68	2,176.00
SchoolMessenger - Chat Set Up	1	SchoolMessenger - Chat Set Up pricing based off 36mo term.	750.00	750.00
SchoolMessenger - Chat	3 200	SchoolMessenger - Chat Annual Licensing Fee	0.68	2,176.00
SchoolMessenger - Chat	3 200	SchoolMessenger - Chat Annual Licensing Fee	0.68	2,176.00
			Total	\$7,278.00

The terms and conditions available at <https://www.schoolmessenger.com/webterms> apply to this quote, unless the parties have entered into a separate mutually executed agreement.
 Sales tax may be applied on invoice. Tax exemption certificates can be sent to SchoolMessengerBilling@west.com.



162964



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Amy Kruppe, Superintendent
From: Bradley Wilkins, Director of Technology
Subject: Securly Renewal
Date: 6/16/23

We are seeking approval for a 3 year renewal with our Securly subscription for the 2023/2024, 2024/2025, and the 2025/2026 school years.

Securly Management combines Web filtering, Chromebook management, iPad management and Auditor all in one platform. The 3 year cost for Securly is \$61,446.72. When broken down to a yearly cost it would equate to \$20,482.24..

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Strategic Goal Alignment - Securly provides state-of-the-art technology and helps foster a positive school climate.

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.

Funding Source: Sinking Fund

Recommendation

That the Board of Education approve the renewal of SECURLY for the following school years 2023-2025 for \$61,446.72.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



Quote # NKRB275

Description: SECURLY 3YR

Created Date: 06/08/23

Status: Open

Requested By: BRAD WILKINS

Customer Notes:

Ship to:

HAZEL PARK SCHOOL
BRADLEY WILKINS
1620 E ELZA AVE
HAZEL PARK , MI 48030-2358

Billed to:

HAZEL PARK SCHOOL
ATTN: ACCOUNTS PAYABLE
1620 E ELZA AVE
HAZEL PARK , MI 48030-2358
(248) 542-3910

Shipping method:

Electronic Drop Ship

Payment method:

NET 30 Days-Govt/Ed

Quote Summary

Subtotal \$61,446.72

*US Tax \$0.00

Shipping \$0.00

Grand Total \$61,446.72

*Tax may change if this quote is amended by your account manager.

[Checkout](#)

[Add to Cart](#)

Product Details

ITEM	AVAILABILITY	PRICE	QUANTITY	ITEM TOTAL
 <p><u>SECURLY FILTER PREM 3Y 2.5K-4999U</u> In Stock</p> <p>MFG Part: FLTRPREM-2.5K-4999-3Y-U CDW Part: 6910200 UNSPSC:</p> <p>Electronic distribution - NO MEDIA</p>		<p>\$4.59</p> <p>Pricing Option Applied: REMC Software and Digital Services 2021 to 2024</p>	3200.0	\$14,688.00
 <p><u>SECURLY AUDITOR PREM 3Y 2.5K-4999U</u> In Stock</p> <p>MFG Part: AUDPREM-2.5K-4999-3Y-U CDW Part: 6904760 UNSPSC:</p> <p>Electronic distribution - NO MEDIA</p>		<p>\$4.14</p> <p>Pricing Option Applied: REMC Software and Digital Services 2021 to 2024</p>	3200.0	\$13,248.00
 <p><u>SECURLY 24 3Y 2.5K-4999U</u> In Stock</p> <p>MFG Part: 20FOUR-2.5K-4999-3Y-U CDW Part: 6904761 UNSPSC:</p> <p>Electronic distribution - NO MEDIA</p>		<p>\$5.35</p> <p>Pricing Option Applied: REMC Software and Digital Services 2021 to 2024</p>	3200.0	\$17,120.00
 <p><u>SECURLY MDM 3Y 1K-2499U</u> In Stock</p> <p>MFG Part: MDM-1K-2499-3Y-U CDW Part: 6862547 UNSPSC:</p> <p>Electronic distribution - NO MEDIA</p>		<p>\$7.36</p> <p>Pricing Option Applied: REMC Software and Digital Services 2021 to 2024</p>	2227.0	\$16,390.72



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Amy Kruppe, Superintendent
From: Bradley Wilkins, Director of Technology
Subject: Phone RFP & Approval of Phone Purchase
Date: 6/16/23

We are seeking approval to post a Request for Proposal (RFP) for VoIP (Voice over Internet Protocol) phones. VoIP is a technology that allows you to make voice calls using a broadband Internet connection instead of a regular (or analog) phone line.

Currently our phone solution has an age of 15 years old (installed by CTS June 2008).

We have found a cloud VoIP provider that will save us around \$800/month versus our current plan for an analog phone system. By switching to a cloud VoIP provider we will need to purchase the VoIP phones. Which is why we are requesting to post an RFP. The RFP must be posted for a minimum of two weeks. We are requesting for approval of posting an RFP, but then for approval not to exceed \$50,000 for purchase of new phones. We would like to complete this over the summer and be ready to go come the next school year.

Here are the positives of moving towards a new phone system VoIP (Voice over IP):

- Updated technology all around
- Oakland Schools is our provider for internet services. The District internet has not gone down this school year, except when the power has gone out.
- Having a VoIP phone would allow placing a phone at an Ethernet Port throughout the district. So moving phones in a classroom/office would be much easier.
- Voicemail would be saved in the cloud giving the user the ability to receive VM through email along with the ease of operation.

Strategic Goal Alignment - Having a VoIP solution updates our antiquated phone system to a start-of-the-art technology that will have a positive impact for our district.

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Funding Source: Sinking Fund

Recommendation

That the Board of Education approve the Phone Hardware RFP and Phone purchase not to exceed \$50,000.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





**HAZEL PARK
SCHOOLS**

**REQUEST FOR PROPOSAL
VOIP Phone Hardware**



**HAZEL PARK
SCHOOLS**

**Hazel Park Public Schools
Hazel Park, MI 48030
248.658.5231
Bradley.wilkins@myhpsd.org**



PART ONE – GENERAL INFORMATION.....3

1.1 Introduction..... 3

1.2 Scope of Work..... 3

1.3 Activities and Services Solicited.....3

1.4 Eligible Proposers.....3

1.5 Criteria for Evaluation of Proposals.....4

PART TWO - INSTRUCTIONS FOR SUBMITTING A PROPOSAL.....5

2.1 General Instructions.....5

2.2 Vendor Overview.....5

ATTACHMENT A.....6



PART ONE – GENERAL INFORMATION

1.1 INTRODUCTION

Hazel Park Public Schools is looking for vendors to add phones to our existing 3CX phone system.

1.2 SCOPE OF WORK

The scope of work for the selected potential vendor may require a review with the Director of Technology of Hazel Park Public Schools to evaluate the needs as defined in this RFP.

We are looking to add an additional 415 phones to our current VOIP system. The response to this upgraded phone system must include all applicable hardware, licenses and fees and any labor.

1.3 ACTIVITIES AND SERVICES SOLICITED

VoIP Hardware Phone Model Preference.

Fanvil X210 or comparable model – 40 phones

Fanvil V65 or comparable model – 45 phones

Fanvil X5U or comparable model – 330 phones to include wall mount bracket

1.4 ELIGIBLE PROPOSERS

We will review all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals clearly inconsistent with the RFP requirements will be eliminated from further consideration.

Designated Contact

The individual listed below may be contacted for clarification of the proposal submission process. All Questions must be emailed to the director with the subject line stating “**VoIP RFP Questions**”

Director of Information Technology

Bradley Wilkins

bradley.wilkins@myhpsd.org

Proposal Due Date and Delivery Method

All responses must be submitted via sealed envelope to the designated contact above by July 10, 2023, no later than 12:00 PM Eastern Time. All bids submitted after this date and time will not be opened but returned to the vendor.

Two copies of the response must be enclosed and signed by the vendor in a sealed envelope and mailed to the following address, by the required due date and time to be considered;

VoIP Bid Response

Bradley Wilkins

1620 E Elza Ave

Hazel Park, MI 48030



Withdrawal of Proposal

A proposal may be withdrawn at any time prior to the selection announcement by writing to the Designated Contact listed above.

Amendment of Proposal

A proposal may be amended at any time after submission but prior to the due date by writing to the Designated Contact listed above.

Changes and Amendments

We reserve the right to amend or withdraw this RFP at any time by notifying each potential proposer of record.

Award and Finalization

When a selection decision is made, the designated contact will notify the selected proposer(s) of the decision by email.

1.5 CRITERIA FOR EVALUATION OF PROPOSALS

A proposal must meet the following minimum standards to be reviewed. Proposals not meeting these minimum standards are considered non-responsive and will not be reviewed or scored. The proposal must:

- Have been submitted by the deadline of July 10, 2023 12:00 PM Eastern Time
- Be complete with all required attachments and contact information
- Specific services requested and described in the RFP packet and any or all variations that exceed or do not meet the RFP criteria must be outlined in an addendum.
- Contain no evidence of real or apparent conflict of interest. Signed Familial agreement to be provided.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. We may exclude from further consideration for contract award any non-responsive proposal or portion of a proposal.

All proposals will be evaluated under the following structure:

- Technical system requirements:
- Quoted Price
- Interview and Customer References
- Cover Letter
- Statement of Work
- Proposal Qualifications and Experience



PART TWO - INSTRUCTIONS FOR SUBMITTING A PROPOSAL

2.1 GENERAL INSTRUCTIONS

- Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner.
- All applicable attachments must be submitted as part of the proposal.
- Any proprietary information should be clearly marked as confidential.

2.2 VENDOR OVERVIEW

- Please provide contact information for a main point of contact submitting this RFP on behalf of your company.
- Please ensure pricing breakdown for hardware to complete the project. Include how long the prices are good for.
- Notable Awards or Recognitions

ATTACHMENT A

BUDGET SUMMARY

Include a detailed budget including total cost. The breakdown of hardware by item for each different phone model. All prices should include any shipping costs.



Estimated pricing was based off Amazon price for phones

Fanvil X5U (Classroom phone) - \$110/phone	330 phones x \$110 = \$36,300
Fanvil X65 (Secretary phone) - \$180.23/phone	45 phones x \$180.23 = \$8,110.35
Fanvil X210 (Administration phone) - \$198.50/phone	40 phones x \$198.50 = \$7,940.00
Total = \$52,350.35	

I'm confident that we will get better pricing than what shows on Amazon for these models.



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Amy Kruppe, Superintendent
Subject: 2 year-old Preschool Classroom
Date: 6/14/23

We are seeking to add an additional preschool classroom for children under 3 years old. We know there is a need for quality/affordable childcare in Hazel Park and would like to be able to offer this to our families.

The classroom would be capped at 12 children and require 3 employees, 1 lead teacher and 2 paraprofessionals. We are seeking the addition of 3 total positions, one lead teacher and 2 additional paraprofessionals for Webster Early Childhood.

The lead teacher position would be compensated in alignment with the Non-Union Salary schedule and the paraprofessionals would be compensated per the HPPA contract. Job descriptions are attached.

Strategic Goal Alignment

Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.

Funding Source: General Fund

Recommendation

That the Board of Education approve the addition of a classroom at Webster ECC for children under the age of 3 years old.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





Position Type:

Preschool Academy Teacher (under 3 years)

Date Posted:

Location:

Webster Early Childhood Education Center

Hazel Park is seeking applicants for the position of Preschool Academy Teacher for children under the age of 3 for the 23/24 school year. The school is served by a caring and professional staff providing instruction to approximately 150 of our youngest Hazel Park students. The Hazel Park community is proud and supportive of its schools, the staff and student population.

The successful candidate for this position will be committed to reflective practice and continuous professional growth with a demonstrated ability to build a caring, dynamic learning environment, an understanding of child development and respect for diverse children and families. Additional qualities expected of a successful candidate are honesty, enthusiasm, dependability, initiative and planning and a willingness to work interdependently with the early childhood team at Webster.

SPECIFIC QUALIFICATIONS:

- Child Development Associates Credentials preferred
- If degree is in a related field, you must have experience teaching preschool age children.
- Training in Creative Curriculum and early childhood assessment instruments preferred.
- Ability to be sensitive, accepting and responsive to culturally diverse children and parents; communicate effectively with children, parents, staff and administrators.
- Demonstrated ability to provide supervision and facilitate teamwork in the program.
- Current certification in Child CPR and Basic First Aid preferred.
- Experience working with birth to age 3 children preferred.
- Applicants must be able to show proof of a satisfactory criminal background check as defined by state standards.

RESPONSIBILITIES:

- Provide appropriate instruction to preschool students using the Creative Curriculum (preferred but not required) model.
- Regular communication with parents.
- Creatively develop, organize, implement and evaluate lesson plans, and submit to the administrator weekly.
- Participate in staff meetings as required.
- Consult, communicate, and collaborate with other professionals regarding specific students as needed.
- Adapt materials and activities according to students' needs.



- Maintain records in accordance with professional standards, federal and state guidelines, and school district policy.
- Prioritize and schedule tasks.
- State of Michigan Licensing Background Check, along with BPS background check and fingerprinting are required before an employee may work with children.
- A physical and TB test must be obtained, passed and documented with a physician's signature.
- Other duties as assigned by the administrator.

COMPENSATION: In accordance with the Non-Union Salary Scale

Start Date: Beginning of 23/24 school year

Reports To: Webster Early Childhood Administrator

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The Hazel Park School District is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex, national origin, religion, citizenship, handicap, height, weight, marital status. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by the individuals currently holding this position and additional duties may be assigned.



Building: Webster Early Childhood Center

Position: Preschool Academy Classroom Aid

Hazel Park is seeking a **Preschool Academy Classroom Aid** for the 2023-2024 school year at Webster Early Childhood Center. The successful candidate for this position will be committed to supporting young learners and developing a caring, nurturing environment.

Level III starting. \$13.38

Specific Qualifications.

- Experience working in an early childhood setting required; CDA preferred
- Experience in Creative Curriculum preferred but not required.
- Ability to be sensitive, accepting and responsive to culturally diverse children and parents
- Communicate effectively with children, parents, staff and administrators.
- Demonstrated ability to work with a lead teacher
- Current certification in Child CPR and Basic First Aid preferred.
- Experience working with at-risk families and preschool aged children preferred.
- Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

Responsibilities.

- Meet qualifications and responsibilities for the role as stated in the current Licensing Rules for Child Care Centers published by the State of Michigan.
- Comply with all current Board Policies and Staff Handbooks published by the Hazel Park School District and the program.
- Attend professional development as required by the program and, when applicable, the fiduciary.
- Actively participate in meetings as scheduled and required by the program and, when applicable, the fiduciary.
- Establish and maintain positive relationships with program members including children, staff, families, and the external community.
- Work collaboratively with the classroom teacher to develop and maintain a safe, nurturing, and positive environment for each child.
- Help with all classroom activities including choice time, arts, gross motor play, math and literacy games, circle time, etc.
- Interact with children to develop positive relationships, extend play experiences, enhance language development and build social emotional skills
- Act as a positive role model for children.
- Attend all staff meetings and staff development sessions.
- Work one on one with students or in small groups as needed under the direction of the Lead Teacher
- Assist in implementing a program for positive discipline and classroom management
- Ability to move from a seated-to-standing position frequently and with ease.
- Maintain confidentiality.
- Must be 18 years old or older.
- Perform other duties as assigned.



- State of Michigan Licensing Background Check, along with BPS background check and fingerprinting, are required before an employee may work with children.
- A physical and TB test must be obtained, passed, and documented with a physician's signature.

APPLICATION PROCEDURE.

- Application Deadline: When Filled.
- All interested external applicants will need to complete the employment application.
- Applications will be accepted until the position is filled.

Compensation: In accordance with the HPPA Contract Salary Schedule

Start Date: As filled.

Reports To: Webster Early Childhood Administrator.

The Hazel Park School District is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex, national origin, religion, citizenship, handicap, height, weight, marital status. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties maybe performed by the individuals currently holding this position and additional duties may be assigned.



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Amy Kruppe, Superintendent
From: Dr. Stephanie Dulmage, Assistant Superintendent of Teaching and Learning
Subject: Inclusive Preschool and Toddler Rooms- Furniture, Equipment, and Materials Purchase
Date: 6/19/2023

In 2015 and 2017, the US Departments of Education (US DOE) and Health and Human Services (US DHHS) published a joint policy statement, indicating that “all young children with disabilities should have access to inclusive high-quality early childhood programs.” The joint policy statement reinforces the IDEA requirement of access to inclusive learning environments, which has been in effect for more than 40 years.

The current model for supporting students receiving early childhood special education (ECSE) services is a half-day self-contained classroom. The classroom ratio is 1:12 with a special education teacher and paraprofessional. Ancillary supports and services are provided in a blend model of push in and pull out services. Most of the students identified for the ECSE classroom do not interact with their typically developing peers in the general education classrooms or other common spaces. While this model does offer some benefits, it has the potential of creating barriers to social and academic growth. Most importantly, this model does not support the call for all students to have access to a high quality, inclusive learning environment.

Starting in the 2023-2024 school year, we will no longer run a self-contained Early Childhood Special Education class. All ECSE students will be a part of our preschool academy, receiving support and services from their special education teacher and ancillary staff in the general education classroom. It’s important to note that all students will benefit from these extra layers of support, including experiences to strengthen speech, fine motor and gross motor skills. In order to effectively implement this program, we are in need of additional furniture, flexible seating, and materials/equipment to be used by ancillary staff (occupational and physical therapists) to provide classroom-embedded support and services.

Budget Item - Inclusive Preschool	Projected Costs
Furniture and Equipment - 4th Classroom	\$9,200.00
Flexible Seating - 4 Preschool Academy Classrooms	\$7,050.00
Equipment/Materials to Support Ancillary Services	\$5,250.00
Grand Total	\$21,500.00

Strategic Goal Alignment:

- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.
- Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.





Funding Source:

- Child Care Grant

Recommendation

That the Board of Education approve the purchase of additional furniture, flexible seating, and equipment/materials in an amount not to exceed 21,500.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent

Item	Quantity	Cost/Unit	Total Cost	Link to Product	Notes
Horseshoe tables	2	\$439.00	\$878.00	https://www.lakeshorelearning.com/products/classroom-furniture/tables-desks/natural-adjustable-group-table-48-x-72/s/CN773	48 x 72
ECSE Horseshoe Table	1	\$389.00	\$389.00	https://www.lakeshorelearning.com/products/classroom-furniture/tables-desks/natural-adjustable-group-tables/p/CN771	36 x 72
Kitchen table & Chairs	1	\$379.00	\$379.00	https://www.lakeshorelearning.com/products/classroom-furniture/dramatic-play-furniture/butcher-block-table-and-chair-set/p/JJ845	prefer the round rather than the square with corners
Rest mats	16	\$61.99	\$991.84	https://www.lakeshorelearning.com/products/classroom-furniture/rest-mats-cots/lakeshore-calming-colorssup-sup-rest-mat/p/LC322	sky blue
heavy duty spacemaker storage unit	1	\$899.00	\$899.00	https://www.lakeshorelearning.com/products/classroom-furniture/storage-units/heavy-duty-spacemaker-storage-unit/p/DG231	room 24
bins for art center	1	\$109.00	\$109.00	https://www.lakeshorelearning.com/products/accessories/clear-view-bins-setof10/s/LM120	set of 10
HD medium cubbies and shelves storage unit	1	\$829.00	\$829.00	https://www.lakeshorelearning.com/products/classroom-furniture/storage-units/heavy-duty-medium-cubbies-shelves-storage-unit/p/DG181	room 24
clear view bins for HD Med cubbies & Shelves Storage Unit	1	\$86.50	\$86.50	https://www.lakeshorelearning.com/products/accessories/clear-view-bins-setof8/s/WT111	set of 8
dramatic play costumes		\$399.00	\$399.00	https://www.lakeshorelearning.com/products/social-studies/cultures-the-community/lakeshore-career-costume-set/s/LC890X	
Kitchen center	1	\$1,079.00		https://www.lakeshorelearning.com/products/dramatic-play/play-furniture/all-in-one-kitchen/s/LC371	
Rug 1	1	\$329.00	\$329.00	https://www.lakeshorelearning.com/products/classroom-furniture/classroom-carpets-rugs/flex-space-designer-accent-classroom-carpets/p/LC746	6 x 9
Rug 2	2	\$549.00	\$549.00	https://www.lakeshorelearning.com/products/classroom-furniture/classroom-carpets-rugs/flex-space-designer-accent-classroom-carpets/p/LC746	9 x 12 Rooms 24 and ECSE room
big book stand		\$579.00	\$579.00	https://www.lakeshorelearning.com/products/classroom-furniture/storage-units/help-yourself-heavy-duty-bookstand-4-foot-wide/s/DG245	4 ft
SUBTOTAL			\$6,417.34		
SHIPPING			\$1,887.04		
TAX			\$754.81		
TOTAL			\$9,059.19		



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Amy Kruppe, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching and Learning
Subject: Edgenuity Online Course - Yearly Renewal
Date: June 19, 2023

Edgenuity offers a wide variety of courses that help us meet the unique needs of all students, while preparing them for success after high school. Students have access to both core and non-core courses that allow for a self-paced learning experience. Access to Edgenuity online courses provide another avenue for our students to complete required courses toward graduation.

The district is proposing a purchase of 185 licenses in the amount of \$96,662.50. Licenses will cover usage for INVEST, Michigan Cyber Academy, Viking Virtual Academy, Hazel Park High School, and Advantage. A portion of the total license fees will be charged to INVEST and Michigan Cyber Academy, based on their yearly usage rates.

Strategic Goal Alignment

- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

Funding Source:

- General Fund

Recommendation

That the Board of Education approve the renewal of the Edgenuity licenses in the amount of \$96,662.50.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





Price Quote

8860 E. Chaparral Rd
Suite 100
Scottsdale, AZ 85250
877-725-4257

Date 8/31/2023
Quote No. 292334
Acct. No. 03:ha:MI:12216539
Total \$96,662.50
Pricing Expires 8/31/2024

Attn: Accounts Payable
Hazel Park Schools
1620 East Elza Ave
Hazel Park MI 48030

Payment Schedule	Contract Start	Contract End
	9/1/2023	8/31/2024

Site	Description	Comment	End Date	Qty
1. Hazel Park Community Schools	Digital Libraries 6-12 Comprehensive All Content Concurrent User (MS and HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes eDynamic Learning and Purpose Prep)		08/31/2024	185
	EdgeEX Promotional Access – Available Fall 2023, access not to exceed 6/30/2024		06/30/2024	1

Site	Description	Comment	End Date	Qty
1. Access Academy				
2. Hazel Park Adult Education				
3. Hazel Park Advantage Alternative School				
4. Invest Roosevelt Alternative High School				
5. Michigan Cyber Academy				
6. Viking Virtual Academy				

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <https://www.imaginelearning.com/standard-terms-and-conditions>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

Signature: _____
Print Name: _____
Title: _____
Date: _____

Imagine Learning Representative
Amy Jarvis
248-388-9026

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.



Price Quote

8860 E. Chaparral Rd
Suite 100
Scottsdale, AZ 85250
877-725-4257

Date 8/31/2023
Quote No. 292334
Acct. No. 03:ha:MI:12216539
Total \$96,662.50
Pricing Expires 8/31/2024

Site	Description	Comment	End Date	Qty
	Digital Libraries District Pool Access Concurrent User		08/31/2024	6

Subtotal \$96,662.50
Total \$96,662.50



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Dr. Amy Kruppe, Superintendent
From: Dr. Stephanie Dulmage, Assistant Superintendent of Teaching and Learning
Subject: Direct Instruction Professional Learning - Corrective Reading and Connected Math
Date: 6/19/23

In order to support the learning needs of all students, our MTSS and special education teachers may use the following interventions: Corrective Reading, Reading Mastery, and Connecting Math Concepts. All three of these interventions utilize the research-based practice of explicit, direct instruction. For students needing additional support, these interventions have been very effective. We are also fortunate to have 14 staff members participating in Orton Gillingham training, another research-based intervention. These staff members will participate in a week-long summer training session.

To ensure that all MTSS and special education teachers are adequately trained, we are requesting funds for an August training session. The funds will be used for training fees and staff compensation. The use of these interventions is a key component of their role as an MTSS or special education teacher. Therefore, we are also requesting funds to compensate staff who are attending summer training.

Expense	# of Staff Members	Hours/Staff Member	Total Compensation
Training Fees	N/A	N/A	\$10,200
Staff Compensation - Orton Gillingham Training	14	40	\$29,120
Staff Compensation - Corrective Reading, Reading Mastery, and Connecting Math Concepts	25	21	\$27,300
Grand Total			\$66,620

Funding Source:

- General Fund - \$66,620


Strategic Plan Goal Alignment

- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

Recommendation

That the Board of Education approve the funds for two days of training on the Corrective Reading and Connected Math programs for \$66,620.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Kruppe, Ed.D. Superintendent





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Amy Kruppe, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching and Learning
Subject: i-Ready Renewal
Date: June 19, 2023

The i-Ready suite of assessments is one of the main tools used by the district to monitor the proficiency and growth of our students. Information gained from the diagnostic and progressing monitoring checks is used to inform decisions about instruction and intervention. The digital platform includes a number of instructional supports and a variety of reports that provide insight on standards performance and next steps to increase proficiency and growth.

Based on the high usage of the i-Ready assessments, it is recommended that the Board of Education approve the renewal costs for the 2022-2023 school year.

Building	Assessment & Instruction	Sub-Total
Hoover, United Oaks, and Webb	\$12,539.800	\$12,539.80
Hazel Park Junior High	\$6,352.58	\$6,352.58
Advantage	\$661.44	\$661.44
Edison	\$826.80	\$826.80
*INVEST	\$7,412.50	\$7,412.50
	Total Cost	\$27,793.12

*Will be paid out of the general fund but charged back to INVEST; INVEST is purchasing personalized instruction for the 2023-2023 school year

Supporting Research:

In Using Assessment to Support Instructional Decision Making (2020) Hanover researchers recommended that, “schools should employ comprehensive, validated, and age-appropriate assessments to assist teachers in identifying, planning, and implementing effective interventions and supports” (p.3).

In the Impact Evaluation of Reading i-Ready Instruction for Elementary Grades final report (2019), researchers found that, “At all grades, impact analyses suggest that elementary school students who use i-Ready Instruction with fidelity have higher achievement in reading when compared to students who did not use i-Ready Instruction. At each grade, students in the i-Ready Instruction group had a statistically significantly higher reading i-Ready Diagnostic score than did students in a matched comparison group” (p.14).

Strategic Goal Alignment

- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.





Funding Source:

- General Fund
- Center Funds

Recommendation:

That the Board of Education approve the yearly renewal costs in the amount of \$27,793.12.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent

Curriculum Associates®

Prepared For:
Stephanie Dulmage
Hazel Park PSD
1620 E Elza Ave,
Hazel Park, MI 48030

5/31/2023

Dear Stephanie Dulmage,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and/or services included. If you have any questions or would like any changes, please contact us.

Implementation Starting: 2023-2024 Quote ID: 320538.2 Valid through: 12/31/2023

Product	List Price	Net Price
i-Ready	\$21,445.50	\$20,380.62
Professional Development	\$3,600.00	\$0.00
List Total:		\$25,045.50
Savings:		\$4,664.88
Shipping/Tax/Other:		\$0.00
Total:		\$20,380.62

Thank you again for your interest in Curriculum Associates.

Sincerely

Jeffrey Tompkins
313-316-0141
jtompkins@cainc.com

Please submit this quote with your purchase order

Curriculum Associates[®]

Quote ID: 320538.2 Date: 5/31/2023 Valid through: 12/31/2023

Prepared For:
Stephanie Dulmage
 Hazel Park PSD
 1620 E Elza Ave,
 Hazel Park, MI 48030
 stephanie.dulmage@hazelparkschools.org
 (248) 658-5200

Your Representative:
 Jeffrey Tompkins
 313-316-0141
 jtompkins@cainc.com

Edison School 1700 Shevlin St, Ferndale, MI 48220

Total Building Enrollment: 45, Grade Range: K - 12

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	Multiple	28024.0	1	\$600.00	\$0.00	\$0.00
i-Ready Assessment Math Per Student License 1 Year	Multiple	13086.0	60	\$7.25	\$6.89	\$413.40
i-Ready Assessment Reading Per Student License 1 Year	Multiple	13088.0	60	\$7.25	\$6.89	\$413.40
Subtotal:						\$826.80
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$826.80

Hazel Park Advantage Alt Sch 1620 E Elza Ave, Hazel Park, MI 48030

Total Building Enrollment: 48, Grade Range: 1 - 9

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	Multiple	28024.0	1	\$600.00	\$0.00	\$0.00
i-Ready Assessment Math Per Student License 1 Year	Multiple	13086.0	48	\$7.25	\$6.89	\$330.72
i-Ready Assessment Reading Per Student License 1 Year	Multiple	13088.0	48	\$7.25	\$6.89	\$330.72
Subtotal:						\$661.44
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$661.44

Hazel Park JHS 22770 Highland Ave, Hazel Park, MI 48030

Total Building Enrollment: 461, Grade Range: 6 - 8

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	Multiple	28024.0	1	\$600.00	\$0.00	\$0.00
i-Ready Assessment Math Per Student License 1 Year	Multiple	13086.0	461	\$7.25	\$6.89	\$3,176.29
i-Ready Assessment Reading Per Student License 1 Year	Multiple	13088.0	461	\$7.25	\$6.89	\$3,176.29
					Subtotal:	\$6,352.58
					Shipping:	\$0.00
					Tax:	\$0.00
					School Subtotal:	\$6,352.58

Hoover ES 23720 Hoover Ave, Hazel Park, MI 48030

Total Building Enrollment: 284, Grade Range: K - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	Multiple	28024.0	1	\$600.00	\$0.00	\$0.00
i-Ready Assessment Math Per Student License 1 Year	Multiple	13086.0	250	\$7.25	\$6.89	\$1,722.50
i-Ready Assessment Reading Per Student License 1 Year	Multiple	13088.0	250	\$7.25	\$6.89	\$1,722.50
					Subtotal:	\$3,445.00
					Shipping:	\$0.00
					Tax:	\$0.00
					School Subtotal:	\$3,445.00

United Oaks ES 1001 E Harry Ave, Hazel Park, MI 48030

Total Building Enrollment: 330, Grade Range: K - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	Multiple	28024.0	1	\$600.00	\$0.00	\$0.00
i-Ready Assessment Math Per Student License 1 Year	Multiple	13086.0	330	\$7.25	\$6.89	\$2,273.70
i-Ready Assessment Reading Per Student License 1 Year	Multiple	13088.0	330	\$7.25	\$6.89	\$2,273.70
					Subtotal:	\$4,547.40
					Shipping:	\$0.00
					Tax:	\$0.00
					School Subtotal:	\$4,547.40

Wilford Webb ES 2100 Woodward Hts, Ferndale, MI 48220

Total Building Enrollment: 316, Grade Range: K - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total	
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	Multiple	28024.0	1	\$600.00	\$0.00	\$0.00	
i-Ready Assessment Math Per Student License 1 Year	Multiple	13086.0	330	\$7.25	\$6.89	\$2,273.70	
i-Ready Assessment Reading Per Student License 1 Year	Multiple	13088.0	330	\$7.25	\$6.89	\$2,273.70	
						Subtotal:	\$4,547.40
						Shipping:	\$0.00
						Tax:	\$0.00
						School Subtotal:	\$4,547.40

Hazel Park PSD 1620 E Elza Ave, Hazel Park, MI 48030

Total Building Enrollment: 1485, Grade Range: PK - 12

Product Name	Grade	Item #	Qty	List Price	Net Price	Total	
Professional Development i-Ready Assessment Add on Leadership Session	Multiple	19990.0	1	\$0.00	\$0.00	\$0.00	
						Subtotal:	\$0.00
						Shipping:	\$0.00
						Tax:	\$0.00
						School Subtotal:	\$0.00

Total

List Total:	\$25,045.50
Savings:	\$4,664.88
Merchandise Total:	\$20,380.62
Voucher/Credit:	\$0.00
Estimated Tax:	\$0.00
Estimated Shipping:	\$0.00
Total:	\$20,380.62

Special Notes

5% discount applied to i-Ready based on scope of quote.

F.O.B.: N. Billerica, MA 01862

Shipping: Shipping based on MDSE total

Terms: Net 30 days, pending credit approval

Fed. ID: #26-3954988

Please submit this quote with your purchase order

Y7

Curriculum Associates®

Information on Professional Development Sessions and COVID-19

Protecting the health and safety of the educators we serve and their students, as well as the health and safety of our employees, is of paramount importance to Curriculum Associates. While it is our preference to deliver PD sessions in person, circumstances related to COVID-19 may require us to provide sessions virtually instead. Curriculum Associates' policy is to only provide PD sessions in person where one of our employees can reach the session site by car and where adequate safety measures are in place to protect the health of our session leaders and participants. Curriculum Associates reserves the right to switch any session from in-person to virtual if we cannot reach a session site by car, if adequate safety measures cannot be put in place, or if Curriculum Associates determines that it would otherwise put its employees at risk to provide an in-person session.

If your school or district will not permit visitors at the time of a scheduled session, Curriculum Associates would be happy to provide an equivalent live, virtual session via videoconference. Similarly, Curriculum Associates will comply with your school or district's health and safety requirements regarding on-site visitors if we are given adequate advance notice. Our PD Operations team will work with school or district personnel to hold sessions in a manner that protects the safety of educators and your school community as well as Curriculum Associates employees.

We are pleased to be able to serve you in these challenging times and look forward to providing productive learning sessions to your staff. Any questions regarding scheduling in-person or virtual training sessions should be directed to pdoperations@cainc.com.

Curriculum Associates®

Placing an Order

Email: Orders@cainc.com
Fax: 1-800-366-1158
Mail:
ATTN: CUSTOMER SERVICE DEPT.
Curriculum Associates LLC
153 Rangeway Rd
North Billerica, MA 01862-2013

Please visit CurriculumAssociates.com for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions. Please attach quote to all signed purchase orders. If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to exempt@cainc.com.

Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	7% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- Interior Location Delivery \$50/shipment location
- White Glove Delivery Service \$350/shipment location

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$100/shipment location
- Freight Storage \$150/day/shipment location
- Freight Carrier Redelivery \$100/shipment location

Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH payments. If you would like to pay via ACH, please request remittance information by emailing AR@cainc.com.

Please send any payment notifications to payments@cainc.com. Credit card payments are only accepted for purchases under \$50,000.

Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at invoices@cainc.com or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at i-ready.com/support. Customer's professional-development sessions will expire two years following the date of your purchase order and are subject to the Professional Development Terms of Service, which can be found at <https://www.curriculumassociates.com/PDTOS>.

Return Policy

Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 4) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. i-Ready®, Toolbox®, and BRIGANCE® Online Management Systems may be returned for a pro-rated refund for the remaining time left on the contract. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, Ready Classroom® student and teacher sets, and Magnetic Reading classroom kits.

Curriculum Associates®

Prepared For:
Stephanie Dulmage
Hazel Park PSD
1620 E Elza Ave,
Hazel Park, MI 48030

5/31/2023

Dear Stephanie Dulmage,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and/or services included. If you have any questions or would like any changes, please contact us.

Implementation Starting: 2023-2024 Quote ID: 320538.3 Valid through: 12/31/2023

Product	List Price	Net Price
i-Ready	\$8,562.50	\$7,412.50
Professional Development	\$600.00	\$0.00
	List Total:	\$9,162.50
	Savings:	\$1,750.00
	Shipping/Tax/Other:	\$0.00
	Total:	\$7,412.50

Thank you again for your interest in Curriculum Associates.

Sincerely

Jeffrey Tompkins
313-316-0141
jtompkins@cainc.com

Please submit this quote with your purchase order

Curriculum Associates

Quote ID: 320538.3 Date: 5/31/2023 Valid through: 12/31/2023

Prepared For:
Stephanie Dulmage
 Hazel Park PSD
 1620 E Elza Ave,
 Hazel Park, MI 48030
 stephanie.dulmage@hazelparkschools.org
 (248) 658-5200

Your Representative:
 Jeffrey Tompkins
 313-316-0141
 jtompkins@cainc.com

Invest Roosevelt Alt HS 1620 E Elza Ave, Hazel Park, MI 48030

Total Building Enrollment: 306, Grade Range: 9 - 12

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	Multiple	28024.0	1	\$600.00	\$0.00	\$0.00
i-Ready Assessment Math Per Student License Grades 9-12 1 Year	9-12	14928.0	125	\$7.25	\$4.00	\$500.00
i-Ready Personalized Instruction Math Add On Per Student License 1 Year	Multiple	13178.0	125	\$27.00	\$25.65	\$3,206.25
i-Ready Assessment Reading Per Student License Grades 9-12 1 Year	9-12	14936.0	125	\$7.25	\$4.00	\$500.00
i-Ready Personalized Instruction Reading Add On Per Student License 1 Year	Multiple	13171.0	125	\$27.00	\$25.65	\$3,206.25
Subtotal:						\$7,412.50
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$7,412.50

Total

List Total:	\$9,162.50
Savings:	\$1,750.00
Merchandise Total:	\$7,412.50
Voucher/Credit:	\$0.00
Estimated Tax:	\$0.00
Estimated Shipping:	\$0.00
Total:	\$7,412.50

Special Notes

All i-Ready purchases require professional development.
 5% discount applied to i-Ready based on scope of quote.

F.O.B.: N. Billerica, MA 01862
 Shipping: Shipping based on MDSE total
 Terms: Net 30 days, pending credit approval
 Fed. ID: #26-3954988

Please submit this quote with your purchase order

Y1

Curriculum Associates[®]

Information on Professional Development Sessions and COVID-19

Protecting the health and safety of the educators we serve and their students, as well as the health and safety of our employees, is of paramount importance to Curriculum Associates. While it is our preference to deliver PD sessions in person, circumstances related to COVID-19 may require us to provide sessions virtually instead. Curriculum Associates' policy is to only provide PD sessions in person where one of our employees can reach the session site by car and where adequate safety measures are in place to protect the health of our session leaders and participants. Curriculum Associates reserves the right to switch any session from in-person to virtual if we cannot reach a session site by car, if adequate safety measures cannot be put in place, or if Curriculum Associates determines that it would otherwise put its employees at risk to provide an in-person session.

If your school or district will not permit visitors at the time of a scheduled session, Curriculum Associates would be happy to provide an equivalent live, virtual session via videoconference. Similarly, Curriculum Associates will comply with your school or district's health and safety requirements regarding on-site visitors if we are given adequate advance notice. Our PD Operations team will work with school or district personnel to hold sessions in a manner that protects the safety of educators and your school community as well as Curriculum Associates employees.

We are pleased to be able to serve you in these challenging times and look forward to providing productive learning sessions to your staff. Any questions regarding scheduling in-person or virtual training sessions should be directed to pdoperations@cainc.com.

Curriculum Associates®

Placing an Order

Email: Orders@cainc.com
Fax: 1-800-366-1158
Mail:
ATTN: CUSTOMER SERVICE DEPT.
Curriculum Associates LLC
153 Rangeway Rd
North Billerica, MA 01862-2013

Please visit CurriculumAssociates.com for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions. Please attach quote to all signed purchase orders. If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to exempt@cainc.com.

Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	7% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- Interior Location Delivery \$50/shipment location
- White Glove Delivery Service \$350/shipment location

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$100/shipment location
- Freight Storage \$150/day/shipment location
- Freight Carrier Redelivery \$100/shipment location

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH payments. If you would like to pay via ACH, please request remittance information by emailing AR@cainc.com.

Please send any payment notifications to payments@cainc.com. Credit card payments are only accepted for purchases under \$50,000.

Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at invoices@cainc.com or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at i-ready.com/support. Customer's professional-development sessions will expire two years following the date of your purchase order and are subject to the Professional Development Terms of Service, which can be found at <https://www.curriculumassociates.com/PDTOS>.

Return Policy

Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 4) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. i-Ready®, Toolbox®, and BRIGANCE® Online Management Systems may be returned for a pro-rated refund for the remaining time left on the contract. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, Ready Classroom® student and teacher sets, and Magnetic Reading classroom kits.



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Amy Kruppe, Superintendent
From: Dr. Stephanie Dulmage, Assistant Superintendent of Teaching and Learning
Subject: Secondary Curriculum Renewal Costs
Date: 6/19/23

Access to high quality curricular resources is the foundation of a strong teaching and learning experience. To ensure continued access to the district approved 6-8 science and 6-12 math curriculum, we are requesting a renewal of Science Dimensions and Big Ideas. The 2023-2024 school year is slated as a year to pilot new resources in both science and math. Therefore, we are only requesting a one-year renewal.

Expense	Renewal Costs
Science Dimensions - Grades 6-8	\$10,800.00
Big Ideas Math - Grades 6-12	\$14,581.60
Grand Total	\$25,381.60

Strategic Plan Alignment

- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.
- Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Funding Source: General Fund

Recommendation

That the Board of Education approve the renewal of Science Dimensions and Big Ideas Math for the 23/24 school year, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





To place your order: select [Submit Customer Purchase Order Here](#)

Confidential Price Quote (6460769)

[Submit Customer Purchase Order Here](#)

6/12/2023

Pricing on this Proposal Guaranteed: **10/6/2023**

237

Presented To: Carla Postell, carla.postell@myhpsd.org

Prepared By: Stefanie Morris, (586) 420-6111, stefanie.morris@cengage.com

SHIP TO: HAZEL PARK PUBLIC SCHOOL DIST Carla Postell 23136 HUGHES AVE HAZEL PARK, MI 48030 USA	BILL TO: HAZEL PARK PUBLIC SCHOOL DIST Carla Postell 23136 HUGHES AVE HAZEL PARK, MI 48030 USA	Cengage Learning ATTN: Order Fulfillment 10650 Toebben Drive Independence, KY 41051 (800) 354-9706 http://NGL.Cengage.com/CustomerSupport
---	---	---

[View Quote in CAD](#)

Quoted Products: Math/6-AGA

Qty	Update Qty	Product	Price	Quoted Price	Total
151	<input type="checkbox"/>	BIL CC GREEN 2014/2017 STUD RE S OL EXT 1 YR LARSON 1st Edition [K12, 2017] 9798888030967 / 8888030964	\$10.00	\$10.00	\$1,510.00
169	<input type="checkbox"/>	BIL CC RED 2014/2017 STUD RES OL EXT 1 YR LARSON 1st Edition [K12, 2017] 9798888030974 / 8888030972	\$10.00	\$10.00	\$1,690.00
156	<input type="checkbox"/>	BIL CC BLUE 2014/2017 STUD RES OL EXT 1 YR LARSON 1st Edition [K12, 2017] 9798888030981 / 8888030980	\$10.00	\$10.00	\$1,560.00
135	<input type="checkbox"/>	BIL CC ALGEBRA I 2015 STUDE NT RESOURCES OL EXT 1 YR LARSON 1st Edition [K12, 2015] 9798888030875 / 8888030875	\$10.00	\$10.00	\$1,350.00

135	<input type="checkbox"/>	BIL CC GEOMETRY 2015 STUDENT RESOURCES OL EXT 1 YR LARSON 1st Edition [K12, 2015] 9798888030882 / 8888030883	\$10.00	\$10.00	\$1,350.00
135	<input type="checkbox"/>	BIL CC ALGEBRA 2 2015 STUDENT RESOURCES OL EXT 1 YR LARSON 1st Edition [K12, 2015] 9798888030899 / 8888030891	\$10.00	\$10.00	\$1,350.00
25	<input type="checkbox"/>	Big Ideas Math Green, Record and Practice Journal (1 year) Larson 1st Edition [K12, 2014] 9781608404605 / 1608404609	\$14.00	\$14.00	\$350.00
59	<input type="checkbox"/>	Big Ideas Math Red, Record and Practice Journal (1 year) Larson 1st Edition [K12, 2014] 9781608404612 / 1608404617	\$14.00	\$14.00	\$826.00
60	<input type="checkbox"/>	Big Ideas Math Blue, Record and Practice Journal (1 year) Larson 1st Edition [K12, 2014] 9781608404636 / 1608404633	\$14.00	\$14.00	\$840.00
135	<input type="checkbox"/>	Big Ideas Math: Algebra 1 Student Journal (1 year) Larson/Boswell 1st Edition [K12, 2015] 9781608408528 / 1608408523	\$18.00	\$18.00	\$2,430.00

238

Sub-Total: \$13,256.00
 Processing Fee: \$1,325.60

TOTAL: \$14,581.60

[Submit Customer Purchase Order Here](#)

Thank you for your interest in Cengage Learning products.

All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage Learning.



Houghton Mifflin Harcourt

Proposal #008687155

Prepared For

Hazel Park Public School Dist

Attention:

Stephanie Dulmage

stephanie.dulmage@hazelparkschools.org

For the Purchase of:

Science Dimensions Grades 6-8 Student and Teacher 1 Year Digital Subscription

Prepared By

Ann Jennings

ann.jennings@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for Professional Services purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Stephanie Dulmage
stephanie.dulmage@hazelparkschools.org

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Proposal for Hazel Park Public School Dist

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Grade 6					
Teacher					
1790401 9780358410379	Science Dimensions Student License Digital 1 Year Modules A- L Includes: Digital Student Resource Modules A-L 1 Year Grades 6-8 Implementation Success	\$24.00	160	\$3,840.00	
1808421 9780358554011	Science Dimensions Teacher License Digital 1 Year Modules A- L Includes: Science Dimensions Digital Teacher Resources 1 Year Modules A- L Access to Teacher's Corner	\$100.00			1
Total for Teacher		\$3,840.00			
Total for Grade 6		\$3,840.00			
Grade 7					
Student					
1790401 9780358410379	Science Dimensions Student License Digital 1 Year Modules A- L	\$24.00	150	\$3,600.00	
Total for Student		\$3,600.00			
Teacher					
1808421 9780358554011	Science Dimensions Teacher License Digital 1 Year Modules A- L	\$100.00			1
Total for Teacher		\$0.00			
Total for Grade 7		\$3,600.00			
Grade 8					
Student					
1790401 9780358410379	Science Dimensions Student License Digital 1 Year Modules A- L	\$24.00	140	\$3,360.00	
Total for Student		\$3,360.00			
Teacher					
1808421 9780358554011	Science Dimensions Teacher License Digital 1 Year Modules A- L	\$100.00			1
Total for Teacher		\$0.00			
Total for Grade 8		\$3,360.00			

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Stephanie Dulmage
stephanie.dulmage@hazelparkschools.org

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Proposal for Hazel Park Public School Dist

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
------	-------	-------	----------	-----------------------	-------------------------

Subtotal Purchase Amount:	\$10,800.00
Shipping & Handling:	\$0.00
Total Cost of Proposal (PO Amount):	\$10,800.00

****Please add proper sales tax to your order****

Send **Check Payments** to:
 Houghton Mifflin Harcourt Publishing Company
 14046 Collections Center Drive
 Chicago, IL 60693

Attention:
 Stephanie Dulmage
 stephanie.dulmage@hazelparkschools.org

Send **Orders** to:
 orders@hnhco.com
 FAX: 800-269-5232

HMH Confidential and Proprietary

Proposal for
Hazel Park Public School Dist

Total Cost of Proposal (PO Amount): \$10,800.00

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Hazel Park Public School District	Hazel Park Public School District
1620 E Elza Ave	1620 E Elza Ave
Hazel Park, MI 48030-2358	Hazel Park, MI 48030-2358
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase. Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 5/3/2023

Proposal Expiration Date: 6/17/2023



Houghton Mifflin Harcourt

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Stephanie Dulmage
stephanie.dulmage@hazelparkschools.org

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Subject: Student Discipline
Date: June 19, 2023

We are presenting this information as part of the expulsion process in accordance with the policy 5610:
The Superintendent will exercise discretion over whether or not to suspend or expel a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider these factors in making the determination.

Students are afforded due process per policy 5610:
The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process, since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours.

Per the policy Student #2023-005, #2023-006, #2023-007, #2023-008, #2023-009, #2023-010, #2023-011, #2023-012, #2023-013 has been recommended for expulsion and as outlined in the letters have been provided with further required documentation to petition for reinstatement back into the school when their expulsion period has ended.

Funding Source: Not Applicable

Strategic Goal Alignment:

Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Amy Kruppe, Superintendent
From: Kristy Cales, Director of HR
Subject: AFSCME Contract Changes
Date: 6/15/2023

We are recommending the following changed for the AFSCME Group:

1. Contract valid from July 1, 2023 through June 20, 2026
2. District reserves the right to hire more qualified individuals for the Maintenance Dept.
3. Bus Drivers receive 2 PD days
4. Bus Drivers reserve the right to open summer positions before other groups
5. Transportation added to OT language for Saturday and Sunday
6. Scheduled Transportation employees receive 4th of July Holiday
7. Increase in meals reimbursements for Transportation
 - a. Breakfast \$8.00 - for overnight trips only
 - b. Lunch \$8.00
 - c. Dinner \$12.00
8. New Salary Schedule
9. Vacation and sick time will be front loaded

Goal Statement

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.
Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

Funding Source: General fund

Recommendation

That the Board of Education approve the above changes for the AFSCME Contract, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



Tentative Agreement
 School District for the City of Hazel Park and
 American Federation of State, County and Municipal Employees (AFSCME),
 Local 271, AFL-CIO
 June 13, 2023

The circumstances leading to this tentative agreement are as follows. The Parties currently have a collective bargaining agreement in effect through June 30, 2023. The parties are agreeable to entering into a successor collective bargaining agreement on the following terms and as set forth below in the attachments. The changes below and in the attachments shall be incorporated into the new agreement. The parties agree to drop any proposals and/or demands regarding the successor agreement that have not otherwise been agreed to as set forth below.

The Parties agree to enter into a three-year collective bargaining agreement for the 2023-24, 2024-25, and 2025-2026 school years with an expiration date of June 30, 2026.

1. It is understood that when the District is interviewing for a maintenance position, current employees interested in the position will be interviewed, but the District reserves the right to hire the best qualified applicant in District or outside the bargaining unit.
2. The bus driver shall be provided with two additional professional development days outside of the current mandatory days.
3. Bus drivers shall be given the first opportunity to do summer work for available positions to be paid at an hourly rate that is one dollar (\$1.00) less than the custodian hourly rate.
4. See attached financial tentative agreement beginning July 1, 2023, through June 30, 2026. In addition, a new retention bonus provision shall be added that provides as follows:

Retention Bonus

Employees completing the years of continuous service with the District as indicated below as of the last day of the school year in June will be paid a retention bonus in the last payroll period of June. Example: An employee competing 14 years of service with the District by the last day of June 2023 will be paid a retention bonus of \$950 in the last payroll period of June 2023.

YEARS OF SERVICE	RETENTION BONUS
5 YEARS	\$350
6 - 10 YEARS	\$650
11-15 YEARS	\$950
16-20 YEARS	\$1,150
21+ YEARS	\$1,500

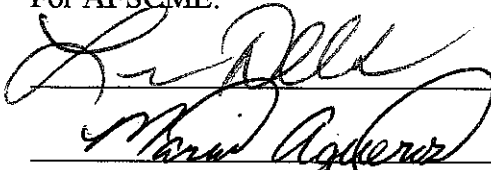
5. See attached Union Tentative Agreement #1.

6. See attached Union Tentative Agreement #2.

7. Notwithstanding anything in the collective bargaining agreement to the contrary, vacation days and sick leave days for bargaining unit members shall be front loaded as of July 1st, with the understanding that should the bargaining unit member terminate employment before the end of the school year (June 30th) the days shall be pro-rated and days taken in excess of those earned shall be deducted from the employee's last salary and shall otherwise be reimbursed to the District. New employees who start after July 1st shall have their days front loaded on a pro-rated basis, with the same understanding that should the bargaining unit member terminate employment before the end of the school year (June 30th) the days shall be pro-rated and days taken in excess of those earned shall be deducted from the employee's last salary and shall otherwise be reimbursed to the District.

All other terms in the expired collective bargaining agreement not addressed above or in the attached tentative agreements will remain unchanged in the successor agreement, with the further understanding that dates will be updated as appropriate. It is understood and agreed that this tentative agreement is contingent upon ratification by both parties.

For AFSCME:



Date 6-13-2023

Patricia Wright 6-13-2023


Nancy Mitchell 6-13-2023

Tiffany Brew 6/13/2023

Celia Boswell 6-13-23

Don Bean 6-13-23

For the District:



Date 6-13-23

John Green 6/13/23

Union Tentative Agreement #1

*Nancy M...
Colia Baswell
Patricia...
Dan B...*

T/A Union: *[Signature]* Date: 5-25-2023
T/A Union: *[Signature]* Date: 5-25-2023
T/A Employer: *[Signature]* Date: 5-25-2023
T/A Employer: *[Signature]* Date: 5-25-2023

**AFSCME LOCAL #271
HAZEL PARK BOARD OF EDUCATION
MAY 12, 2023**

The Union reserves the rights to delete from, add to, modify and revise these proposals

ARTICLE 11

WORKING DAYS, HOURS, YEAR, OVERTIME

New Language

Add Transportation to Saturday and Sunday overtime language at 1 ½ times rate of pay.

ARTICLE 12

HOLIDAYS

New Language

All scheduled summer Transportation employees shall be paid 4th of July holiday.

Union Tentative Agreement #2

Dancy Munster
Chia Bartwell
Patricia White
Doc Ben

T/A Union: *[Signature]* Date: 5-25-2023
T/A Union: *[Signature]* Date: 5-25-2023
T/A Employer: *[Signature]* Date: 5-25-2023
T/A Employer: *[Signature]* Date: 5-25-2023

**AFSCME LOCAL #271
HAZEL PARK BOARD OF EDUCATION
MAY 3, 2023**

The Union reserves the rights to delete from, add to, modify and revise these proposals

ARTICLE 25

BUS DRIVING OPERATIONS

Section 1 - General Conditions (B)

8. Bus drivers shall be paid a meal allowance when on field trips of four hours or more outside the Hazel Park School District. Proof of purchase must be submitted upon return to the district. **Add Breakfast with \$8.00 reimbursement (only for overnight trips) Lunch reimbursement shall not exceed \$6.00. \$8.00. Dinner shall not exceed \$10.00 \$12.00.**

NEW LANGUAGE

Transportation employees yearly bid route selection shall be the 2nd Friday in October.

Tier I Employees

2023-24	Master	HPHS Head	Head	Maintenance -		Bus	
	<u>Maintenance</u>	<u>Engineer</u>	<u>Custodian</u>	<u>Maintenance</u>	<u>Skilled</u>	<u>Driver</u>	<u>Custodian</u>
Hourly	\$26.50	\$23.07	\$22.63	\$21.50	\$22.63	\$23.50	\$21.79
Weekly (40 hours)	\$1,060.00	\$922.80	\$905.20	\$860.00	\$905.20	\$940.00	\$871.60
Annual (2080 hours)	\$55,120.00	\$47,985.60	\$47,070.40	\$44,720.00	\$47,070.40	\$48,880.00	\$45,323.20
2024-25 (3% Raise)							
	Master	HPHS Head	Head	Maintenance -		Bus	
	<u>Maintenance</u>	<u>Engineer</u>	<u>Custodian</u>	<u>Maintenance</u>	<u>Skilled</u>	<u>Driver</u>	<u>Custodian</u>
Hourly	\$27.30	\$23.76	\$23.31	\$22.15	\$23.31	\$24.21	\$22.44
Weekly (40 hours)	\$1,091.80	\$950.48	\$932.36	\$885.80	\$932.36	\$968.20	\$897.75
Annual (2080 hours)	\$56,773.60	\$49,425.17	\$48,482.51	\$46,061.60	\$48,482.51	\$50,346.40	\$46,682.90
2025-26 (3% Raise)							
	Master	HPHS Head	Head	Maintenance -		Bus	
	<u>Maintenance</u>	<u>Engineer</u>	<u>Custodian</u>	<u>Maintenance</u>	<u>Skilled</u>	<u>Driver</u>	<u>Custodian</u>
Hourly	\$28.11	\$24.47	\$24.01	\$22.81	\$24.01	\$24.93	\$23.12
Weekly (40 hours)	\$1,124.55	\$979.00	\$960.33	\$912.37	\$960.33	\$997.25	\$924.68
Annual (2080 hours)	\$58,476.81	\$50,907.92	\$49,936.99	\$47,443.45	\$49,936.99	\$51,856.79	\$48,083.38

Tier II Employees (new hires)

2023-24	Master	HPHS Head	Head Custodian/	Maintenance -		Bus	
	<u>Maintenance</u>	<u>Engineer</u>	<u>Engineer</u>	<u>Maintenance</u>	<u>Skilled</u>	<u>Driver</u>	<u>Custodian</u>
Hourly	\$26.50	\$22.00	\$19.00	\$21.50	\$22.50	\$23.50	\$17.50
Weekly (40 hours)	\$1,060.00	\$880.00	\$760.00	\$860.00	\$900.00	\$940.00	\$700.00
Annual (2080 hours)	\$55,120.00	\$45,760.00	\$39,520.00	\$44,720.00	\$46,800.00	\$48,880.00	\$36,400.00
2024-25 (3% Raise)							
	Master	HPHS Head	Head Custodian/	Maintenance -		Bus	
	<u>Maintenance</u>	<u>Engineer</u>	<u>Engineer</u>	<u>Maintenance</u>	<u>Skilled</u>	<u>Driver</u>	<u>Custodian</u>
Hourly	\$27.30	\$22.66	\$19.57	\$22.15	\$23.18	\$24.21	\$18.03
Weekly (40 hours)	\$1,091.80	\$906.40	\$782.80	\$885.80	\$927.00	\$968.20	\$721.00
Annual (2080 hours)	\$56,773.60	\$47,132.80	\$40,705.60	\$46,061.60	\$48,204.00	\$50,346.40	\$37,492.00
2025-26 (3% Raise)							
	Master	HPHS Head	Head Custodian/	Maintenance -		Bus	
	<u>Maintenance</u>	<u>Engineer</u>	<u>Engineer</u>	<u>Maintenance</u>	<u>Skilled</u>	<u>Driver</u>	<u>Custodian</u>
Hourly	\$28.11	\$23.34	\$20.16	\$22.81	\$23.87	\$24.93	\$18.57
Weekly (40 hours)	\$1,124.55	\$933.59	\$806.28	\$912.37	\$954.81	\$997.25	\$742.63
Annual (2080 hours)	\$58,476.81	\$48,546.78	\$41,926.77	\$47,443.45	\$49,650.12	\$51,856.79	\$38,616.76



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Amy Kruppe, Superintendent
From: Kristy Cales, Director of HR
Subject: HPPA Contract Changes
Date: 6/15/2023

We are recommending the following changed for the HPPA Group:

1. 63 hours/year for union business, changed from 50/year
2. Sick time front loaded at time of hire, instead of after 90 days
3. Added section on electronic images received by 3rd party
4. Add HPPA representative to safety committee
5. Back pay changed to beginning of school year from 3 days (in grievance procedure)
6. Took out leave allowability of under 30 days with principal permissions
7. Paying 4 days over Winter Break instead of 3
8. Changed sick time to 10 days from 5 days
9. Can accumulate 30 days in bank, changed from 14
10. Members will be eval'd at min once every 3 years
11. Years of service retention bonus
 - a. 8-12 years \$500
 - b. 13-17 \$1000
 - c. 18+ \$1500
12. Bargaining members can use sick time to supplement worker's comp
13. District to provide up to 5 additional hours of PD for Para's
14. Change in classification for Behavior & English Language Paras, consolidation of job titles to active positions
 - a. Class III
 - i. Attendance
 - ii. Bus Aide
 - iii. Latchkey
 - iv. Meals
 - v. Office
 - vi. Classroom Aide
 - b. Class IV
 - i. Special Ed
 - ii. English Language
 - c. Class V
 - i. Behavior
 - d. Class VI
 - i. Edison Classroom Aide
 - ii. SXI Para
15. Board can give up to 3 years experience credit
16. Change in salary Schedule



HPPA Salary Schedule		Class	Class	Class	Class
	Step	3	4	5	6
Current	2 Year	13.38	14.32	15.88	17.64
New		15.00	16.00	17.50	19.50
Current	3 Year	13.65	14.64	16.20	17.99
New		15.45	16.48	18.03	20.09
Current	4 Year	13.92	14.95	16.52	18.31
New		15.91	16.97	18.57	20.69
Current	5 Year	14.22	15.26	16.83	18.66
New		16.39	17.48	19.12	21.31
Current	6 Year	14.51	15.60	17.16	19.14
New		16.88	18.01	19.70	21.95
Current	7 Year	14.81	15.91	17.50	19.36
New		17.39	18.55	20.29	22.61
Current	8 Year	15.57	16.72	18.30	19.70
New		17.91	19.10	20.90	23.28
			Special Ed	Jardon	Edison/SXI
24-25 Step movement plus 1 time \$750 paid to all at step 8					
25-26 Step movement plus 1 time \$750 paid to all at step 8					

Goal Statement

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.
Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

Funding Source: General and Center fund, dependent on position

Recommendation

That the Board of Education approve the above changes for the HPPA Contract, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

251 _____
Amy Y. Kruppe, Ed.D.
Superintendent

COLLECTIVE BARGAINING AGREEMENT

TENTATIVE AGREEMENT

6-8-2023

~~(HPPA Proposal 2, 5/26/23)~~

~~2023-2026~~

between

THE SCHOOL DISTRICT
OF THE
CITY OF HAZEL PARK

&

THE HAZEL PARK PARAPROFESSIONALS
ASSOCIATION (HPPA)
MEA/NEA

Handwritten initials and signatures in the top right corner, including 'J3' and a signature that appears to be 'JK'.

AGREEMENT	4
PURPOSE	4
ARTICLE I	5
RECOGNITION	
ARTICLE II	6
FAIR EMPLOYMENT PRACTICES	
ARTICLE III	7
AGENCY SHOP	
ARTICLE IV	8
BOARD RIGHTS	
ARTICLE V	9
ASSOCIATION RIGHTS	
ARTICLE VI	11
DISCIPLINE	
ARTICLE VII	12
PERSONNEL FILES	
ARTICLE VIII	13
SENIORITY	
ARTICLE IX	14
PROBATIONARY PERIOD	
ARTICLE X	15
PROTECTION OF EMPLOYEES	
ARTICLE XI	17
GRIEVANCE PROCEDURE	
ARTICLE XII	22
LEAVE OF ABSENCE	
ARTICLE XIII	24
WORK SCHEDULE	
ARTICLE XIV	27
WORKING CONDITIONS	

ARTICLE XV (currently does not exist)	29
EVALUATION	
ARTICLE XVI	30
IMPLEMENTATION PROCEDURES	
ARTICLE XVII	31
COMPENSATION	
ARTICLE XVIII	33
INSURANCE	
ARTICLE XIX	36
NEGOTIATION PROCEDURES	
ARTICLE XX	38
VACANCIES	
ARTICLE XXI	39
LAYOFF	
ARTICLE XXII	40
RECALL	
ARTICLE XXIII	41
MISCELLANEOUS PROVISIONS	
ARTICLE XXIV	42
JOB CLASSIFICATIONS	
ARTICLE XXV	43
SALARY SCHEDULES	
DURATION OF AGREEMENT	44

AGREEMENT

This AGREEMENT made and entered into this 1st day of July 2021, by and between the Board of Education of the School District of the City of Hazel Park, Oakland County, Michigan, party of the first part, hereinafter referred to as the "District," and the Hazel Park Paraprofessional Association, MEA/NEA, hereinafter referred to as the "Association."

PURPOSE

The parties recognize that they have a common responsibility beyond their collective bargaining relationship, and that the School District of the City of Hazel Park is a unit of government, subject to the laws of the State of Michigan, and that the District has obligations to the citizens and taxpayers to operate efficiently, economically and prudently, and to maintain adequate and uninterrupted service to the public and the children of the District.

The efficiency of the program of any school system is directly, therefore, proportional to the effectiveness of its employees in every category. It is the purpose of the District to employ competent, morally acceptable, and dedicated personnel.

It is the purpose of this Agreement to resolve, by collective bargaining, in good faith, differences concerning wages, hours, and working conditions, and appropriate means of resolving them, without interruption of the school program.

ARTICLE I

RECOGNITION

The Board of Education of the School District of the City of Hazel Park recognizes the Hazel Park Paraprofessional Association, MEA/NEA, as the exclusive bargaining representative for the purpose of collective bargaining with respect to rates of pay, hours of work, and other conditions of employment for employees in the classifications set forth in the schedules attached and made part of this Agreement. For the purpose of this Agreement, the term "employees" shall mean any member of the bargaining unit.

Definition of Terms:

1. The term "bargaining unit members" and/or "employees," when used in this Agreement shall refer to all adult employees represented by the Association and who are not enrolled as students in the District. *(agreed by district 5/24/23 proposal)*
2. The term "District," when used in this Agreement, shall refer to the Board of Education and the administrators employed by the Board to carry out its directives and/or policies and conduct all aspects of the business of the District.
3. Wherever the title "Association" is used in this Agreement, it shall mean the Hazel Park Paraprofessional Association, MEA/NEA.

ARTICLE II

FAIR EMPLOYMENT PRACTICES

- A. This agreement shall be applied uniformly to all employees within the bargaining unit.
- B. It is the policy of the School District of the City of Hazel Park that no person shall, on the basis of race, color, national origin, sex, gender identity, age, disability, height, weight, religion, sexual orientation or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment. *(agreed by district 5/24/23 proposal)*
- C. The Association agrees to admit bargaining members to the Association without discrimination by ~~the~~ reason of race, creed, color, national origin, sex, gender identity, marital status, sexual orientation or past participation in the activities of any employee organization. *(agreed by district 5/24/23 proposal)*

ARTICLE III

AGENCY SHOP

- A. Employees covered by this bargaining unit shall, on or before the thirtieth (30th) day following the beginning of their employment or the execution of the collective bargaining agreement, whichever is later, as condition of employment or of continued employment, either:
 - a. Become a member of the Association; or
 - b. Pay the Association a service fee not to exceed the dues of the Association.
- B. The Association shall indemnify and save harmless the District from any and all claims, demands, or suits, and unemployment costs, fees and expenses including, but not limited to, liability, damages, attorney fees, interest, court costs or sanctions, interest or penalties incurred by reason of any action taken by the District as a consequence or result of the District's compliance with this Agreement.
- C. The parties recognize this Article is inactive as a result of the Supreme Court decision *Janus v. AFSCME* (2018) and is incorporated as reference until such time that the decision is changed or federal law renders the decision moot.

ARTICLE IV

BOARD RIGHTS

- A. Nothing in this Agreement is to be interpreted as constituting a waiver for the Board of Education's rights and responsibilities to create and maintain schools that reflect the public's wishes. The intent of this Agreement is to establish wages, working hours, and conditions of employment with the Association.
- B. Therefore, the Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, absent any exceptions, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by laws and the Constitutions of the State of Michigan and the United States, including, but without limiting, the generality of the foregoing right:
- a. To the Executive management and administrative control of the school system and its properties.
 - b. To hire all employees and to determine their qualifications and fitness for employment and conditions for their continued employment or their dismissal.
 - c. To adopt and implement work rules, procedures and regulations.
 - d. To determine the financial policies, including all accounting procedures.
 - e. To determine the size of the management organization, its function, authority, amount of supervision, and determine the table of organization.
 - f. To direct the working forces, including the right to hire, promote, evaluate, discipline, transfer, and determine the size of the workforce.
- C. The exercise of the foregoing powers, rights, duties, and responsibilities by the District, and the adoption of the policies, rules, regulations, and practices, shall be exclusive prerogative of the District except as limited by the specific terms of the Agreement.

ARTICLE V

ASSOCIATION RIGHTS

- A. The Association and its members shall have the right to use school building facilities for meetings, at reasonable hours outside of the working day, at no expense to the Association, unless additional custodial and/or other expenses to the District are incurred and in accordance with existing District policies. The Association must secure a building permit from the Superintendent of Schools.
- B. The Association representative shall be permitted to insert mail in the mailbox or mailboxes provided for this purpose by the District with the understanding that each piece of mail is identified as Association mail. The District shall in no way be liable for any loss or damage to Association mailed materials.
- C. School equipment may be made available to the Association and its members under conditions prescribed by the building administrator. Any supplies required in the use of such equipment must be replenished by, or paid for by, the Association.
- D. The District agrees to furnish to the Association, in response to reasonable requests, information concerning the financial resources of the District's tentative budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the bargaining unit members, together with information not subject to the Privacy Act or other laws or statutes governing dissemination of private or public materials or information, which may be necessary for the Association to process any grievance or complaint.
- E. The Association President or designee shall be permitted to transact official Association business on school property at all reasonable times, provided that this will not interfere with or interrupt classroom or educational activities or normal school operations. The initial contact in any school building shall be with the building administrator.
- F. Board meeting minutes and agendas will be received by the school district website and shall be available to the President of the Association at least 24 hours prior to any and all meetings.
- G. All District personnel policies, or any proposed changes in said policies, shall be distributed to the Association.
- H. The Association shall, ~~upon application to and approval from the Superintendent,~~ upon application NOTICE to the Superintendent, be allotted ~~fifty~~ sixty-three (63) hours per year to attend to MEA business, as certified by the President of the Association. Utilization of these hours shall be inputted into the absence management system.

- I. Loss of school property; bargaining unit members shall not be held responsible for loss of school property or student property, either from within or on official school business unless the board, its designee, or law enforcement officials have evidence the bargaining unit member has been negligent or criminally responsible.
- J. Upon request, a list of all Bargaining Unit members' names, hire date, building assignment and contact information shall be provided to the Union at the end of each school year, with their projected assignment for the following year, if known. All newly-hired bargaining unit members' names, hire date, building assignment and contact information will be forwarded to HPPA president or designee and MEA Field Assistant assigned to Hazel Park at the time of hire. *(agreed by district 5/24/23 proposal)*
- K. The District shall provide an on-boarding folder at the time of hire to all new bargaining unit members. Within the folder the Association will provide at least a letter and membership application to be included in its contents. It shall be the responsibility of the Association to provide these materials to the District on a regular basis to ensure the District has included the items into the on-boarding folder. *(agreed by district 5/24/23 proposal)*

ARTICLE VI

DISCIPLINE

- A. An employee shall not be disciplined without just cause.

- B. Should disciplinary action be likely to occur at any given meeting, the employee will be advised immediately of her/his right to have an Association representative present.
- C. When a request is made for Association representation by the employee, the meeting with the employee will not occur until the employee has obtained an Association representative. If no representative is available for a meeting that same day, the District may take any action necessary to protect the best interests of the District and the involved employee prior to the disciplinary meeting.
- D. The District shall utilize progressive discipline prior to the discharge of any employee for minor infractions; such as absenteeism, tardiness, and substandard work performance. Progressive discipline shall be defined as an oral reprimand, written reprimand, suspension with pay, suspension without pay, or discharge.
- E. Progressive discipline need not be given to any employee for major infractions on the job, including, but not limited to, intoxication, theft or fighting.
- F. In the event an employee is disciplined or discharged and believes that the action is unjust, the employee may process her/his complaint through the grievance procedure herein. Discharge during the probationary period cannot be subject to the grievance and arbitration procedure.

ARTICLE VII

PERSONNEL FILES

- A. The personnel files will be kept in a central location under the supervision of the Superintendent of Schools.

- B. Upon written request, an employee will have the right to review the contents of her/his personnel file. An Association representative will have the right to review and employee's file only with the written permission of the employee.
- C. No documentation concerning an employee originating after the initial employment will be placed in an employee's personnel file unless the employee had been given a copy of the material. Complaints about the employee shall be put in writing, clearly annotated at the bottom of each page "Copy to Personnel File," and a copy provided to the employee. When complaints are placed in an employee's file, the employee shall review and sign the complaint, such signature shall be understood to indicate awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. All employees will have the option of placing material related to their employment in their personnel files.
- D. The personnel files shall be maintained in accordance with the Bullard-Plawecki Act.

ARTICLE VIII

SENIORITY

- A. Seniority shall mean the number of continuous years of service actually worked within the district, computed from the date of hire. An employee who is temporarily transferred to a non-bargaining unit position for ninety (90) calendar days or less shall be deemed to have worked continuously in the bargaining unit for a period of temporary transfer. Seniority shall be applicable only as expressly provided in this Agreement. The District

shall publish a district wide seniority list. It is understood that any leave of absence described in this agreement shall not be considered as an interruption of service.

- B. No seniority shall be accrued or granted for work performed outside this bargaining unit.
- C. In the event of the same hire date, seniority shall be determined by lot.
- D. There shall be no seniority among probationary employees.
- E. An employee's employment shall be terminated and their seniority shall cease upon:
 - 1. Discharge for cause, quit, retirement, or resignation.
 - 2. Failure to report to work after recall within the time period specified in this agreement.
 - 3. Except for layoff or approved leave of absence, if off the active payroll for any reason for a period equal to the employee's length of seniority or twelve (12) consecutive months, whichever is less.
 - 4. Obtaining a leave of absence under false pretenses, working for another employer during a leave of absence, or failure to return to work upon the scheduled expiration of a leave of absence.
 - 5. Layoff for a period of twenty-four (24) months or for a period equal to the employee's seniority, whichever is less.
 - 6. Absent without notice to the District for a minimum of two (2) consecutive days.
 - 7. The employee violated any procedure and/or conditions of the Leave of Absence provisions set forth in this agreement.

ARTICLE IX

PROBATIONARY PERIOD

- A. All new employees will serve a ninety (90) work day probationary period. Probationary days shall only be counted during an employee's work year. The District, while in their probationary period, may discharge new employees, and this decision shall not be in violation of this agreement or any applicable work rules and shall not be subject to the

grievance procedure. Upon successful completion of the probationary period, employees shall attain seniority status and their names shall be entered on the seniority list with their seniority dating from date of hire in the bargaining unit. ~~During the probationary period, employees shall not be eligible for paid leave days, or emergency closings (snow days). During the first sixty (60) workdays of the probationary period, employees shall not be eligible for paid holiday pay. (agreed by district 5/24/23 proposal)~~

- B. In the event an employee moves to a new position, it shall be on a trial basis for twenty (20) workdays. During this trial period, either the employee or the District shall have the option of returning the employee to their former position. This decision shall not be subject to the grievance procedure.

ARTICLE X

PROTECTION OF EMPLOYEES

- A. The District and the Union agree that student behavior is the prime responsibility of the certified professional teacher and/or supervisor and the administration. Members of this bargaining unit, as members of the educational team, are expected to assist with the implementation of those procedures designed to encourage appropriate student behavior.
- B. Employee Physical Assault

1. The term 'physical assault' shall be defined as the intentionally causing or attempting to cause physical harm to another through force or violence.
2. Any case of physical assault upon an employee in the course of their employment shall be promptly reported by the employee to the Principal or Director/Supervisor of the school. The District shall render reasonable assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities.
3. As a result of a physical assault upon an employee in the course of his/her employment as an am employee, and the employee suffers a loss of property, the employee shall be compensated in accordance with Section D of this article.

C. Parental Concern:

1. Any concern of a parent regarding an employee, which a Principal, Director, or Supervisor feels may have validity shall be promptly called to the attention of the employee involved. If said complaint or anything derogatory is being placed in an employee's personnel file, a copy will be shown to the employee before filing. The employee has the right to include a response to the same, which will be attached to such item in his/her file.
2. If an administrator feels that a parental concern may have validity and may lead to disciplinary action, the employee will be informed of her/his right to Association representation.
3. If an Employee has a complaint against him/her lodged with the police department, or is sued as a result of any action taken by the Employee while in the performance of his/her assigned duties and performing properly and lawfully and in accordance with Board Policy and administrative regulations, the Board shall refer the matter to its' insurance carrier with the request that all necessary assistance, legal and financial, be rendered to the Employee in his/her defense.

D. Loss or Damage/Personal Property

1. If in the performance of regular or assigned duties an employee without negligence on his/her part, will suffer a loss or damage to his/her clothing or other personal property to the extent of replacement value is ten (10) dollars or greater, but no more than two hundred-fifty (250) dollars (except in cases of such things as eyeglasses, hearing aids, and other medically prescribed items where the limit is four hundred (400) dollars) in any school year, the Board will make reimbursement.

2. This section will not apply to loss of money or damage to an automobile, and it will also not apply to loss or damage to personal technological devices, such as a cell phone, smart phone, or I-pad, for example, unless the employee was expressly directed or required to use his/her personal technological devices in the course of performing his/her duties. Notification by an employee that he/she has incurred expenses in accordance with the provisions of this paragraph will be filed by the employee with the building principal on a form provided by the District. Said form will be filed within ten working days from the date of the loss or damage. Failure of an employee to comply with this provision will constitute forfeiture of right of payment and/or reimbursement.

E. Employer Receipt of Electronic Images

~~Any and all photographs or recordings (video or audio) of employees captured during the workday obtained by the employer that were produced or transmitted without that employee's expressed written consent or recorded without their knowledge and consent shall be immediately destroyed and unusable for any purpose upon determination that the photo/recording is not needed for the determination of any employment concern.~~

In the event that the District receives photographs or recordings (video or audio) of employees captured during the workday from an outside third party, and determines that the photo/recording is not needed for the determination of any employment concern, the District shall promptly so notify the employee and discuss how to address the photo/recording.

F. Workspace Safety Fortification

~~The workspace for each bargaining unit member will be equipped with a Nightlock door security device called the Nightlock Lockdown 2. Bargaining unit members will be trained on how to properly use the door security device at the beginning of each school year.~~

EDITOR'S NOTE: <https://nightlock.com/door-security-devices/door-barricade/nightlock-lockdown-2/>

The District agrees to appoint the HPPA President or designee to the District's Safety Committee.

- ~~G. When requested by a bargaining unit member, a uniform allowance of \$100.00 per year will be provided specifically for those who work with or are in contact with bodily fluids. Bargaining unit members will make a request to their building principal. (Association withdraws)~~

H. ~~Any and all appropriate items considered to be PPE (Personal Protective Equipment) and appropriate attire that mitigate viral transmission and protection against bodily fluids shall be provided at District expense when requested. Bargaining unit members will make the request to their building principal. Appropriate PPE (Personal Protective Equipment) items (such as masks, gloves, and surgical gowns) shall be provided to employees upon request.~~

ARTICLE XI

GRIEVANCE PROCEDURE

A. Grievance Definition:

A grievance is a complaint by a member or the Association alleging the violation of a specific Article or Section of this Agreement. Such grievances shall be submitted to the following grievance procedures:

B. Procedure

Step 1: Within ~~five~~ten (5)10 workdays of an alleged violation of this agreement or ~~five~~ten (5)10 workdays of learning of a violation of this agreement, the employee or Association shall give oral notice to the bargaining unit member's immediate supervisor. *(agreed by district 5/24/23 proposal)*

Within ~~five~~ten (5)10 work days of receiving the oral notice, the supervisor shall respond orally. *(agreed by district 5/24/23 proposal)*

Step 2: Within ten (10) work days of the oral response from the supervisor, the Association shall submit a written grievance to the supervisor.

Within ten (10) work days, the supervisor shall provide a written response.

Step 3: Within ten (10) work days of the written response from the supervisor, a written appeal will be made to the Superintendent or his/her designee.

Within ten (10) work days of receipt of the appeal, the Superintendent or his/her designee shall meet with the grievant and Association.

Within ten (~~10~~) work days of meeting with the grievant and Association, the Superintendent or his/her designee shall provide a written response.

Step 4: Within ten (10) work days of the written response from the Superintendent or his/her designee, the Association shall make a written appeal to the Superintendent or his/her designee.

Within ~~twenty~~ten(20)10 work days of receiving a written appeal from the Association, the Superintendent or his/her designee shall provide a written response. *(agreed by district 5/24/23 proposal)*

Step 5: If the Association is not satisfied with the written response at Step 4, the grievance will be submitted to the Board of Education within ten (10) days.

Within ten (10) work days of receiving the grievance, the Board of Education or a subcommittee of the Board of Education will meet to hear the grievance.

At the first regular board meeting of the Board of Education subsequent to hearing the grievance, the Board of Education will render a decision whether to accept or deny the grievance.

The Association may file for binding arbitration to be carried out under the rules of the American Arbitration Association. AAA fees shall be shared equally between the District and the Association.

**** Timelines may be extended by mutual agreement ****

C. Written Presentation

1. All grievances presented at the Step 2 level of the procedures set forth in this Agreement shall include:
 - a. The facts giving rise to the grievance.
 - b. The specific provision(s) of the Agreement, if any alleged to have been violated.
 - c. The name(s) of the aggrieved employee(s).
 - d. The remedy sought.
2. All grievances at Step 2 of the procedures set forth in this Agreement shall be signed and dated by the aggrieved employee and/or her/his Association representative. All written answers submitted by the District shall be signed and dated by the appropriate District representative.

D. Time Limitations

The District shall not be compelled to accept a grievance for processing if it is not submitted and/or appealed within the time limits set forth in this agreement. If the grievance is not timely submitted at Steps 1 or 2, it shall be considered withdrawn and shall not be subject to any further proceeding under this Agreement. If the grievance is not timely appealed to Step 3, it shall be deemed to have been settled in accordance with the District's Step 2 answer. If the immediate supervisor or

Assistant Superintendent fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

E. Appeal Procedure

Any grievance, as defined in Article XI, that has been properly and timely processed through the grievance procedure set forth in Article X, that has not been settled at the conclusion thereof, may be appealed to arbitration by the Association serving the District with written notice of its intent to appeal to arbitration. An employee shall have no right to demand arbitration. The failure to appeal a grievance to arbitration in accordance with this Agreement within thirty (30) calendar days after receipt of the written answer of the District, or when the District's answer was due at Step 3 of the grievance procedure set forth in this Agreement, shall constitute a waiver of the Association's right to appeal to arbitration and any written answer of the District at Steps 2 or 3 of the grievance procedure shall be final and binding on the aggrieved employee, the District and the Association.

F. Selection of Arbitrator

The jurisdiction and authority of the arbitrator and her/his opinion and award shall be confined exclusively to the interpretation and/or application of the express provision(s) of this Agreement at issue between the Association and the District. The arbitrator shall have no authority to add to, detract from, alter, amend, or modify, any provision of this Agreement; to impose on either party a limitation or obligation not explicitly provided for in this Agreement; or to establish, or alter any wage rate or wage structure. The Arbitrator shall have no power to substitute her/his discretion for the District's discretion in cases where the District has retained discretion or is given discretion by this Agreement or by any supplementary agreement. The Arbitrator shall have no power to decide any question which, under this Agreement, is within the right of management to decide. In rendering a decision, the Arbitrator shall have due regard for the District's rights and responsibilities of management and shall so construe the Agreement so there will be no interference with the exercise of such rights and responsibilities except as those rights may be conditioned by the Agreement. The Arbitrator shall not hear or decide more than one (1) grievance without the mutual consent of the District and the Association. The written award of the Arbitrator on the merits of any grievance adjudicated within the Arbitrator's jurisdiction and authority shall be final and binding on the aggrieved employee, the Association, and the District.

G. Fees, Costs and Expenses of Arbitration and Back Pay Awards

1. The fees and expenses of the Arbitrator shall be shared equally by the District and the Association. Otherwise, each party shall bear its own arbitration expenses. Neither the Association nor any employee shall be entitled to any payment of costs, attorney fees, interest, punitive damages or other sanctions. When a back-pay claim is awarded by an Arbitrator or allowed by the District, such back pay shall be limited to the amount of regular straight-time wages the employee would otherwise have earned from employment with the District during the back-pay period and shall be reduced by the following:
 - a. All unemployment compensation received by the employee.
 - b. All benefits or compensation from personal services received by the employee, from any source, to offset loss of income from the District while the matter was pending.
 - c. All benefits or compensation that would have been lost because of any period of incapacity, disability, strike, seasonal or other layoff period or other unavailability or inability to work. No employee shall receive any pay or reimbursement for expenses for attending any arbitration hearing.

~~H. Back Pay Limitation~~ Back Pay Limitation

1. ~~The District shall not be required to pay back wages prior to three (3) days before the date a written grievance is filed with the District at Step 2.~~ The District shall not be required to pay back wages prior to the beginning of the school year in which the grievance is filed

H. Association Responsibility

In the event of a violation, the Association agrees to promptly exert every reasonable effort, through its officers and representatives, to end any violation of this Agreement.

I. Injunctive Relief

In the event of a violation of this Agreement, the District may, in addition to seeking any other remedies, immediately apply to the United States District Court for the Eastern District of Michigan, or other court competent jurisdiction, for injunctive relief, including a temporary restraining order, preliminary injunction, or permanent injunction, prohibiting the continuation of such violation.

J. Damages and Other Remedies

In addition to any other remedy set forth in this Agreement, the District, without submitting the issue of damages to arbitration, may institute, in any court of competent jurisdiction, an action against the Association for damages suffered by the District as a result of a violation of this Agreement. The remedies set forth in this Agreement are not exclusive and the District may pursue whatever other remedies are available to it at law or in equity.

ARTICLE XII
LEAVE OF ABSENCE

~~Leaves of absence consisting of "thirty (30) days or less" can be taken with a building principal agreement. The procedure for leaves of absence of "more than thirty (30) days" are: send letters of request to the HPPA President, Assistant Special Education Director and Principal/Supervisor.~~
(Association agrees to District 5/24/23 proposal)

A. FMLA (Family Medical Leave Act)

Qualified employees will be granted leaves pursuant to the provisions of the Family Medical Leave Act.

B. Educational Leave

Leaves of absence without pay shall be granted upon written application to, and approval by, the Superintendent and the District for the purpose of further education study. The regular salary increment occurring during such period shall be allowed.

C. Family Care Leave

A Family Care Leave shall be for a period of one (1) year and, upon written request. May be granted an additional year at the discretion of the Board of Education. The bargaining unit member shall file a written notice of intent to return thirty (30) calendar days prior to the expiration of her/his leave.

D. Military Leave

Military Leave of absence shall be granted to any Association member who shall be inducted or shall enlist for military duty in any branch of the Armed Forces of the United States. An Association member on Military Leave shall be given the benefits of any increment which would have been credited to her/him had she/he remained in active service in the school system.

E. Personal Leave

The District may grant an unpaid leave of absence for leaves not listed above for a period of time not to exceed one (1) year or such longer period of time as the District may grant. During such leave, the employee shall not accrue or be eligible for any benefits under this Agreement except that seniority shall continue to accrue. During such leave, the resumption of employment for any other employer shall constitute a de facto resignation on the part of the employee and a revocation of any and all rights under this Agreement.

F. Eligibility for Leave

To be eligible for a leave of absence, the bargaining unit member must have been employed by the District for at least two (2) years.

G. Returning from Leave

Under all leaves of absence, a bargaining unit member is guaranteed to be reinstated in the position she/he left provided she/he returns within a twelve (12)-month period.

~~H. Non-FMLA Absences~~

~~An employee who has exhausted his/her leave days and is absent and such absences are not covered under the FMLA, will be required to reimburse the District for its contribution toward the health care coverage for such employee after the employee has more than 10 such absences in any 60 day period.~~

ARTICLE XIII

WORK SCHEDULE

A. Holidays

1. All paraprofessionals will be eligible to receive pay for the following holidays. To receive holiday pay, the employee must be at work on their scheduled work days immediately preceding and after the holiday.

Labor Day (if working the week of Labor Day)	Friday before Labor Day (Association Withdraws)
Thanksgiving	Friday after Thanksgiving
Christmas Eve	Christmas Day
Six-Three FOUR Days during Christmas Winter/Holiday Vacation	New Year's Eve
New Years Day	Martin Luther King Day (Association Withdraws)
Monday of Spring Break	Good Friday
Memorial Day	Juneteenth (Association Withdraws)

2. Holiday pay hours will be computed by taking the normal hours worked per week and dividing by five. A minimum of two (2) hours pay shall be paid. If an employee is given approved leave or provides notice of illness or other matter beyond the control of the employee, including but not limited to family member illness or death, the employee shall be paid for the holiday, with the understanding that the District reserves the right to receive appropriate verification of the need for the absence. (Association Withdraws changes)

~~The Association and the District agree that attendance before and after a break is important for continuation of daily normal operations of student learning. It is also understood that situations arise that may necessitate an employee being absent. For use of leave days before a recess (breaks consisting of three or more normal business days), a request must be made to the bargaining unit member's direct supervisor. If an unforeseen circumstance occurs, the bargaining unit member shall inform their direct supervisor as soon as possible. (Association Withdraws)~~

2. ~~Use of a personal leave day due to illness or accident of the employee or a member of the employee's immediate family are the only situations that permit a bargaining unit member to use a personal day to qualify the member to be eligible for holiday pay in lieu of actually working the day before the or after a holiday (e.g., using a personal day for actually personal business or recreation the day~~

~~before or after a holiday will not qualify a bargaining unit member to be eligible for holiday pay). The District reserves the right to receive appropriate verification of such illness or accident. If a bargaining unit member is going to use any paid personal leave days as part of an FMLA leave or any other leave due to illness or accident, the expectation is that the bargaining unit member will begin using the days from the beginning of such leave and to use such days consecutively until the personal leave days are exhausted or the member recovers; otherwise, use of one or more paid personal leave days due to illness or accident immediately before or after the holiday will not qualify the bargaining unit member to be eligible for holiday pay. Use of a personal day due to illness or accident of the employee or a member of the employee's immediate family are the only situations, ABSENT THE AGREEMENT OF THE SUPERINTENDENT IN CASES OF SPECIAL CIRCUMSTANCES WHICH SHALL BE COMMUNICATED TO THE ASSOCIATION PRESIDENT, that permit a bargaining unit member to use a personal day to qualify the member to be eligible for holiday pay in lieu of actually working the day before the or after a holiday (e.g., using a personal day for actually personal business or recreation the day before or after a holiday will not qualify a bargaining unit member to be eligible for holiday pay). The District reserves the right to receive appropriate verification of such illness or accident. If a bargaining unit member is going to use any paid personal days as part of an FMLA leave or any other leave due to illness or accident, the expectation is that the bargaining unit member will begin using the days from the beginning of such leave and to use such days consecutively until the personal personal days are exhausted or the member recovers; otherwise, use of one or more paid personal leave days due to illness or accident immediately before or after the holiday will not qualify the bargaining unit member to be eligible for holiday pay. otherwise, use of one or more paid personal leave days due to illness or accident immediately before or after the holiday will not qualify the bargaining unit member to be eligible for holiday pay.~~

B. ~~Personal Day~~ Leave Days REJECT THESE CHANGES; SEE BELOW

1. The School District ~~will pay~~ provide paraprofessionals ~~threethirteen~~ twelve (12) ~~personal~~ days of leave time (day equals number of hours in the employees work day) i.e. - employee works at least a 35-hour work week, then the average for a day would be 7 hours. If a person works a 20-hour work week, then the average for a day would be 4 hours. ~~This~~ These days may be taken for any reason including, but not limited to illness. ~~A three day advance notice is required except in cases of emergency, i.e. if an employee wakes up ill one morning, then that person would be able to declare that as his/her personal day, if the employee chooses to do that.~~

B. Personal Days

1. The School District will provide paraprofessionals ten (10) personal days (day equals number of hours in the employees work day) i.e. - employee works a 35-hour work week, then the average for a day would be 7 hours. If a person works a 20-hour work week, then the average for a day would be 4 hours. These days may be taken for any reason including, but not limited to illness. A three-day advance notice is required except in cases of emergency, i.e. - if an employee wakes up ill one morning, then that person would be able to declare that as his/her personal day, if the employee chooses to do that.

~~After an employee has completed his/her probationary period, the employee shall be entitled to two additional personal days for a total of five (5) personal days per year.~~

~~After an employee has completed five (5) years of employment with the District, the employee shall be entitled to an additional personal day for a total of six (6) personal days per year.~~

~~After an employee has completed five (10) years of employment with the District, the employee shall be entitled to an additional personal day for a total of seven (7) personal days per year.~~

2. The ~~personal~~ Leave day (hours,) as referenced above) may be accumulated up to the equivalent of ~~fourteen~~ one hundred-eighty (1804) days (~~day being equal to employee's average work day as described above~~). These days may be paid at the time of severance and retirement if unused at a rate of \$40.00 per day, or up to fourteen (14) days at the members daily rate at the end of any year the employee requests, ~~if unused~~ when available. REJECT PROPOSAL; SEE BELOW
2. The personal day (hours) referenced above may be accumulated up to the equivalent of fourteen thirty (30) days (day being equal to employee's average work day as described above). These days may be paid at retirement if unused, or at the end of any year the employee requests, if unused.

C. Jury Duty

The School District will pay paraprofessionals for their regular hours while they are on jury duty. In order to be paid for these hours, the employee must endorse their jury duty check over to the School District (as required of all other employee groups). If the employee chooses to keep her/his jury duty check; no hours should be turned in to payroll for the time spent on jury duty.

D. Court Appearances

The School District will pay paraprofessionals for their regular hours only when making court appearances on behalf of the School District.

E. Emergency School Closing Days

Paraprofessionals will be paid for days school is canceled prior to school starting because of emergency conditions. These employees will be paid for the hours normally worked on the specific date. If the employee normally would not work, the employee would not be paid. When school is canceled due to an emergency after school has started, employees are expected to remain at work to ensure the safety of the students. However, the employees may be excused from work, without pay, if requested Payment for emergency school closing days cannot exceed state-allowed days off. If the district is required to reschedule a day of instruction, this provision will not apply.

~~If an employee was scheduled to work the day before or the day after an emergency school closing, but was absent, the employee will not be paid for the emergency school closing. If an employee is given approved leave or provides notice of illness or other matter beyond the control of the employee, including but not limited to family member illness or death, the employee shall be paid for the days in which school was closed, with the understanding that the District reserves the right to receive appropriate verification of the need for the absence.~~

If an employee was scheduled to work the day before or the day after an emergency school closing, but was absent, the employee will not be paid for the emergency school closing. ABSENT SPECIAL CIRCUMSTANCES APPROVED BY THE DISTRICT'S SUPERINTENDENT WHICH SHALL BE SHARED WITH THE ASSOCIATION PRESIDENT.

F. Field Trips

If an employee is required to attend field trips, and the time extends beyond the employee's scheduled work hours, the employee will be paid for said time.

G. Transportation of Students

~~Employees will have the option to transport students in personal vehicles.~~
Bargaining unit members shall not transport students in personal vehicles. It shall be the sole responsibility of the District to transport all students for any and all school related activities. *(agreed by district 5/24/23 proposal)*

H. ~~It is understood and agreed that bereavement leave shall be utilized from Leave time as outlined in B(1) and (2) of this article. In addition to the personal days referenced above,~~

~~leave with pay for up to three (3) days will be granted because of death in the employee's immediate family or spouse's immediate family, provided that the employee attends the funeral or is otherwise required to materially attend to matters and/or emotional needs related to such a passing. Immediate family shall mean: parents, grandparents, siblings, child, stepchild, grandchild, spouse and al-~~

CCL: ALREADY PERMIT UNPAID DAYS WHERE EXHAUSTION OF PERSONAL DAY

ARTICLE XIV

WORKING CONDITIONS

A. Service to be Provided

Aide/Paraprofessional services provided to assist and support the teacher's instructional efforts.

B. Training

The District will provide for all training that is required including, but not limited to, restraint training for certain assignments. Such training will be provided during normal working hours or with additional pay for time spent at required training.

C. Immunization

Employees in high risk assignments shall have the option of receiving hepatitis immunization and booster shots at the District's expense.

D. Mileage Reimbursement

When an employee uses a personal vehicle to perform services at the direction of the administration, such travel will be reimbursed at the current board policy rate.

E. Administration of Medication

At the beginning of each school year, or more often if necessary, all employees involved in the administration of medication will be informed and provided professional development on ~~of the procedures for the administration of medication outlined in~~ Emergency Medical Plans within IEP's in compliance with applicable law ~~the Revised School Code and Michigan Department of Education recommendations.~~

F. Reporting Absences

At the beginning of each school year, employees shall be notified in writing of the procedural guidelines for reporting absences.

G. Injury

1. When an employee is injured, administration shall direct the employee to the Worker's compensation clinic.
2. Administration shall have incident reports available for employees to report injuries.
3. No retaliation shall occur by administration if an incident report is filed by an employee.

4. Upon request, the Association shall be furnished with a report about the number of workplace injuries that have taken place.

ARTICLE XV

Evaluation

- A. All bargaining unit members will be involved in performance reviews at least once every three (3) years using the District's evaluation tool by the bargaining unit member's direct supervisor ~~building principal~~. Such reviews shall commence and end during the academic school year.
- B. The form for the evaluation of bargaining unit members is incorporated into Appendix A.
- C. ~~Evaluations shall be conducted by the bargaining unit members direct supervisor/building principal. The bargaining unit member may request a secondary evaluator at any time and the District shall provide a response to that request within ten (10) days.~~
- D. ~~Both the District and the Association are committed to the success of bargaining unit members through meaningful performance reviews. If a bargaining unit member's evaluation is unsatisfactory, a meeting to formulate an Assistance Plan will be convened with the evaluator, the bargaining unit member, and the secondary evaluator (where applicable). Bargaining unit members shall be entitled to representation at the meeting where this plan is being discussed or any subsequent meetings.~~
- E. ~~The Assistance Plan will include the following:~~
- ~~Identify specific area(s) of improvement.~~
 - ~~Description of specific strategies and objectives to be met by the bargaining unit member.~~
 - ~~Plan for administrative support.~~
 - ~~Defined timeline for review of and evaluation of progress to move off of the Plan.~~
 - ~~Options to consider should the bargaining unit member not be successful.~~

ARTICLE XVI

IMPLEMENTATION PROCEDURES

Implementation meetings will be held between representatives of the District's and the Association's bargaining teams at the request of either party for the purpose of reviewing the administration of the contract and to resolve problems that are not of a grievance nature. ~~The parties agree to establish a study committee to review possible measures to further protect employees from aggressive actions of students in Center Programs with IEP's, including possible protective clothing. (agreed by district 5/24/23 proposal)~~

(Editor's Note: We have included items related to the struck out language in Article 10, G & H.)

ARTICLE XVII COMPENSATION

- A. Compensation will be paid according to the salary schedule and terms defined below.
- B. Employees shall receive their paychecks biweekly.
- C. Deductions will be taken for any of the following authorized by the employee:
 - 1. Credit Union
 - 2. Tax Sheltered Annuity
 - 3. United Fund
 - 4. Section 125
 - 5. Any other payroll deduction mutually agreed upon by the District and the Association

D. ~~Step Restoration and Movement:~~

~~Each bargaining unit member shall be placed on the step relative to the date they were hired and as if no step freeze had occurred.~~

~~Every bargaining unit member shall advance one step on July 1 in each year of the contract.~~

TO BE IDENTIFIED IN TA BUT NOT CBA THE FOLLOWING EMPLOYEES SHALL BE MOVED AN ADDITIONAL STEP AT THE BEGINNING OF THE NEXT SCHOOL YEAR:

CHAMBERLAIN, DACCACHE, DALEY, GRAY AND ROBERTS

E. Cross Class Coverage REJECT; STAY WITH CURRENT PRACTICE ADDIING LANGUAGE TO CBA BELOW

~~If, for any reason, one Class of bargaining unit member covers in another Class, as defined in Article XIII, the additional compensation shall be in place:~~

- ~~1. Class 4 working in Class 5 shall be paid an additional \$30.00 per day or any portion thereof.~~
- ~~2. Class 5 working in Class 6 shall be paid an additional \$40.00 per day or any portion thereof.~~
- ~~3. Class 4 working in Class 6 shall be paid an additional \$50.00 per day or any portion thereof.~~
- 1. \$40.00 per day or any portion thereof.

It is understood that any paraprofessional who is covering in a higher class shall be paid at least an additional dollar (\$1.00) per hour for the time working in that higher class or the higher rate between the two classes, whichever is greater. The Step shall remain consistent during this coverage.

F. Longevity:

G. Retention Bonus

Employees completing the years of service with the District as indicated below as of the last day of the school year in June will be paid a retention bonus in the last payroll period of June. Example: An employee competing 14 years of service with the District by the last day of June 2023 will be paid a retention bonus of \$1,000 in the last payroll period of June 2023.

<u>YEARS OF SERVICE</u>	<u>ANNUAL LONGEVITY AMOUNT</u>
<u>8 - 12 YEARS</u>	<u>\$750 \$500</u>
<u>13 - 17 YEARS</u>	<u>\$1,250 \$1,000</u>
<u>18+ YEARS</u>	<u>\$1,600 \$1,500</u>

~~Longevity payments shall be paid out on bi-weekly payroll.~~

<u>YEARS OF SERVICE</u>	<u>RETENTION BONUS</u>
<u>8 - 12 YEARS</u>	<u>\$500</u>
<u>13 - 17 YEARS</u>	<u>\$1,000</u>
<u>18+ YEARS</u>	<u>\$1,500</u>

~~H. Appreciation Bonus~~

~~In appreciation for the exemplary work by members of the bargaining unit, an Appreciation Bonus shall be paid in the following payments according to the timeline below:~~

- ~~1. \$1,200 in June 2023 for any bargaining unit member with at least 90 days of active employment in the District.~~
- ~~2. \$500 in June 2024 for any bargaining unit member with at least 90 days of active employment in the District.~~
- ~~3. \$500 in June of 2025 for any bargaining unit member with at least 90 days of active employment in the District.~~

~~It is understood that these payments shall not qualify for MPERS payments.
(Association withdraws)~~

ARTICLE XVIII

DISTRICT REJECTS ALL CHANGES IN ARTICLE EXCEPT SECTION C REGARDING WORKERS COMPENSATION, TO WHICH THE DISTRICT AGREES; OTHERWISE KEEP CURRENT LANGUAGE

INSURANCE

A. Medical

1. ~~Employees listed in Classification IV, Bargaining unit members~~ who are regularly scheduled a minimum of thirty (30) hours per week shall qualify for single person, 2-Person or Family coverage through MESSA and the plans as defined below (or comparable).

~~Plan: Essentials by MESSA (EA)~~

~~IN Deductible: \$375/\$750~~

~~IN Coinsurance: 20%~~

~~OL/OV/SV Copay: \$10/\$25/\$50~~

~~UC/ER Copay: \$50/\$200~~

~~Rx Coverage: EbM~~

~~Riders: None~~

~~Basic Term Life with Medical: \$5,000~~

- a. MESSA CHOICES - \$1,000/\$2,000 in network deductible, \$20 OV/\$25 UC/\$50 ER and Saver Rx Prescription coverage
- b. MESSA CHOICES - \$2,000/\$4,000 in network deductible, \$20 OV/\$25 UC/\$50 ER and Saver Rx Prescription coverage
- c. MESSA ABC Plan 1 (HEQ/HSA) - \$1,400/\$2,800 in network deductible, Saver Rx Prescription coverage.
- d. MESSA Essentials - \$375/\$750 in network deductible, \$25 OV,\$50 UC/\$200 ER, Prescription coverage.

2. The District's health insurance premium will be capped in accordance with Public Act 152 of 2011.
3. The Board shall provide a MESSA term life policy (including AD & D) of fifty thousand dollars (\$50,000) to each bargaining unit member.
4. Cash in Lieu of Medical- Within the structure of a Section 125 Cafeteria Plan, an employee who meets the requirements for medical coverage may elect to receive one thousand two hundred dollars (\$1,200~~\$400~~) in lieu of district- paid medical benefits. This payment will be paid at the end of a complete year in which the employee elected not to receive medical benefits. For employees working a partial year, a prorated payment will be made.

B. MPERS (Michigan Public School Employees Retirement System)

The District shall support the mandatory contribution to fund basic retirement at the percentage determined by an actuary each year.

C. Michigan Workers' Compensation

The District will provide workers' compensation coverage as required by statute in the State of Michigan with the following augmentation:

1. Bargaining unit members drawing benefits from Workers Compensation may supplement their weekly benefit up to a maximum of their gross weekly income by drawing on their leave days, holidays included. Such leave days shall be charged to the employees' bank on a prorated basis. The maximum period for this coverage shall be no longer than the qualified period of Long-Term Disability coverage. If the employee has no accumulated leave days, no salary supplement shall be made.

2. If, after the qualifying seven day waiting period, the Workers Compensation benefit continues, it shall be the practice of the District to return those days to the bargaining unit members leave balance and may be used in accordance with section A.

D. Dental

~~The District shall pay for the entire single subscriber cost to all qualifying bargaining unit members as required in A of this section. These benefits will begin January 1st, 2022. Employees wishing to subscribe to 2 person or Full Family will pay the difference in premium cost:~~

~~Class I – Diag & Prev: 80% Class II – Basic Services: 50% (X Rays) Major~~

~~Class III – Services: 50%~~

~~Annual Max Class I, II, & III \$1,000~~

~~Class IV – Orthodontics: 50% Lifetime Max Class IV: \$500~~

~~Riders: 2 Cleanings~~

~~Plan Year: Jan – December~~

The Board shall provide up to and including a full family ADN Dental Insurance plan to all bargaining unit members, including internal and external coordination of benefits, with the following coverage: Class I – 100% Class II – 80% Class III – 80% Annual maximum - Two cleanings per year.

E. Vision

~~MESSA Vision Preferred~~ The Board shall provide full family Vision Insurance (same coverage as MESSA Vision Preferred) to all Paraeducators employed twenty (20) or more hours per week. This coverage includes internal and external coordination of benefits.

ARTICLE XIX
NEGOTIATION PROCEDURES

- A. Not later than March 1, in the school year in which this Agreement expires, the District agrees to negotiate with the Association over a successor agreement in accordance with the procedure set forth herein, in a good faith effort to reach agreement concerning employee salaries, hours, and other conditions of employment. Any agreement so negotiated shall apply to all employees and shall be reduced to writing and signed by the District and the Association.

- B. During negotiations, the District and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. The District agrees to make available to the Association, in response to written request, available information concerning the financial resources of the District and tentative budget requirements and allocations which are presented at any meeting of the Board, or before any government agency.

- C. If the negotiations in this Section A have reached an impasse, the procedure described in Act 379 of the Michigan Public Acts of 1965 shall be followed.

- D. The parties hereby acknowledge that in the course of the negotiations which resulted in this Agreement, each had unfettered rights and opportunities to make proposals and counter proposals with respect to all subjects germane to the collective bargaining process, both procedurally and substantively, that all such subjects, proposals and counter proposals have been discussed and negotiated and that the agreements contained herein were arrived at after the free exercise of such rights and responsibilities.
- E. Therefore, the District and the Association both agree that, for the term of this Agreement, neither shall be bound or required or otherwise obligated to bargain collectively with respect to any subject or matter not specifically addressed in this Agreement, irrespective of whether such subject or matter may or may not have been within the knowledge or purview of either or both of the parties at the time of the negotiating or signing of this Agreement.
- F. The Association fully recognizes that the statutes of the State of Michigan confer upon public employees and their organizations not only certain rights and privileges, but also certain duties and responsibilities, the latter including particularly the duty to maintain and continue the functions of government, in this case the operation of the public schools without interruption or interference due to strikes.

Accordingly, the Association agrees, on behalf of itself and all those whom it represents, that the no-strike provisions of the Public Employment Relations Act (Act 336 of 1947, as amended) will be faithfully observed.

- G. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the School District. 1. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, and consider proposals in the course of negotiations or bargaining, subject only to such ultimate ratification.

ARTICLE XX

VACANCIES

A. A. All vacancies shall be communicated to bargaining unit members at least five (5) working days before the vacancy is filled IDENTIFYING THE CLASS IN WHICH THE VACANCY ALIGNS AND A LINK TO JOB DESCRIPTIONS. ~~posted in each work-site for five (5) working days. (The District will be bringing a proposal)~~

B. So as to fulfill the primary mission of the District, which is to deliver the best possible service to children, consideration will be given in the following descending order in filling vacancies:

1. Experience, training, educational background, and skills of all applicants
2. Seniority in the classification of the vacancy
3. Districtwide seniority (date of hire)

C. The parties agree that unrequested transfers of bargaining unit members are undesirable and are to be minimized and avoided whenever possible.

D. No temporary employee shall be kept on a temporary basis longer than sixty (60) days except in cases of extenuating circumstances.

- E. Substitutes filling in for an absent bargaining unit member may substitute for the duration of the bargaining unit member's absence.
- F. Only Employees at Class 4 3 or above when transferring to a new classification will be placed on the step commensurate with their existing step level. For example, if employee A is transferring from their current position of Class 4, Year 5 to a Class 6 position, the employee will move to Class 6 Year 5 pay rate.

ARTICLE XXI

LAYOFF

- A. Reductions in the workforce deemed necessary by the District shall result in a lay-off notice to member(s) of the Association. The lay-off notice shall be delivered as soon as possible, but no later than ten (10) business days prior to the effective date of the lay-off.
- B. The employee must respond in writing within five (5) business days following notification of lay-off to inform the District which of the three (3) options he/she chooses.
- C. Lay-off options are as follows and, once notification of such option is received by the District, it cannot be changed. Failure to notify the District within the above timeline shall result in a layoff for the employee.
 - 1. Bump the lowest seniority employee in a position for which he/she is qualified within his/her classification.
 - 2. Bump the lowest seniority employee in a position for which he/she is qualified in a lower classification.
 - 3. To be laid off.
- D. Permanent placement into new positions shall not take place until the bumping process has been finalized.

ARTICLE XXII

RECALL

- A. When openings occur, employees who have been affected shall be recalled in the reverse order in which they were released, provided, however, that each person recalled shall meet the qualification for the positions available.
1. As openings occur, the District shall contact each qualified person on the recall list by registered letter. Such a letter shall indicate the qualifications for the position(s) open and a deadline for a written response of interest from the employee. The deadline shall be no less than seven (7) business days from the mailing of the letter. It shall be the responsibility of the employee to supply the District with a current mailing address and telephone number and any additional qualifications they may have acquired since lay-off.
 2. The position shall be awarded to the most senior qualified laid off employee who responds to the letter within the time limits as stated above. Employees who refuse the position, or fail to respond within the required time, shall be considered a resignation from the District.
 3. A laid-off employee may refuse only work opportunities which have a lower job classification than their previous position. The job refusal must be by written response within the above timelines. A refusal for this reason only shall permit the District to continue recall rights for said employee.

ARTICLE XXIII

MISCELLANEOUS PROVISIONS

- A. Copies of this Agreement shall be printed, at the expense of the District, and made available to all employees, now employed and hereafter employed, at or prior to the time of employment. Fifty (50) copies will be provided to the Association.
- B. This Agreement is subject in all respects to the laws of the State of Michigan with respect to the powers, rights, duties, and obligations of the District, the Association, and employees in the bargaining unit, and in the event any provisions of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provisions shall be void and inoperative; however, all other provisions of this Agreement shall continue in effect.
- C. ~~The Association president and the SODA office, specifically the Field Assistant assigned to Hazel Park Paraprofessional Association, will be provided with the job postings and/or a list of all transfers, leaves of absences, and other pertinent status changes of employees in the bargaining unit. The District agrees to email the monthly staffing report regarding bargaining unit members to the Field Assistant assigned to the Hazel Park Paraprofessional Association.~~
- D. Fingerprinting will be paid for by the employer.
- E. Up to ~~six (6)~~ five (5) paid hours per year of professional development shall be provided by the district. The training will be determined by the district, ~~if needed. Not inclusive- Institute Day and Spring PD Day.~~ All bargaining unit members shall be required to attend Institute Day and Spring PD Day.
- F. Extended School Year (ESY) and Summer Programs

~~Extended School Year (ESY) positions shall be posted internally for a minimum of five days. Placement in ESY or any summer program shall be completed based on seniority from the pool of applicants who express interest in a posting of such a job or position. And then, any external applicants. Seniority shall be based on the class the position is included.~~ Extended School Year (ESY) positions shall be posted internally for a minimum of five days. Placement in ESY or any summer program shall be completed based, first on experience, training, educational background, and skills; second on seniority in the classification, and third, District-wide seniority from the pool of applicants who express interest in a posting of such a job or position. And then, any external applicants.

By classification

ARTICLE XXIV

JOB CLASSIFICATIONS

A. Classification III

- ~~1. Adult Education Aide Paraprofessional~~
2. Attendance Aide Paraprofessional
- ~~3. Basic Non-Instructional Aide Paraprofessional~~
- ~~4. Bilingual Aide Paraprofessional~~
5. Bus Aide Paraprofessional
- ~~6. CARS Aide Paraprofessional~~
- ~~7. Child Care Aide Paraprofessional~~
- ~~8. Computer Lab Aide Paraprofessional~~
- ~~9. Detention Aide Paraprofessional~~
10. Hall Monitor Paraprofessional
- ~~11. Head Start Aide Paraprofessional~~
- ~~12. Kitchen Aide Paraprofessional~~
13. Latchkey Aide Paraprofessional
14. Lunch/Breakfast Aide Paraprofessional
15. Media/Library Aide Paraprofessional
16. Office Aide Paraprofessional
- ~~17. Parking Lot Aide Paraprofessional~~
- ~~18. Playground Aide Paraprofessional~~
- ~~19. Reach for Reading Aide Paraprofessional~~
20. Regular Classroom Aide Paraprofessional

- 21. ~~Security Aide~~Paraprofessional
- 22. ~~Special Education Aide~~Paraprofessional
- 23. ~~Special Education Feeding/Care Aide~~Paraprofessional
- 24. ~~Title I Learning Center Aide~~Paraprofessional

B. Classification IV (~~Special Education~~)

- 1. Special Education Paraprofessional
- 2. English Language Paraprofessional

C. Classification V (~~Jardon~~)

- 1. Behavior Intervention Paraprofessional
- 2. Jardon ASD Paraprofessional
- 3. Jardon MOCI Paraprofessional

D. Classification VI (~~Edison and SXI~~)

- 1. Edison Paraprofessional
- 2. SXI Paraprofessional

E. The Board reserves the right to develop job postings and job descriptions that include the specific qualifications and responsibilities for each position and, as additional positions are identified and/or created, they will be added to the classification list following ~~consultation~~ bargaining with the Association. The Board also reserves the right to give outside experience credit in placing a new employee on the salary schedule as determined appropriate by the District up to a maximum of three years.

ARTICLE XXV

SALARY SCHEDULES

SEE ATTACHED PDF

2023-24 School Year	Step	CLASS 3	CLASS 4 Special Education	CLASS 5 Jardon	CLASS 6 Edison
	2-Year	13.38 15.00	14.32 16.00	15.88 17.50	17.64 19.50
	3-Year	13.66 15.40	14.64 16.40	16.20 18.00	17.90 20.00

	4 Year	13.94 15.90	14.95 16.90	16.52 18.50	18.31 20.50
	5 Year	14.23 16.40	15.26 17.40	16.83 19.00	18.66 21.00
	6 Year	14.52 16.90	15.60 17.90	17.16 19.50	19.14 22.00
	7 Year	14.82 17.40	15.91 18.40	17.50 20.00	19.36 24.00
	8 Year	15.58 17.90	16.72 18.90	18.30 21.50	19.70 25.25

~~Year 2 – 2024-25: Step movement plus a one-time bonus payment to members on Steps 6-8 top step only of \$750 one thousand (\$1,000) and Steps 3-5 of seven hundred fifty dollars (\$750) to be paid in the first payroll period of December.~~

~~Year 3 – 2025-26: Step movement plus a one-time bonus payment to members on Steps 6-8 top step only of \$750 one thousand (\$1,000) and Steps 3-5 of seven hundred fifty dollars (\$750) to be paid in the first payroll period of December.~~

Year 2 – 2024-25: Step movement plus one-time bonus payment to top step only of \$750 to be paid in the first payroll period of December

Year 3 – 2025-26: Step movement plus one-time bonus payment to top step only of \$750 to be paid in the first payroll period of December

DURATION OF AGREEMENT

This Agreement shall be effective July 1, 2023 and shall continue in full force and effect until June 30, 2027.

School District of the City of Hazel Park

Hazel Park Paraprofessional Association

Dr. Amy Kruppe, Superintendent

Joan Rybinski, President

Andrea Clayton, Vice President

Christopher Pratt, Executive Director

APPENDIX A
EVALUATION TOOL

Editor's Note:

The current HPPA Evaluation Tool shall be incorporated into this Appendix.

Reference address:

<https://docs.google.com/document/d/1011LVpHOs-0PjyagK3ydakyq83MhYgEcxtcVpcdJ9BA/edit>

~~LETTER OF AGREEMENT~~

Between

Hazel Park Schools

&

Hazel Park Paraprofessional Association

~~RIGHT TO BARGAIN~~

~~This agreement is entered into by and between the Board of Education of the Hazel Park Schools (HPS) and the Hazel Park Paraprofessional Association (HPPA).~~

~~Whereas should the State of Michigan repeal previous prohibited or restricted subjects of collective bargaining, such as Public Act 53, 54, Public Act 152 or any other related acts that would impact the Collective Bargaining Agreement, the two parties shall but not limited to:~~

- ~~• Comply with any immediate effects of any new law that enhances or does not restrict the rights of the Association or its members by either removing contract language that is in violation of the law or adding contract language to comport with the law;~~
- ~~• Mutually agree to open the Collective Bargaining Agreement and engage in contract negotiations with the sole intent to address such changes as passed into law.~~

~~This letter of Agreement shall exist through the duration of the current Collective Bargaining Agreement and will expire on _____ unless extended by mutual agreement of both parties.~~

~~For the District _____ For the Association _____~~

~~_____~~
~~_____~~
 Amy Kruppe, _____ Joan Rybinski,
 HPS Superintendent _____ HPPA President

~~Date _____ Date _____~~

OK IF LAW CHANGES WITH RESPECT TO PAYROLL DEDUCTION

ARTICLE STATUS SHEET

ARTICLE #	ARTICLE NAME	STATUS	UNION-AGREE	DISTRICT-AGREE
	Agreement and Purpose	CLEANUP		
1	Recognition	CHANGE	Y	Y
2	Fair Employment Practices	CHANGE	Y	Y

	Agency Shop	CHANGE	N	N
4	Board Rights	CLEANUP	Y	Y
	Association Rights	CLEANUP & CHANGE	N	N
6	Discipline	NO- CHANGE		
7	Personnel Files	NO- CHANGE		
8	Seniority	NO- CHANGE		
9	Probationary Period	CHANGE	Y	Y
	Protection of Employees	CLEANUP & CHANGE	N	N
	Grievance Procedure	CHANGE	N	N
	Leave of Absence	CHANGE	N	N
	Work Schedule	CHANGE	N	N
	Working Conditions	CLEAN UP & CHANGE	N	N
	Evaluation (NEW ARTICLE)	CHANGE	N	N
13	Implementation Procedures	CHANGE	Y	Y
	Compensation	CHANGE	N	N
	Insurance	CHANGE	N	N
15	Negotiation Procedures	CLEANUP	Y	Y
	Vacancies	CHANGE	N	N
21	Layoff	CLEANUP	Y	Y
22	Recall	CLEANUP	Y	Y
	Miscellaneous Provisions	CHANGE	N	N
	Job Classifications	CHANGE	N	N

	Salary Schedules	CHANGE	N	N
	Duration	CHANGE	N	N
	Evaluation Instrument	CHANGE	N	N
	Right to Bargain	CHANGE	N	N



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Amy Kruppe, Superintendent
Subject: HPASA Contract Changes
Date: 6/7/2023

We are recommending the following changed for the HPASA Group:

1. For the 2023-2024 school year:
New Salary Schedule, education lanes removed, new starting salary for all positions (Salary Schedule Attached) and personnel placed according to experience
HS Principal start Aug 1 - end July 30
6 days added for other Admin (204 total days worked)
2. For the 2024-2025 school year:
5% increase on schedule, no step movement
2 days added for admin except HS Principal (206 total days worked)
3. For the 2025-2026 school year:
Step movement of one step for those eligible for step movement at the beginning of the school year
\$3500 bonus for all on step 5
4. Longevity is changed to the following Schedule:
15 years \$2500
20 years \$5000
5. The District agrees to pay a \$2000 bonus to members that possess a Doctorate.
6. Admin will work in office on Teacher Choice and Records Days unless the district is closed.
7. Weekend and after school events are expected to be attended and will not be comp days.
8. This agreement reflects an agreement in principle on all the significant changes to the existing agreement. Non-substantive changes, which involve final edits for grammar and formatting will be presented to the bargaining unit along with inclusion of these terms into the Master Agreement, and will be revised and posted in its entirety during the summer of 2023.



Days Worked:

	23/24	24/25	
HS Principal	Start Aug 1 end July 30	HS Principal	Start Aug 1 end July 30
All Other Admin	204 days (Added 6) 12 days before school 12 days after end of school	All Other Admin	206 days: (Added 2) 12 days before school 12 days after end of school 2 days to be worked at any time with Superintendent approval

New Salary Schedule:

Salary Schedule 2023/24					
	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	113,806.16	117,325.94	120,954.58	124,695.44	128,552.00
High School Assistant Principal	102,956.01	106,140.22	109,422.91	112,807.12	116,296.00
Junior High School Principal	108,152.68	111,497.61	114,945.99	118,501.02	122,166.00
Junior High School Assistant Principal	100,063.76	103,158.52	106,348.99	109,638.13	113,029.00
Elementary Principal	106,148.38	109,431.32	112,815.79	116,304.94	119,902.00
Elementary Assistant Principal	97,557.50	100,574.74	103,685.30	106,892.06	110,198.00
Dean of Students	97,557.50	100,574.74	103,685.30	106,892.06	110,198.00
Salary Schedule 2024/25 and 2025/26					
	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	119,496.47	123,192.24	127,002.31	130,930.21	134,979.60
High School Assistant Principal	108,103.81	111,447.23	114,894.05	118,447.48	122,110.80
Junior High School Principal	113,560.32	117,072.49	120,693.29	124,426.07	128,274.30
Junior High School Assistant Principal	105,066.95	108,316.44	111,666.44	115,120.04	118,680.45
Elementary Principal	111,455.80	114,902.88	118,456.58	122,120.19	125,897.10
Elementary Assistant Principal	102,435.37	105,603.48	108,869.56	112,236.66	115,707.90
Dean of Students	102,435.37	105,603.48	108,869.56	112,236.66	115,707.90

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.



**HAZEL PARK
SCHOOLS**

Funding Source: General and Center fund, dependent on position

Recommendation

That the Board of Education approve the above changes for the HPASA Contract, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent

**School District for the City of Hazel Park and
Hazel Park Association of School Administrators (HPASA)
Tentative Agreement of May 31, 2023**

The circumstances leading to this tentative agreement are as follows. The parties have a collective bargaining agreement in effect through June 30, 2023. The parties are agreeable to entering into a successor collective bargaining agreement on the following terms:

1. The term of this new agreement is for the period of July 1, 2023 through June 30, 2026.
2. For the 2023-2024 school year:

New Salary Schedule, education lanes removed, new starting salary for all positions (Salary Schedule Attached) and personnel placed according to experience

HS Principal start Aug 1 - end July 30

6 days added for other Admin (204 total days worked)

3. For the 2024-2025 school year:

5% increase on schedule, no step movement

2 days added for admin except HS Principal (206 total days worked)

4. For the 2025-2026 school year:

Step movement of one step for those eligible for step movement at the beginning of the school year

\$3500 bonus for all on step 5

5. Longevity is changed to the following Schedule:

15 years \$2500

20 years \$5000

6. The District agrees to pay a \$2000 bonus to members that possess a Doctorate.

7. Admin will work in office on Teacher Choice and Records Days unless the district is closed.

8. Weekend and after school events are expected to be attended and will not be comp days.

9. This agreement reflects an agreement in principle on all the significant changes to the existing agreement. Non-substantive changes, which involve final edits for grammar and formatting will be presented to the bargaining unit along with inclusion of these terms

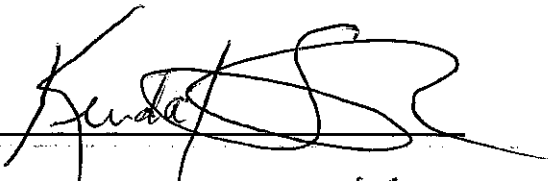
into the Master Agreement, and will be revised and posted in its entirety during the summer of 2023.

Days Worked:

	23/24	24/25	
HS Principal	Start Aug 1 end July 30	HS Principal	Start Aug 1 end July 30
All Other Admin	204 days (Added 6) 12 days before school 12 days after end of school	All Other Admin	206 days: (Added 2) 12 days before school 12 days after end of school 2 days to be worked at any time with Superintendent approval

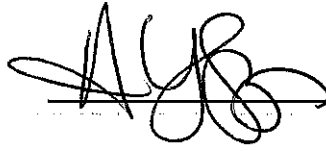
New Salary Schedule:

Salary Schedule 2023/24					
	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	113,806.16	117,325.94	120,954.58	124,695.44	128,552.00
High School Assistant Principal	102,956.01	106,140.22	109,422.91	112,807.12	116,296.00
Junior High School Principal	108,152.68	111,497.61	114,945.99	118,501.02	122,166.00
Junior High School Assistant Principal	100,063.76	103,158.52	106,348.99	109,638.13	113,029.00
Elementary Principal	106,148.38	109,431.32	112,815.79	116,304.94	119,902.00
Elementary Assistant Principal	97,557.50	100,574.74	103,685.30	106,892.06	110,198.00
Dean of Students	97,557.50	100,574.74	103,685.30	106,892.06	110,198.00
Salary Schedule 2024/25 and 2025/26					
	Step 1	Step 2	Step 3	Step 4	Step 5
High School Principal	119,496.47	123,192.24	127,002.31	130,930.21	134,979.60
High School Assistant Principal	108,103.81	111,447.23	114,894.05	118,447.48	122,110.80
Junior High School Principal	113,560.32	117,072.49	120,693.29	124,426.07	128,274.30
Junior High School Assistant Principal	105,066.95	108,316.44	111,666.44	115,120.04	118,680.45
Elementary Principal	111,455.80	114,902.88	118,456.58	122,120.19	125,897.10
Elementary Assistant Principal	102,435.37	105,603.48	108,869.56	112,236.66	115,707.90
Dean of Students	102,435.37	105,603.48	108,869.56	112,236.66	115,707.90



Michael Kase

Date: 6/1/23



Date: 6/2/2023



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Amy Kruppe, Superintendent
Subject: Secretarial Group
Date: 6/7/2023

We are recommending the following changed for the Secretarial Group:

1. New Salary Scale and Classifications

a. Classifications

Class I	SIS Secretary			
Class IA	Executive Director Secretary	High School Principal Secretary	Director Secretary	Enrollment Secretary
Class II	Principal Secretary (Elem, Junior High, Jardon, Edison)	Counseling Office Secretary	Assistant Principal Secretary	
Class III	Attendance Secretary	Receptionist		

b. Salary Scale and Longevity

Position	Base	Step 1	Step 2	Step 3	Step 4	Step 5		Longevity
Class 1	22	22.88	23.80	24.75	25.74	26.77	6 years	0.75
Class IA	19	19.76	20.55	21.37	22.23	23.12	10 years	1.25
Class II	18	18.72	19.47	20.25	21.06	21.90	15 years	1.50
ClassIII	15.5	16.12	16.76	17.44	18.13	18.13	20 years	1.75
							25 years	2.00

2. Start and End Dates for 10 & 11 month employees and working over school breaks

Months Worked	Start	End	School Breaks
10 month	Full week before school	Full week after school	Does not work breaks
11 month	August 1	June 30	Works breaks
12 month			Works breaks





3. Sick and Vacation time changes

Months Worked	sick	vacation	
10 month	10 days	6 paid break days	Changed from Vacation time to 6 paid days over Christmas Break
11 month	11 days	8 paid break days	Changed from Vacation time to 6 paid days over Christmas Break and 2 paid days over Spring Break
12 month	12 days	10 paid vacation days	Use Whenever

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

Funding Source: General and Center fund, dependent on position

Recommendation

That the Board of Education approve the above changes for the secretarial group as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



**HAZEL PARK
SCHOOLS**

Today's Learners, Tomorrow's Leaders

Vision Statement

Inspire and Empower All Learners

Mission Statement

The Hazel Park School District in collaboration with all stakeholders prepares and supports students for the future.

Beliefs

- The school district supports the social, emotional, physical and academic needs of each child in a caring, healthy and safe environment
- A culture that celebrates diversity and promotes equity
- Student achievement and social emotional learning are the core of every decision
- All students have the ability to learn
- Students are successful when staff, families and community are engaged and support learning
- Research based curriculum, aligned with state standards is the foundation for high quality instruction
- Student driven learning environments foster self-efficacy and individual ownership learning
- Student success is fostered and supported through multiple pathways toward graduation

TABLE OF CONTENTS

Code of Ethics.....	pg 3
1.0 MEETINGS	pg 5
1.1 Developing the Board Meeting Agenda.....	pg 5
1.1.1. Who Can Place Items on Agenda and the Guidelines	
1.1.2 Use of Consent Agenda	
1.1.3 Regular Board Meeting Agenda Outline	
1.1.4 Annual Board Meeting Agenda Items	
1.2 Board Member Preparation for Meetings.....	pg 5
1.3 Board Member Participation/Conduct during Meetings.....	pg 5
1.3.1. Board Meeting Protocol	
1.3.2 Persons Addressing the Board (Please refer to Bylaw 0167.3 for complete policy)	
1.3.3 Board Response to Persons Addressing The Board	
1.3.4 Discussion of Employee/Student Issues	
1.3.5 Hearings, Grievances, Student/Employee Discipline	
1.3.6 Discussion of Motions	
1.4 Board Member Participation in Discussion, Debate and Voting.....	pg 6
1.5 Board Members Responses to Inquiries about Closed Sessions.....	pg 8
1.6 Participation by People other than Board Members in Closed Session	pg 10
1.7 Board Organization	pg 10
1.7.1 Officers (Bylaw 0152)	
1.7.2 Role and Authority of Officers	pg 11
1.8 Selection and Operation of Board Committees (Bylaw 0155)	pg 11
2.0 COMMUNICATION	pg 11
2.1 Board member communication with each other	pg 11
2.2 Board member’s responses to community or employee contacts.....	pg 12
2.3 Board member communication with the media	pg 12
2.3.1 Board members Social Media posting expectation	
2.4 Board member communication with the community	pg 13
2.5 Administration communications with Board members	pg 13
2.6 Community electronic communications with the Board	pg 13
2.7 Community communication directly to a Board member	pg 13
2.8 Community member request for privacy in communications	pg 13

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

In effective school systems, the Superintendent and the Board function as a “Board Team.” A structured approach to first developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Hazel Park Board of Education and superintendent function as a “Board Team” to provide open communication to the staff and patrons of the district.

The Hazel Park Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate among trustees and with staff and members of the district.

Code of Ethics

As members of the Hazel Park Board of Education, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution, and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interests of the school district as a whole, and, to that end, we shall adhere to the following educational and ethical standards.

- I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools and district policies and procedures.
- I will make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, religion, creed, sex, sexual orientation, national origin, disability or social standing.
- I will recognize that the Board must make decisions as a whole, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board.
- I will focus Board action on policy making, goal setting, planning and evaluation as outlined in Board policy and state law.
- I will vote to appoint the best qualified personnel available after due consideration of the recommendation by the Superintendent. I will insist on regular and impartial evaluation of all staff by the Superintendent.
- I recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day to day operations of the district.
- I will not step outside my role to govern and oversee the management of the district by seeking to participate in the administration of the day to day operations of the District.
- I will hold confidential all matters that if disclosed may have a negative impact on the District. I will respect the confidentiality of information that is privileged under applicable law, including closed session discussions.
- To the extent possible, I will attend all regularly scheduled and specially set Board meetings, arrive on time, and I will be informed of the issues to be considered at the meetings.

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

- I will assist in making policy decisions only after full discussion at publicly held Board meetings, and I will render all decisions based on available facts, and I refuse to surrender judgment to individuals or special groups.
- I will refrain from using my Board position for personal or partisan gain.
- I will disagree in an agreeable manner. I will not hold grudges or question other Board member's ethics or motives as to their vote or views on issues.
- I will be firm, fair, just and impartial in all decisions and actions.
- I will respect the majority decision as the decision of the Board.
- I will encourage the free expression of opinion by all Board members. I will make a good faith effort to understand and accommodate the views of others.
- I recognize the appropriate channels to refer complaints to the Superintendent and will do so.
- I will seek communication between the Board, students, staff, and the community at Board meetings as required, to conduct Board business.
- I will communicate to fellow Board members and the Superintendent at appropriate times, expression of public concerns.
- I will become informed about current educational issues and seek continuing education opportunities such as those sponsored by state and national Board associations.
- I will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow Board members.
- I will share school district information with other Board members.

As Board President...

- I will make sure that persons addressing the Board follow established Board Policy guidelines as outlined in Board Policy 0167.3 "Public Participation at Board Meetings"
- I will make sure that persons addressing the Board do so in a professional manner and not allow inappropriate communication to be directed to the Board of the Superintendent during Board meetings.
- I will ensure that all Board members are given an opportunity to reflect their views. I will work toward building consensus among all Board members.

1.0 MEETINGS

1.1 Developing the Board Meeting Agenda

1.1.1. Who Can Place Items on Agenda and the Guidelines

- A. Agendas are created by the Superintendent and Board President and are presented to the Board trustees for review on the Thursday prior to the Monday Meeting.
- B. Board members must request in writing or verbally to the Superintendent or Board President any item they desire to have placed on the agenda.

1.1.2 Use of Consent Agenda

1. When the agenda is prepared, the Superintendent and the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature such as, but not limited to field trips, meeting minutes, personnel, recurring reports and bill payments grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

1.1.3 Regular Board Meeting Agenda Outline

- A. Shall be aligned with the district strategic plan and include but not be limited to:
 - Call to order
 - Invocation
 - Pledge of Allegiance
 - Approval of Agenda
 - Special Order of Business
 - Public Comment

 - Consent Agenda
 - Unfinished Business
 - New Business
 - Superintendent Report
 - Board request for future agenda Items
 - Future Meetings
 - Public Comment
 - Board Opportunity to make a comment/statement
 - Adjournment

1.1.4 Annual Board Meeting Agenda Items

2023-24 YEARLY BOARD AGENDA CALENDAR

Revised 6/11/2023

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

January	<p>Board of Education Organizational Meeting School Board Appreciation Month New Board Member Training (when applicable) Review Board of Education Code of Ethics (Policy 0144.2) Conduct and Operating Principles Approve Protocols of the Board Summer School proposal Strategic plan update Approve committee dates / special meetings Review Policy 6423 ~ Use of Debit/Credit Cards</p>
February	<p>STEAM Implementation or Update Report Review three year plans (technology, Facilities, financial project, Food, Communication, Curriculum) Review count day enrollment Oakland Schools Outstanding Teacher of the Year 1st Semester Attendance Presentation I-Ready / Data Presentation Leo written presentation</p>
March	<p>Present staffing approval for next school year Renew Food Service Contract Support Person of the Year Budget Amendment/tentative / Review budget for next school year. LEO written report. Superintendent Evaluation Check In: written</p>
April	<p>Act on non-renewal for staff for next school year Renew Administrative Contracts Museum contract Resolution for Teacher Appreciation Strategic Plan update School Year Calendar</p>
May	<p>Staff Appreciation Retiree Celebration Resolution to Approve/Disapprove Oakland ISD Budget Final Leo report to the board PBIS Update Board Self-Evaluation shared Debt levy to Board for Approval (L-4029) ADK Appreciation Student Handbook/ Athletic Handbook /EL Handbook Course Handbook Update</p>
June	<p>Budget Presentation Approval of Budgets Approval of Tax Rate Requests Approval of Resolution authorizing State Aid Notes MHSAA Resolution Review Board Self assessment</p>

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

	2nd Semester Attendance Presentation Superintendent Self-Evaluation at special meeting Board Evaluation approval @ regular meeting
July	Annual School Bond Loan Activity Resolution (due 8/1) Strategic Plan update /refresh Superintendent Evaluation Goal Setting Approval of SIP Approval of Alternative Ed waiver applications
August	Board Goals Vote on OCSBA Bylaws/Resolutions when applicable Integrated pest management LEO presentation (10 minutes)
September	MStep Summer School Update Teacher Tenure list Course Handbook Update New Staff Introduction AP Testing Students Celebrating District Improvement Plan Superintendent Check in : Letter
October	Audit Presentation and Approval Review Sinking fund Plan National Principals Month Strategic plan update Superintendent Check in
November	Audit Presentation and Approval Review Sinking fund Plan National Principals Month Strategic plan update Superintendent Check in LEO Quarterly Report : written report
December	Superintendent Evaluation Formal Check in Choose Additional Factors for new evaluation period PBIS/discipline data School of Choice Resolution Approve Sinking fund projects for BID

1.2 Board Member Preparation for Meetings

- A. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.
1. Study the material in the Board Packet sent to them prior to the meeting.
 2. Whenever possible, requests for additional information should be addressed through the Superintendent prior to each Board meeting.

1.3 Board Member Participation/Conduct during Meetings

1.3.1. Board Meeting Protocol

- A. Board members will maintain professional and courteous behavior throughout the meeting.
- B. Board members will demonstrate respect to fellow Board members, district staff and public participants through the following behavior:
 - Listen and treat each other respectfully
 - Be cordial when disagreeing
 - Say what needs to be said as briefly and clearly as possible
 - Direct comments solely to the business under deliberation
 - Address each staff, and public by title and last name
 - Only speak after acknowledgement from the Board President, yield to other board members and only speak during appropriate times
 - Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation
 - Refrain from condescending or critical comments to members of the staff, public or Board
 - Focus on issues, not people or personalities
 - Courteously accept other viewpoints and Board votes, which were not supported by self
 - Seek solutions and reasonable compromises or consensus when there are differences of opinions
 - Make decisions in the context of what is best for all students in the District
 - Avoid immediate decisions and votes and possible shorter-term solutions when the issues calls for more discussion, understanding, and a more in-depth approach or solution to the issue (except in emergency situations)
 - Be willing to publicly apologize to staff, patrons or Board members if behavior is inappropriate or disruptive to the progress of the meeting
 - Promote dialogue from multiple perspectives to increase understanding on agenda items.
 - As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.

1.3.2 Persons Addressing the Board (Please refer to Bylaw 0167.3 for complete policy)

- A. Audience participation at Board meetings is limited to the portions of the meeting designated as Public Comments. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.
- B. A person may address the Board on an agenda or non-agenda item by registering their intention to participate in the public portion of the meeting upon their arrival at the meeting. Each person shall be limited to three (3) minutes at the beginning of the meeting and one (1) minute at the public comment session at the end of the meeting.

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

- C. Delegations of more than five persons are encouraged to appoint one person to present their views before the board.
- D. The President or presiding officer will
 - 1. Prohibit public comments which are frivolous, repetitive or harassing;
 - 2. Interrupt, warn, or terminate a participant's statement when the statement is to lengthy, personally directed, abusive, obscene or irrelevant;
 - 3. Request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
 - 4. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly process of the meeting;
 - 5. Call or a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - 6. Waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business

1.3.3 Board Response to Persons Addressing The Board

- A. Board members shall listen intently.
- B. Board President may direct administration to investigate item(s) and report back to the Board.
 - 1. Board members shall refrain from responding to or entering into discussion with the audience during the meeting

1.3.4 Discussion of Employee/Student Issues

- A. The Board will not encourage or actively participate with negative comments on individual employees or students in public sessions.
- B. The presiding officer will request persons addressing the Board refrain from sharing personally identifiable information on individuals or students in public session.

1.3.5 Hearings, Grievances, Student/Employee Discipline

- A. The Board will conduct all hearings in accordance with the applicable Board policies
- B. During hearings, Board members will seek legal counsel as deemed necessary.
- C. The Board shall not use a student's name in any public discussion.
- D. Student / disciplinary hearings will be held in a closed special meeting if requested.

1.3.6 Discussion of Motions

- A. All discussions shall be directed solely to the business currently under deliberation.
- B. The Board President or designated chair has the responsibility to keep the discussion to the motion at hand shall halt discussions that do not apply to the business currently before the Board.
- C. A Board member prior to giving their comments shall ask for and receive recognition by the presiding officer.

1.4 Board Member Participation in Discussion, Debate and Voting

- A. All Board members shall vote on all action items unless a conflict of interest applies.

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

- B. All Board members may make motions, second motions and enter into discussion on all agenda items.
- C. In case of a tie, the action item fails. The item may be brought back to the Board on a subsequent agenda.
- D. In case of a less than unanimous vote, the Board will support the majority decision and go forward in harmony.
- E. Once a final decision is reached, each member has the responsibility to support the decision and aid in its implementation.
- F. A majority of the entire Board is needed to pass an action item.

1.5 Board Members Responses to Inquiries about Closed Sessions

- A. Board members are to refer any inquiries about closed sessions to the Superintendent or the Board President.
- B. Any confidential information from a closed session shall not be discussed outside of the closed session.

1.6 Participation by People other than Board Members in Closed Session

Participants are limited to:

- A. The person requesting the closed session, their council, a union representative, their parent(s) or guardian(s) where applicable.
- B. Representatives of the administration that have pertinent information.
- C. Additional persons that the Board approves.

1.7 Board Organization

1.7.1 Officers (Bylaw 0152)

- A. The Board shall elect a President and Vice-President as well as a Secretary and Treasurer.
- B. Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ~~ballot~~ vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ~~ballot~~ votes.
- C. Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

1.7.2 Role and Authority of Officers

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. Duties of officers
 - Please refer to Policy Bylaws 0171.1, 0171.2, 0171.3 and 0171.4

1.8 Selection and Operation of Board Committees (Bylaw 0155)

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

- A. Committees of Board members shall perform the duties as assigned by the Board, which may include deliberating, making decisions/recommendations or taking other actions specifically authorized by the Board.
- B. All committees shall comply with the Open Meetings Act in accordance with the applicable requirements set forth in 0160 Bylaws. A committee may meet in closed session to review the specific contents of an employment application provided when the applicant for employment requests that the information remains confidential. It may not, however, meet in closed session to protect an applicant's identity.
- C. The President is authorized to appoint, as soon after the organizational meeting as practicable, members of the Board to the standing committees where they shall serve a term of one (1) year.
- D. Ad hoc committees may be created and changed at any time by the President or the Superintendent with the approval of the Board. Members of Ad hoc committees shall serve until the committee is discharged.
- E. The Superintendent shall service as an ex-officio member of each committee.
- F. A member may request (or refuse) appointment to a committee. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.
- G. Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.

2.0 COMMUNICATION

2.1 Board member communication with each other

- A. Board members shall not deliberate issues outside the board meetings.
- B. Electronic communications:
 - 1. Shall abide by the spirit and letter of the Open Meetings Act
 - 2. Restrict to 1 on 1 communications, informal inquiries, historical perspectives
 - 3. General information may be provided to the board with no reply to all as a response.

2.2 Board member's responses to community or employee contacts

The Board recognizes that as elected officials there will be requests and contacts from the Public and/or employees; therefore, strict adherence to this procedure is required.

- A. The Board member shall refer the citizen to the appropriate person/chain of command as appropriate
- B. The Board member should not become involved personally or individually in the issue.
- C. The Board member will notify the Superintendent of all concerns.

2.3 Board member communication with the media

- A. The Superintendent shall be the official spokesperson for the district.
- B. The Board President shall be the official spokesperson for the entire Board to the media/press.
- C. All Board members who receive calls from the media should direct them to the Board's President or designee.

2.3.1 Board members Social Media posting expectations:

- A. Social Media, as defined in Bylaw 0100, shall not be used to conduct any form of Board business (Bylaw 0167.6)

- B. A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations (Bylaw 0143.1)
- C. If a Board Trustee develops a website, blog or podcast that will mention the District, employees, students, etc., the Board Trustee would identify who they are and that the views expressed on the blog or website, podcast belong to that Board Trustee.
- D. If a Board Trustee develops a site or a blog that mentions the District, as a courtesy, please inform fellow Board Trustees.
- E. Board Trustees may not share information that is confidential. Board Trustees must be careful not to blog about things learned in closed session or in private conversation with fellow Board Trustees, staff, or administration. Board Trustees could be held personally liable for any such disclosures.
- F. Board Trustees must not use District logos and trademarks. Use of logos, and trademarks imply that a board Trustee is speaking for the District.
- G. Speak respectfully about the District and current and potential employees, students, and parents.
- H. Do not engage in name calling or behavior that will reflect negatively on a board Trustees' reputation.
- I. Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably by your community and can result in legal entanglements.
- J. Write knowledgeably, accurately, and using appropriate professionalism. Despite any disclaimers, board Trustee's Web interaction can result in members of the public forming opinions about board Trustees, the District, staff and the community.
- K. Honor the privacy rights of fellow Board Trustees, staff and parents by asking permission before writing about or displaying internal happenings that might be considered a breach of their privacy and confidentiality.
- L. Board Trustees should be very careful about selling any product or service in a blog about the District.
- M. Recognize that Board Trustees may be legally liable for anything written or presented online. Board Trustees can be sued by District employees, parents, student, or any individual who view the commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.

2.4 Board member communication with the community

- A. The Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- B. Individual Board members cannot speak in an official capacity outside the Board room.

2.5 Administration communications with Board members

- A. The Superintendent will exercise his/her best judgment and discretion to determine when information should be shared with board members based on the specific situation.
- B. Three types of communication with board members:
 - 1. Not urgent or not in the media - Board Packet
 - 2. Very important but not crisis - Email to each board member
 - 3. Crisis / Emergency situation - Phone call to each board member
 - a. In the case of an emergency or crisis, the superintendent or designee will provide

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

The following six pieces of information:

- What, Where, When, Who. Action taken and a public statement for the Board members.
- b. Phone calls will be placed in the following order:
 - President, VP, Secretary, Treasurer and Trustees
- c. The Superintendent or designee will provide updates as practicable.

2.6 Community electronic communications with the Board

- A. The Board will have a contact link on the District website to allow community members to email their questions to the entire board.
 - 1. The website and/or form will state in a conspicuous place the following: “The School Board members are trustees primarily charged with the vision, budget, goals and policy for all children in the district. Any operational or staffing issues should go through the building principal first, then to the administration”.
 - 2. An automated email response will acknowledge the receipt of the citizen’s inquiry containing the text:
“Thank you for your inquiry to the Hazel Park Board of Education. It will be shared with all the Board members. The President or a School Administrator will get back to you shortly.”
- D. The Board President or designee shall determine the appropriate response and who Respond to the inquiry. Any response shall go to all Board members.

2.7 Community communication directly to a Board member

- A. If applicable, the Board member should contact the Board President about the issue:
 - 1. To determine if other Board members and/or the administration received the communication.
 - 2. To confirm the relative facts.
 - 3. To discuss the individual Board member’s potential response.

2.8 Community member request for privacy in communications

- A. The Board encourages openness in all community communications.
- B. Any community member who requests privacy in communications should not expect a response.
- C. Any response may be subject to public disclosure in the future.



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Amy Kruppe, Superintendent
From: Kristy Cales, Director of HR
Subject: Ulliance EAP
Date: 6/14/23

We are asking that you approve the Ulliance EAP to be offered as an additional benefit to our employees and their dependents. This would allow us to offer the services at the start of the 23/24 school year.

Stress has been identified as the basic cause of 60% of illness in America and commonly affects the body, mood and behavior. EAPs are valuable resources that can help employees cope with issues affecting their ability to reach their potential. Mental health is a major focus for HP Schools for both student and staff support, approving us to offer Ulliance to our staff would further assist us in offering that support. Ulliance is focused on the **5 Dimensions of Well Being** (emotional, physical, financial, career and community).

Some of the services Ulliance offers are:

- Counseling
- 24 hour Crisis Line
- Language line
- Confidentiality
- Coaching
- Life Transition support

In addition to the well being services, Ulliance also offers a selection of discounts to our employees that range from retail, to travel to education. The full presentation can be found here: [■ Ulliance-Hazel Park Public Schools-EAP.pdf](#)

Strategic Goal Alignment:

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.



**HAZEL PARK
SCHOOLS**

Funding Source: General Fund \$2.38/employee

Recommendation

That the Board of Education approve offering Ulliance EAP to Hazel Park Schools employees and their dependents.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent

Ulliance

Enhancing **People**. Improving Business.

ulliance.com

Life Advisor Total Well-being Program

Presenter: Joel Schudiske



329



**HAZEL PARK
SCHOOLS**



- 01. INTRODUCTION
- 02. VISION & MISSION
- 03. WHO WE ARE
- 04. PARTNERS
- 05. SERVICES
- 06. HISTORY & STATS
- 07. PORTAL
- 08. EMPLOYEES & SERVICES
- 09. REPORTING & PROMOTION
- 10.. FEES & BILLING



Table of Contents

Who We Are

For over 30 years, Ulliance has been providing a comprehensive range of services to keep your staff emotionally and physically fit.

*"Improving
the lives
of the people
we serve."*

Life Advisor Employee Assistance Program®



Solution-based counseling to manage workplace conflicts, address personal concerns and embrace life challenges.

“ People bring more to work than just their cell phones or lunches.”

Life Advisor Wellness Program®



- Using a unique “solution focused” coaching model
- Higher employee engagement
- Customizable program to fit culture and budget
- Dedicated wellness account managers

Human Effectiveness Training



- Faculty, staff & manager training programs
- Compliance and legal training
- Multiple delivery options
- Customized programs to address specific issues

Organizational & Leadership Development



- Executive & Leadership coaching
- Organizational consulting projects
- Team building & development
- Leadership retreats

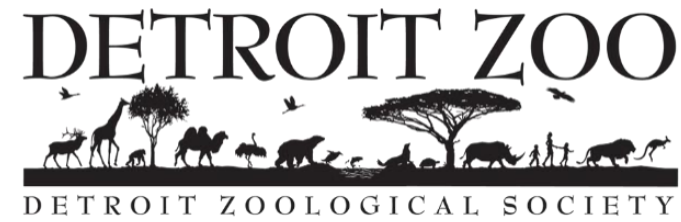
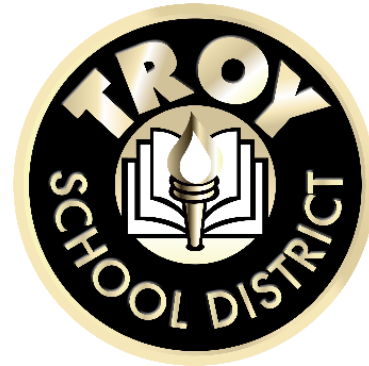
Career Transition Services



- Individual & group outplacement packages
- Experts at addressing the emotional side of job loss
- Mobile app with resumé builder
- Solution-focused counseling & coaching



Complete Well-being Solutions



Partner Organizations

We provide support for every industry sector: healthcare, manufacturing, banking & finance, nonprofit, education and higher-learning, professional services and government.





Mental and physical health are interrelated and equally as important. Research shows that our environments — including the workplace— have a direct impact on our mental health. **Unhealthy work environments have been shown to cause the onset of mental health conditions.**

Source:<https://www.who.int/teams/mental-health-and-substance-use/promotion-prevention/mental-health-in-the-workplace>

The Link Between Mental & Physical Health



Common Effects of Stress



BODY

- Headaches
- Muscle tension
- Chest pain
- Fatigue
- Stomach upset



MOOD

- Anxiety
- Restlessness
- Overwhelmed
- Unmotivated
- Depression



BEHAVIOR

- Overeating
- Drugs/alcohol
- Tobacco
- Anger
- No exercise

Stress is the basic cause of **60%** of illness in America.

(Source - American Medical Association)

»» The Impact of Stress

- 1 Type 2 Diabetes 41%
- 2 Cancer 33%
- 3 Arthritis/
musculoskeletal 32%
- 4 Obesity 29%
- 5 Heart Disease 27%
- 6 Hypertension/high
blood pressure 26%
- ★ 7 Depression/mental
illness 20%
- 8 High
cholesterol 11%
- 9 Smoking 9%
- 10 High-risk
pregnancy 4%

(Source - Workplace Wellness Trends Survey)



336

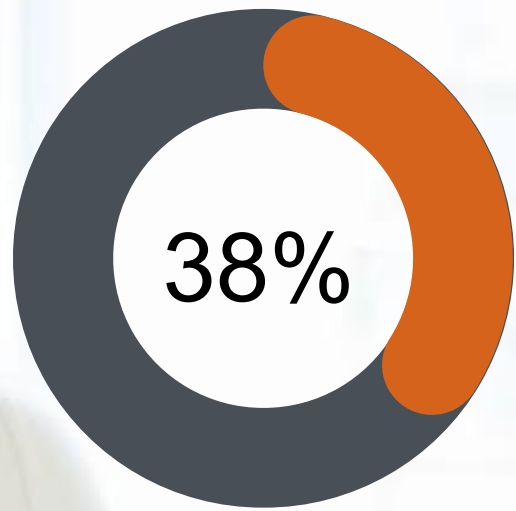
The Impact of Depression

People with **depression** have **40%** higher risk of developing cardiovascular and metabolic diseases than the general population.

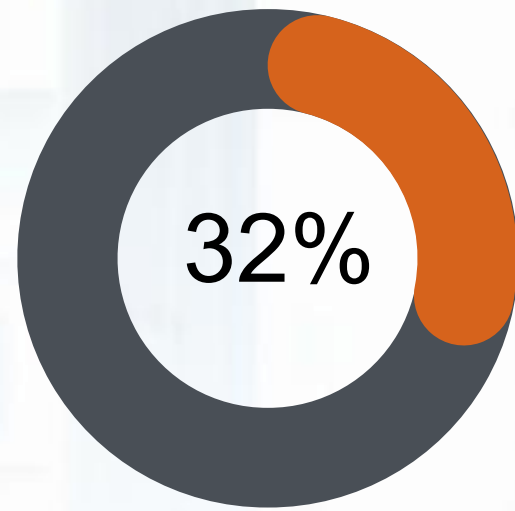


Top 10 Costly Health Conditions

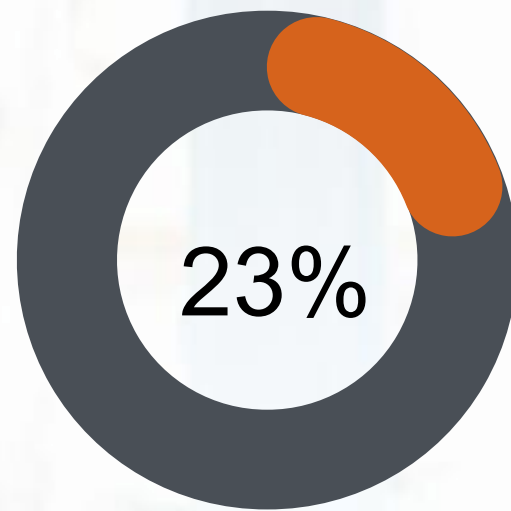
Mental Health And Our Behavior



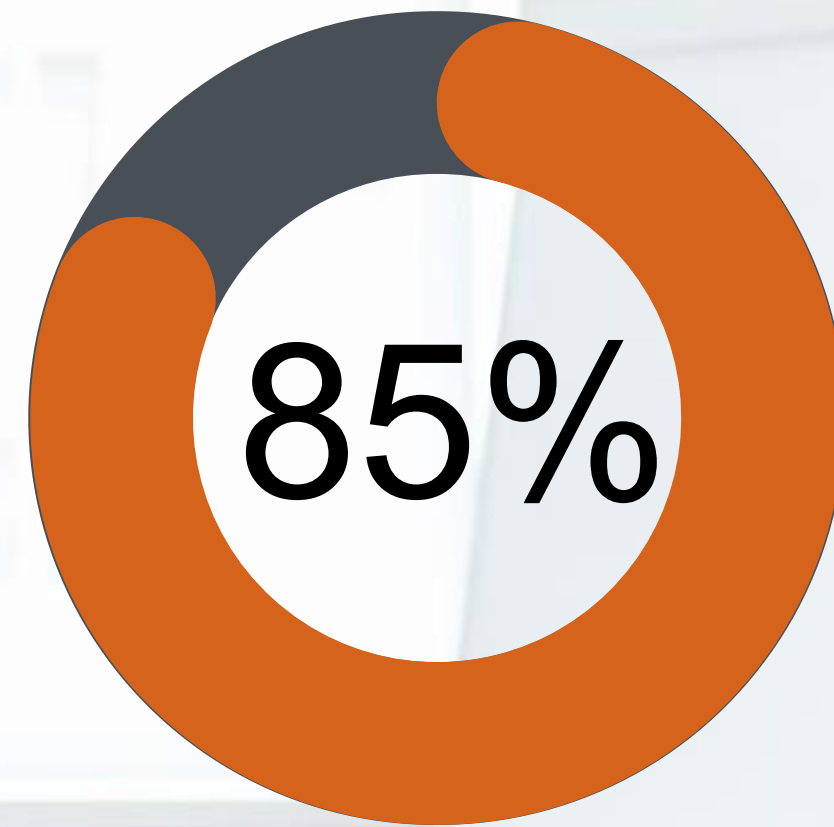
Difficulty concentrating



Avoiding social activities

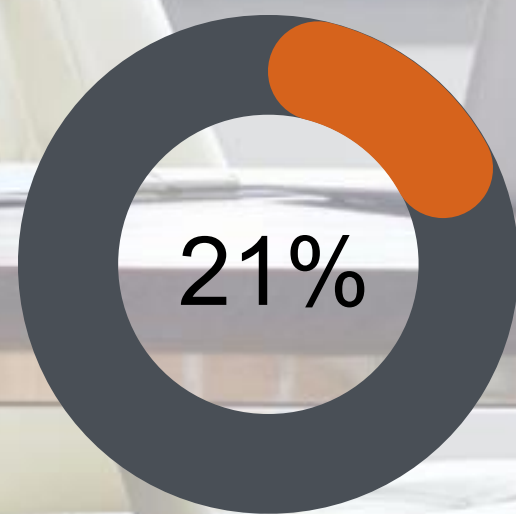


Less responsive to email and other communications

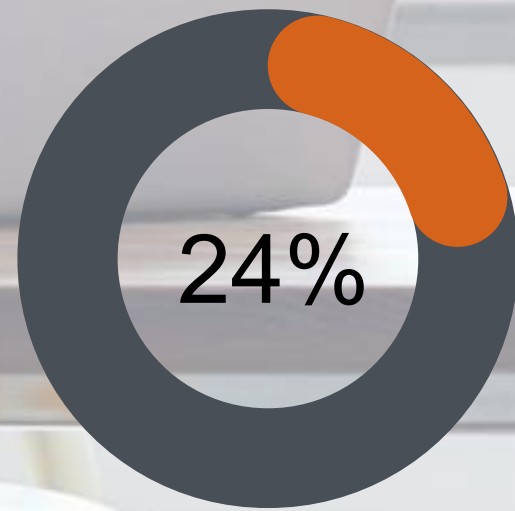


Absenteeism

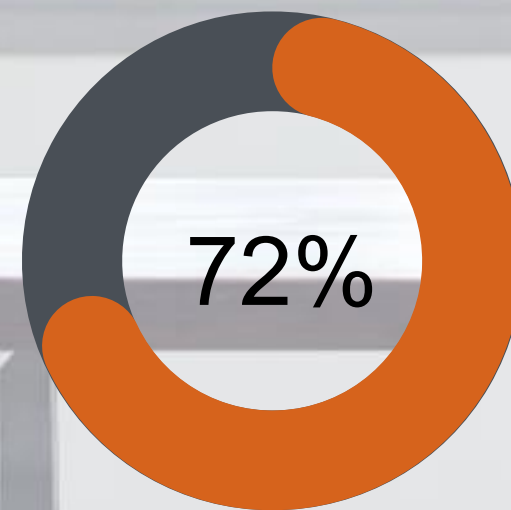
Respondents reported missing an average of eight days of work in the past year, an 85% increase from 2019. 17% Of respondents missing more than 10 days of work due to mental health, 5.7 times more than in 2019 (3%).



Taking longer to do tasks



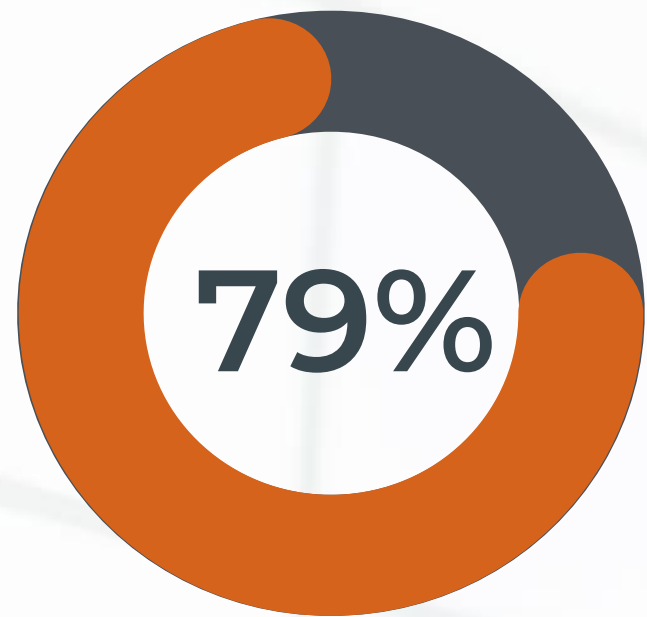
Difficulty thinking, reasoning, or deciding



Overall performance

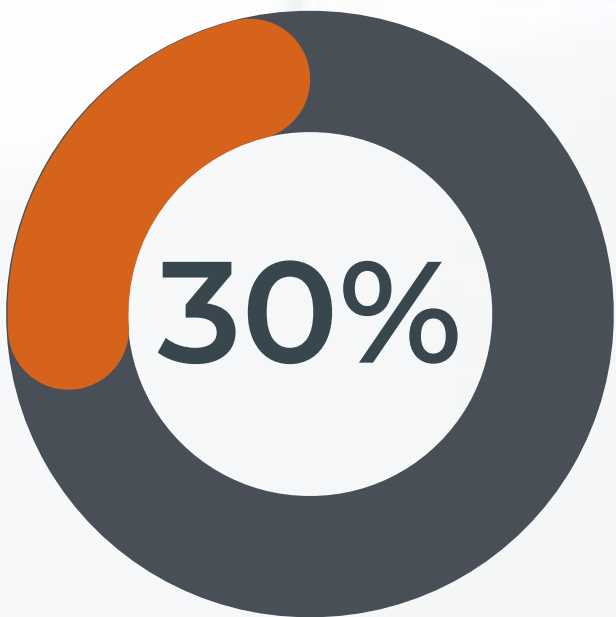


The Impact of Mental Health



2020

Over 79% of adults aged 19-25 suffered moderate to severe depression. Over 75% in the same age group suffered moderate to severe anxiety.

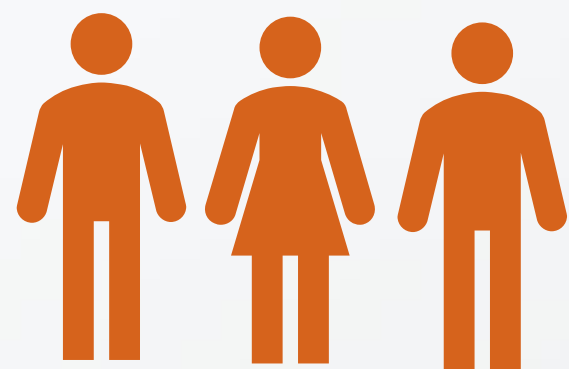


INCREASE

The national suicide rate has increased 30% between 2000 - 2020. Suicide is the 2nd leading cause of death for Americans under the age of 35.

3X

Pressure of education, social acceptance and lack of life structure greatly impacts the mental well-being of millennials—they are more than 3X as likely to suffer from depression and anxiety.



“The Changing Workforce”³³⁸

Millennials (those born between about 1980 and 2000) comprise half of the American workforce and by 2025, 75 percent of the global workforce.

<https://www.cdc.gov/nchs/products/databriefs/db330.htm>

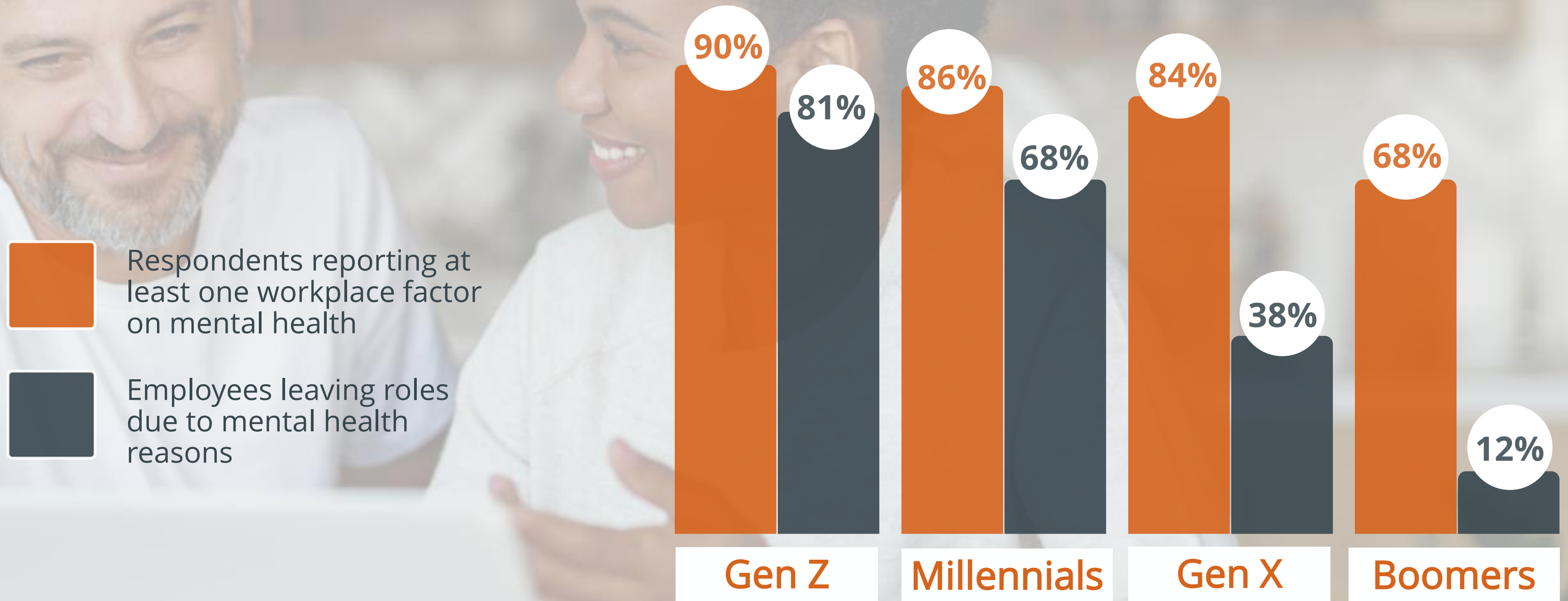
<https://mhanational.org/research-reports/2022-state-mental-health-america-report>



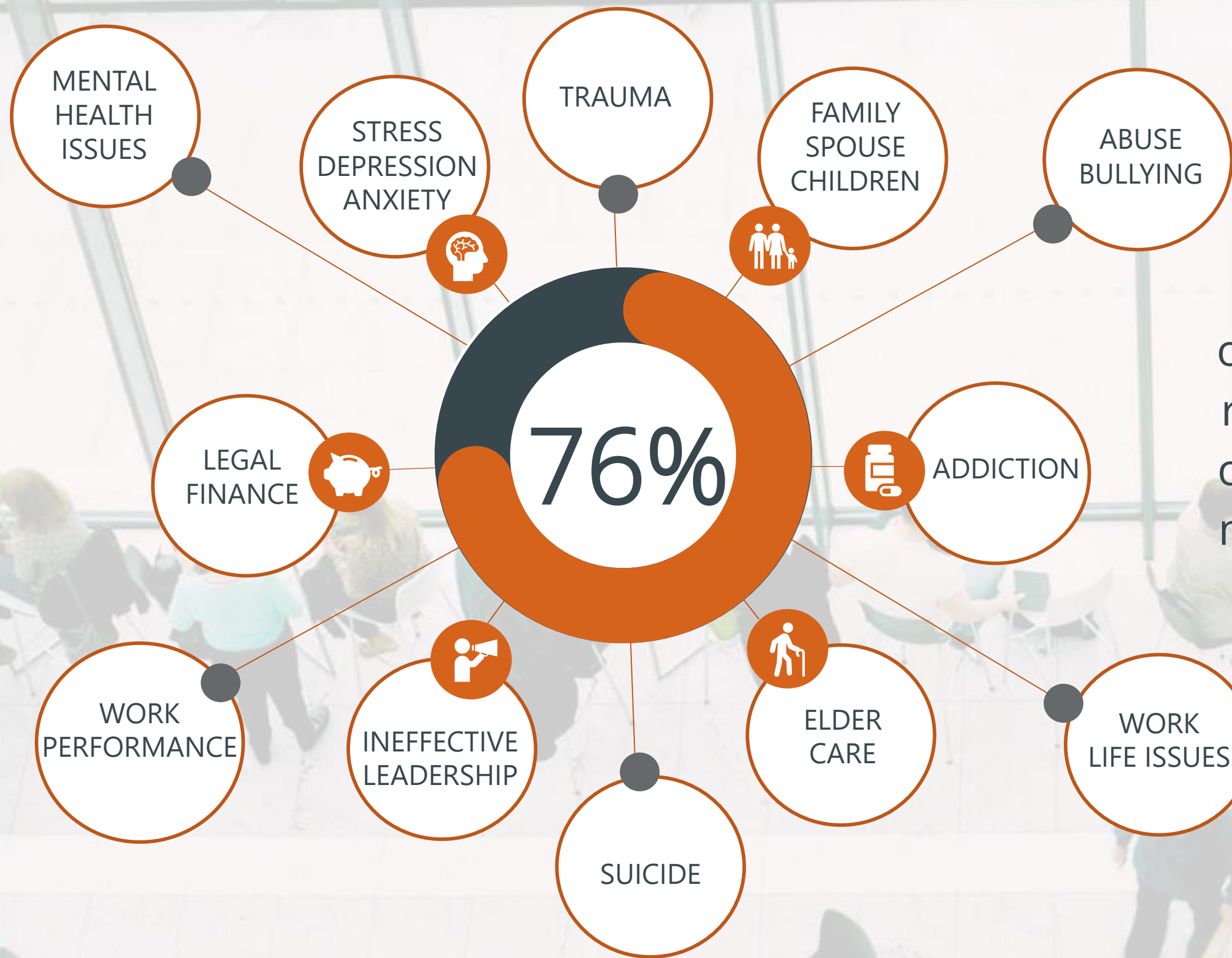
The Future of Mental Health

Generational Impacts of Mental Health

339



The Impact of Mental Health



76%
of the workforce reported at least one symptom of mental health in the past year.

(Source- Inc. Magazine)

DIRECT COSTS

- \$ Physical Health Claims
- \$ Behavioral Health Claims
- \$ Psychotropic Medications – RX
- \$ Workers' Comp Claims
- \$ Loss of Revenue
- \$ Recruiting Costs

PRODUCTIVITY COSTS

- \$ Time Loss/Productivity
- \$ Presenteeism
- \$ Turnover
- \$ Safety
- \$ Culture & Engagement
- \$ Burnout



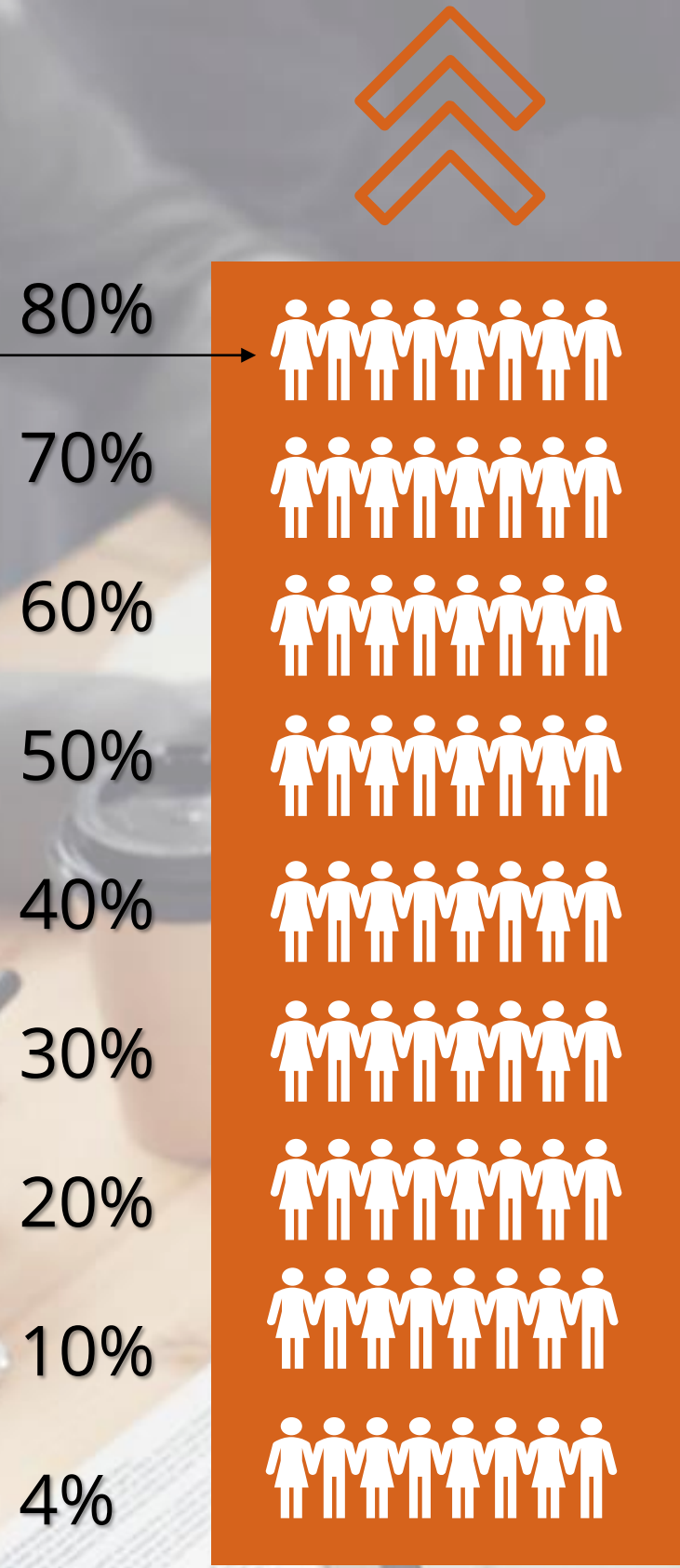
Personal Issues Impact the Workforce Cost Impact—Behavioral Health



45% Of teachers considered leaving their institution due to stress or burnout. The burnout syndrome among faculty members is high, ranging from 14%-40%. Academic faculty/staff have far fewer options for well-being support than students.

Source: https://scholarworks.uttyler.edu/cgi/viewcontent.cgi?article=1003&context=hrd_fac
<https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0214217>

76%
Life issues impacting your workforce.



4%
National EAP Utilization



“
With anxiety and stress related issues on the rise—traditional EAPs with low utilization rates are NOT the solution to address this growing epidemic.

342



Traditional EAPs



Broken Model

Fixed visit models are not meeting the needs of today's organizations. Often advertised as an assess-and-refer model, most fixed visit models act more as a behavioral health concierge (that help people 'get help') rather than providing a solution that is focused on resolving issues.

Traditional EAPs

Nearly every organization offers some form of an EAP, and yet mental health concerns are on the rise while EAP utilization remains very low.

WHY IS THAT?

POOR COMMUNICATION

Whether intentional or not, EAP benefits are typically communicated very poorly. HR and Benefits teams already have too much on their plate to develop an effective communication strategy. Their EAP partners provide minimal help.

NO CHAMPION

With good intentions, most EAP programs get implemented with the best goals in mind. However, without a dedicated effort, accountability and resources, the utilization reports tell the rest of the story.

MISSION DRIFT

What is the mission of your EAP provider? Many organizations are part of, or affiliated with, an insurance company. When the mission is to sell more insurance, EAP utilization is treated more like claims experience than program success.

LIMITED COVERAGE

One of the biggest limitations to utilization is access to coverage. Not having a robust network for face-to-face visits, web resources, mobile applications, video counseling, and language interpretation support are just some of the reasons employees are not using EAP assistance.

Resolution EAP Model®

What makes our program different?

Our trademarked **Resolution EAP Model®** is a proprietary short-term counseling model that offers a flexible number of visits - unlike the fixed number of visits offered by traditional EAP's. We have developed this program specifically to meet the mental health needs of today's complex and changing workforce. ³⁴⁴

- 1) Flexible visits** - The Resolution EAP Model® is not limited by a predetermined number of visits.
- 2) Issue resolution** - Our 'solution-focused' approach helps to resolve or manage 94% of the situations within the EAP.
- 3) Total Well-being** - Life Advisor Portal & Health Tracker
- 4) HR & Benefits services** - Dedicated service features with a customized approach.
- 5) Health plan protection** - Diverts behavioral health and claims to the EAP and reduces the associated health claims that are attributed from mental health.



The 
Ulliance
Proven
Process



We meet people where they are on their well-being journey.



TECH

Tech prefers to communicate via technology.



TALK

Talk prefers communicating via phone or in person.



FLEX

Flex prefers to communicate via technology & direct communication.

345



User Personas

OUR PROVEN PROCESS



"Meeting your employees where they are."

TECH | FLEX | TALK



Life Advisor Resolution EAP Model



Our Resolution EAP Model Process



Short Term Solution Focused Counseling

- **Stage 1**
Assess and clarify the core problem
- **Stage 2**
Identify solutions and alternatives
- **Stage 3**
Develop a plan of action
- **Stage 4**
Implement the plan while making adjustments

Our **Resolution EAP Model®** led by **certified counselors**, utilizing an upward spiral approach, helps individuals explore and ultimately resolve problems that could be impacting performance, happiness or success in one's life.



SLP	WRE	FLD	EEB	
20,369	890	6,350	10,980	
(+588)	(+20)	(+200)	(+588)	
MBC	LBI	MJB	PDN	NFB
3,605	9,542	2,609	7,654	6,522
(+210)	(+100)	(+30)	(+100)	(+122)
YBY	OMI	MMU	ET	ACM
3,206	5,211	7,100	7,150	782
(+20)	(+100)	(+10)	(+10)	(+70)
WBE	WPE	NAB	COA	LSD
3,200	712	2,000	631	(+10)
(+10)	(+10)	(+10)	(+10)	(+10)



**Results are
our Evidence**

10%

Clinical Utilization

Our client annual clinical utilization is more than double the **national average (4%).**

18%

Service Utilization

On average 18% of staff/dependents issues are managed within our Solution-Focused Resolution EAP Model® — avoiding additional claims costs.

98%

Renewal Rate

Our client renewal rate is nearly 100% for 30 years and counting.



Counseling

- Short-term, solution focused counseling
- Life Advisor EAP counselors
 - Seasoned professionals
 - On average, 8 years of post-master experience
 - State licensed and/or certification(s)
 - Specialized training in short-term treatment
 - National & international counseling network
- Available in-person, via video & telephonically
- Coverage for your family:
 - Employees
 - Spouse/partner
 - Dependent children

349



Employee Services

Services

- **24-hour Crisis line**

- Counselors can be reached 24 hours a day, 365 days a year, to assist with an urgent problem or crisis. There is no cost to the employee/dependent for this call.

- **Language Line**

- Ulliance utilizes a state-of-the-art language line that has the capability to interpret over 200 languages. Special telephone services are available for hearing impaired employees and dependents.

- **Confidentiality**

- Confidentiality is crucial to a successful EAP. To ensure client confidentiality, Ulliance complies with all Federal and State regulations including HIPAA & HITECH.





Coaching

- Telephonic and video coaching
- Assistance in setting and achieving self-improvement or professional development goals.

This may include:

- Professional development
- Communication skills
- Stress reduction
- Conflict resolution
- Financial or savings goals
- Well-being goals
- Self-Improvement goals
- Educational goals





Life Transitions

Today's work environment promotes the balancing of career and personal life commitments. We will provide employees with support, referrals and assistance with many of life's transitions.

- Child Care & Aged Loved Ones Assistance
- Grandparents
- Parenting
- Relationships
- Special Needs
- Work & Family Balance
- Retirement
- Expatriate/Repatriating
- Moving/Job Relocation
- Getting Married
- Having a baby



Employee Services

Life Advisor Well-being Portal & Health Tracker

353

- 5 Dimensions of Well-being
- Resource library featuring assessments, 750+ videos, 35,000+ articles on behavioral health, finance, wellness, prevention & more
- On-demand orientation videos
- **Smart Manager Webinars** - on topics such as: Improve Your Mood, Avoiding Burn Out, etc.
- **Smart Employee Webinars**
- First Responder Bulletin
- Well-being journal
- Newsletters
- Health and well-being trackers
- Individual well-being challenges

**Integrations from wearables requires Wellness Program addition*



Well-being Portal



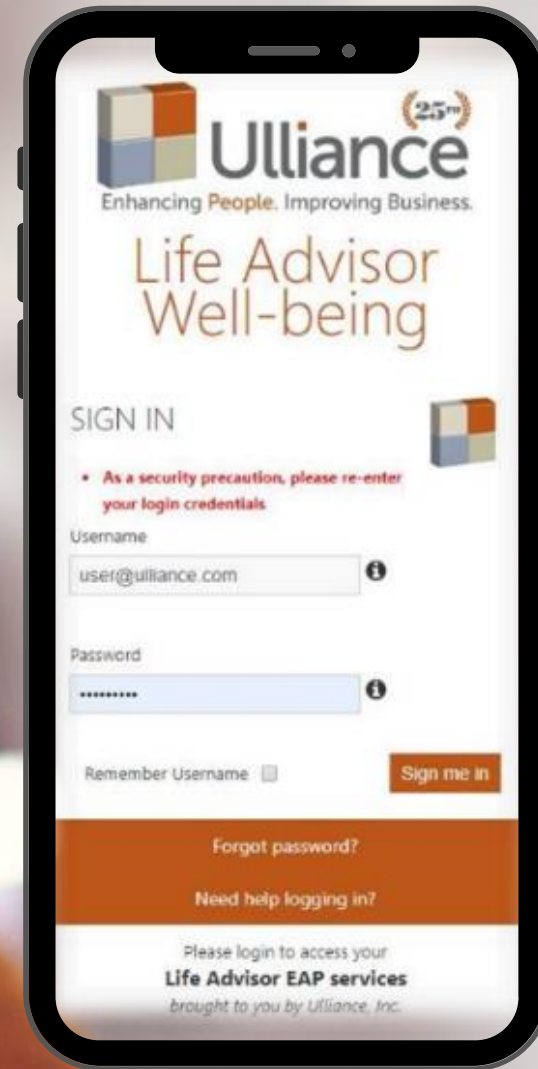
5 to Thrive

Total Well-being—the full integration of the five dimensions of well-being.

1. EMOTIONAL
2. PHYSICAL
3. FINANCIAL
4. CAREER
5. COMMUNITY



Well-being Dimensions



Life Advisor Well-being Portal

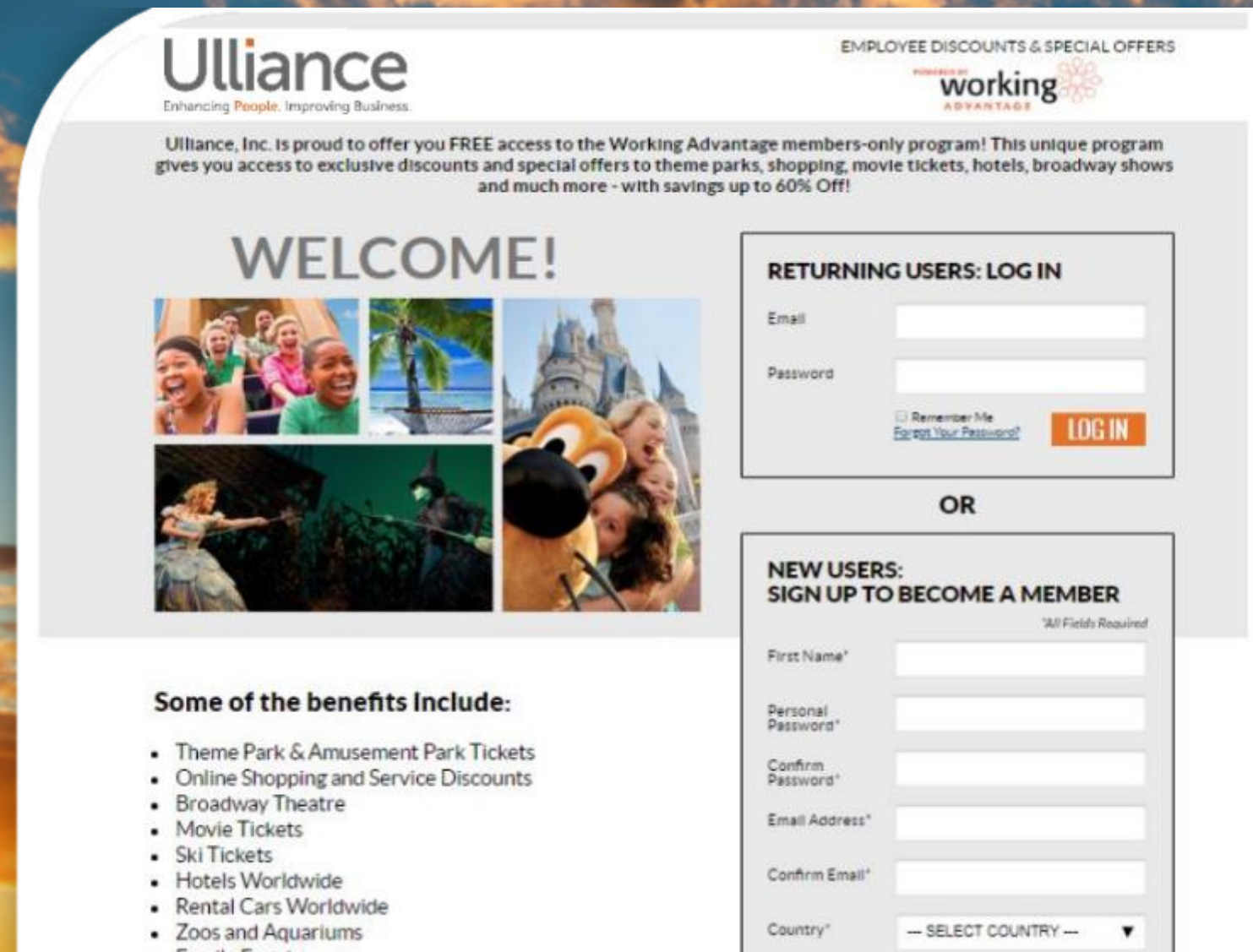
- *Text* to request an appointment 355
- *Click to send an email* to open your default email application
- *Click to call* to speak with one of our trained employee counselors
- *Fully responsive* portal on all handheld devices
- *Watch a video* on how the EAP works
- *Send us your questions* directly through the form in the portal
- *Log in* & request a call or appointment
- *Connect with us*—we're social
- *Browse* through a robust resource library

How it Works

- **Message Center**- A central location that brings together all of your Live Advisor communications in one spot – (promotions, notifications, emails, chats, texts, newsletters, orientations, surveys and more!) 356
- **Secure Chat**- A secure, online chat with our Life Advisor Consultant team about any of the concerns the Life Advisor program can assist you with.
- **Texting**- Once an individual opts-in, the text program can be used to receive additional information about the Life Advisor services, receive push notifications on our services, or talk with a coach that can provide you with non-clinical support. This conversation can seamlessly transition to a Secure Chat above if needed.
- **Notifications**- Throughout the year, the Life Advisor program pushes secure notifications a user would receive on their next login that highlights new service features, trending well-being topics, or new well-being program content.
- **Bot Chat**- Need a quick breathing exercise to get through an anxious moment? Or approaching an employee who's dealing with an emotional issue and you need to know what to say and how to say it? Our bot chat can get you to the topic and level of information you need with a few clicks across all dimensions - emotional, physical, financial, career, and community.

Life Advisor
Message
Center





Working Advantage Discount Program

The Working Advantage Discount Program provides discounts of up to **70%** off to employees and their dependents. **Sign up for free!**

357

- Work from Home Essentials
- Streaming Services: Disney+, Showtime and more
- Sam's Club Memberships - opportunity to purchase for your employees or for them to purchase themselves - over 40% off
- Education & Enrichment: Language Learning, Audiobooks and more
- Health & Wellness
- Home Office: Electronics, Laptops and more
- Insurance, Home Security and Protection Services
- Food & Wine
- Online Shopping: Walmart, Walgreens, Macy's
- Financial Services
- Pet Supplies
- Hotels, Rental Cars
- Entertainment

WorkingAdvantage.com/ulliance.com



Employee Services



Financial Counseling

358

Members can find possible causes and solutions to their financial concerns by utilizing **a free 30 minute (per issue) telephonic or in-person consultation with a financial counselor.**

This rate will include a 15% discount.

Examples Include:

- Debt Management Programs
- Financial Education
- Budgeting
- Financial Planning



Employee Services



Legal Consultation

359

Members can receive up to 30-minute consultations (per issue) with local Plan Attorney and a **25% discount off attorney's normal hourly rate.**

- Up to 6-page document review FREE or at 25% discount
- Simple Dispute Resolution included
- Simple Will included



Employee Services

Legal Services

DID YOU KNOW?

There were 4.8 million identity theft and credit card fraud reports to the Federal Trade Commission in 2020, resulting in \$4.5 billion total loss. ³⁶⁰

Identity theft and fraud can cause stress, anxiety and even financial hardships. This is why Ulliance has partnered with **IDIQ** to provide a **FREE** credit & identity theft protection element to our EAP!

Employees/faculty/staff can sign up for this **FREE** service through our [LifeAdvisor.com](https://www.lifeadvisor.com) portal.

We recognize that the threat of having your identity stolen is at an all time high. Protecting your identity is essential in today's ever-evolving tech world.

The logo for IDIQ, featuring the letters 'IDIQ' in a bold, sans-serif font. The 'Q' has a small registered trademark symbol (®) to its upper right. A stylized orange and grey graphic element is positioned to the right of the 'Q'. The logo is set against a white background within an orange-bordered box.

IDIQ[®]



Employee Services

Client Review

"I just wanted to pass along praise for one of Ulliance's account managers—they were excellent and provided comfort and healing. Their demeanor helped to navigate a very tender situation for the staff and I think the information that was shared will be helpful in the coming days."



Account Management

Dedicated Account Manager

362

- Advanced Degreed/Licensed Counselors
- Seasoned/Experienced professionals
- Experienced in providing consultation regarding personal performance problems and work/life concerns
- Conducts quarterly service reports
- An Account Manager is always on call **24/7/365**



HR & Management Services



Faculty/Staff Orientations ³⁶³

- Educate & inform employees of the valuable resources in the EAP
- Delivered in-person or video

Supervisor Orientations

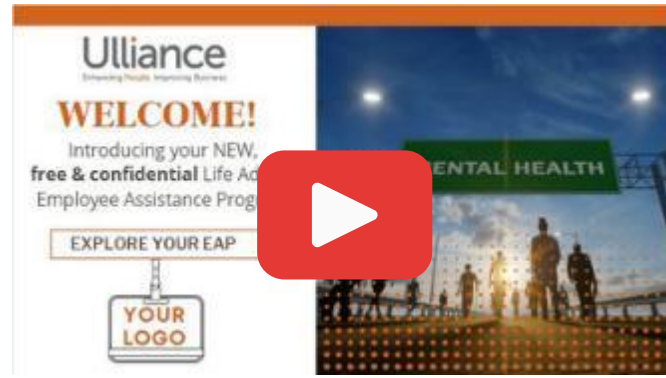
- Become familiar with critical incident support, HR consults and the informal & formal referral process



HR & Employee Orientations



Explainer video



Postcards



Employee webinars



Manager webinars



Monthly employee newsletter



Quarterly Manager newsletter



Cards



Monthly employee video

- Introduction/welcome letters
- Printed flyers, posters, wallet cards
- Postcards sent to employee's home
- Monthly Employee Life Advisor Newsletter & bonus material
- Monthly video to post onsite
- Custom "How It Works" video
- Quarterly Smart Manager Bulletin
- Smart Manager webinars
- Employee webinars
- Vendor fair - Ulliance attendance
- Explainer Videos



EAP Promotion & Communication



HR Consultations

- Harassment & Conflict
- Gambling Problems
- Co-worker Conflict
- Critical Incident Stress Management
- Emotional/Psychiatric
- Anger Management
- Substance Abuse/Addiction
- Workplace Aggression/Anger
- Employee Death/Suicide
- Performance Issues
- Policy Violations
- Difficult Terminations



365



HR & Management Services



Referrals

366

Informal

- Suggestion from Administration to use the EAP benefit
- Participation information not available due to HIPAA

Formal

- Employee demonstrates work performance issue
- Release allows for attendance and compliance updates



**CRISIS
AHEAD**

Managing Critical Incidents In The Workplace ► Crisis Support (CISD)

367

- Critical Incident Stress Debriefing
- 24-hour expert support and intervention
- Expert help to stabilize organizational crisis
- Specialized crisis management team
- **Unlimited** on-site debriefings and in-person grief counseling
- Fast response for sudden crises



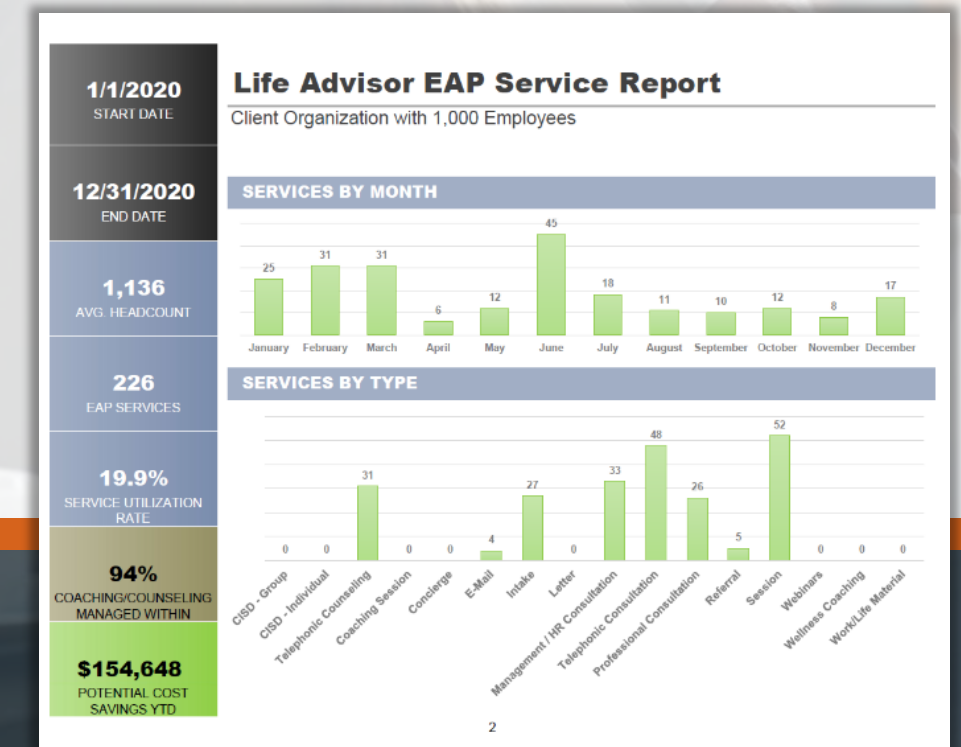
HR & Management Services



Service Reports

368

- Quarterly Reports reviewed with your Account Administration
- Valuable information on EAP usage & trends
- Develop action items to improve employee population

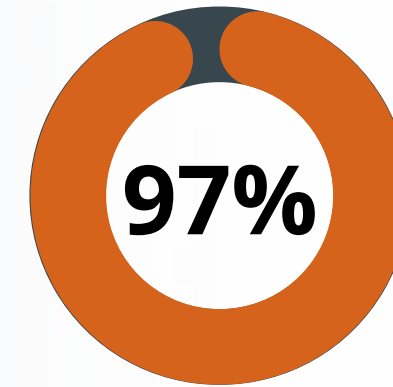


HR & Management Services

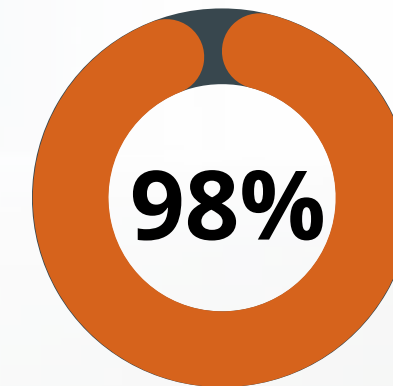


What People Say...

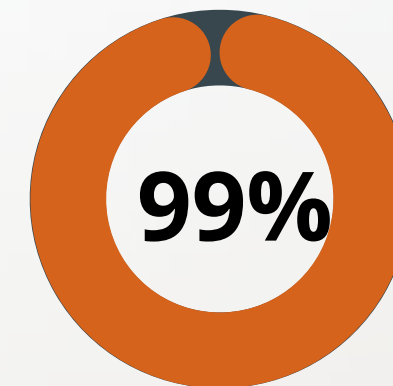
369



Satisfaction with counseling and authorization process



Satisfaction with counselor (choice & or quality)



Overall Satisfaction



Client Satisfaction Results



Fees & Billing

	Proven Process	Flexible Visit Resolution EAP Model®
Your Return on Investment		94%
Dedicated Account Manager		✓
Discount Program		✓
Legal Support		✓
Promotional Materials		✓
Orientations		✓
Resource Portal		✓
Coaching		✓
Mobile App		✓
Credit Debt Management		✓
Custom Explainer Video		✓
Service Reports		Quarterly
CISD		Unlimited
Fees		\$2.38 PEPM

*Quote is based on 450 employees

Once fees are quoted, they are valid for the next sixty days.

Created 05-23-2023

“



We stand behind our commitment to provide your organization with the highest caliber of service!

”



371

If for any reason you are dissatisfied with Ulliance services during the first 120 days of implementing your Life Advisor EAP, Ulliance will refund 100% of your fees paid.

We believe actions speak louder than words and are ready to deliver quality service!



No other EAP provider offers a 100% money back performance guarantee.

Ulliance

Enhancing People. Improving Business.



Thank you!



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Amy Kruppe, Superintendent
Subject: Metal Detectors (CEIA)
Date: 6/14/23

We are seeking the approval of two metal detectors. These will be placed at Edison and at Advantage Alternative School. It was recommended by the safety consultant that we review this brand.

At this time we will support these two programs and await further discussion as we unpack our safety assessment. The cost of these will not exceed \$25,000, which includes training as well.

- Training \$2500
- Detectors : 2@ \$7470 each
- Hand held: 4@ \$611
- Shipping \$2000

The purchase is through BuyBoard Purchasing Consortium and does not require three bids for being over the State Bid threshold.

Strategic Goal Alignment

Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.

Funding Source: Sinking Fund

Recommendation

The Board of Education approve the purchase of two metal detectors at a cost not to exceed \$25,000, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





SMD601 Plus

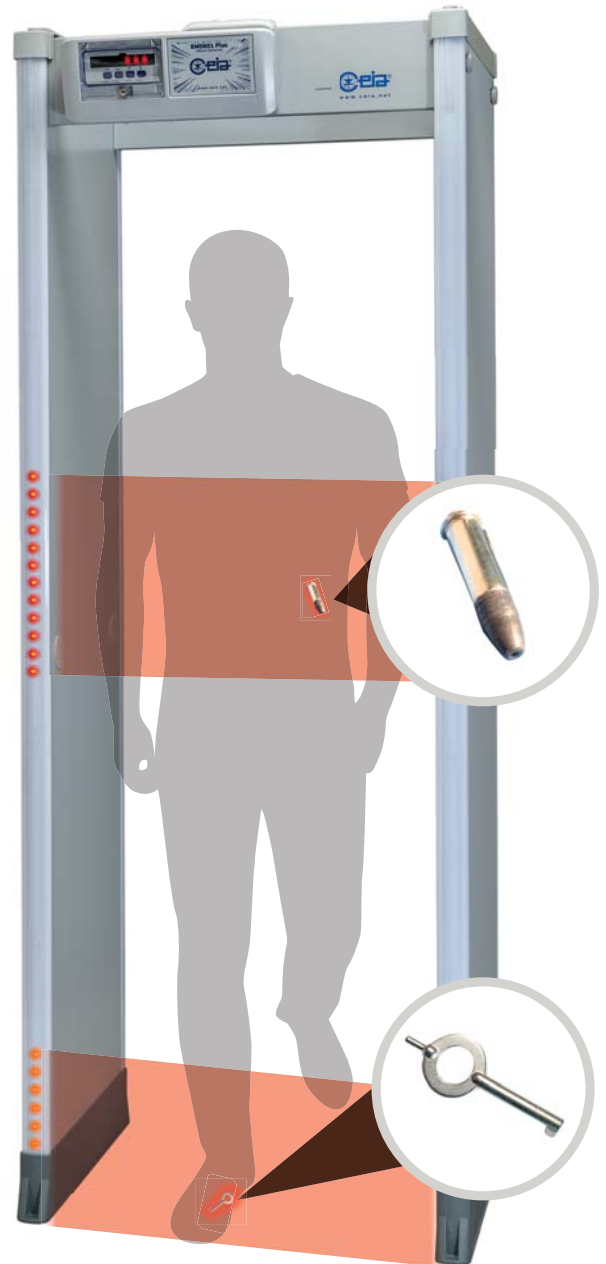
MOST SENSITIVE MULTI-ZONE METAL DETECTOR FOR LAW ENFORCEMENT AND CORRECTIONAL FACILITIES

**NEW CERTIFIED
IP66 CONTROL
UNIT**

**ANTI-VANDALISM
CONSTRUCTION**

REFERENCE STANDARD IN SENSITIVITY

- **MOST SENSITIVE WTMD**, fully compliant with the **NIJ-0601.02** and **NIJ-0601.03** Standards
- **QUICK, ACCURATE ANALYSIS OF ALL PARTS OF THE BODY** of people in transit, from the shoe level to the crossbar
- **ACCURATE PINPOINTING** of individual and multiple metal targets
- **EXCEPTIONAL IMMUNITY** to external interferences
- **NEW MECHANICAL STRUCTURE** with high protection degree
- **INTEGRATED CORRECTIONAL PROFILING SYSTEM** (optional)
- **UNMATCHED RELIABILITY**



GSA Contract Holder

www.ceia-usa.com



THREAT DETECTION THROUGH ELECTROMAGNETICS

The SMD601 Plus is a very high sensitive Walk-Through Metal Detector.

A full-height light bar displays the location of the detected metal masses in transit. This results in rapid identification of threats and a reduction or elimination of the need for manual searches.

SMD601 Plus detects even the smallest metal items **anywhere on or in the body**.



FULLY COMPLIANT WITH THE NIJ-0601.02 AND NIJ-0601.03 STANDARDS

The SMD601 Plus further extends the detection sensitivity of the previous SMD601 to metal threats before considered undetectable due to their minimal dimensions and metal composition similar to the ones specified in the new **NIJ-0601.03 Standard**:



LO LEVEL

LARGE OBJECT SIZE (HANDGUNS)



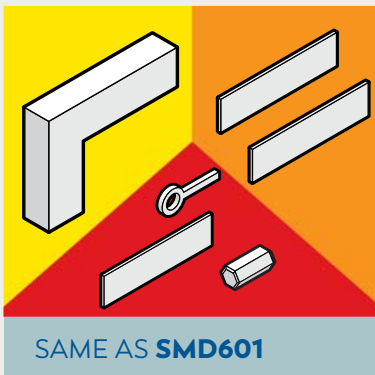
MO LEVEL

MEDIUM OBJECT SIZE (KNIVES)



SO LEVEL

SMALL OBJECT SIZE
(SMALL HARD-TO-FIND ITEMS)



PLUS



ACCURATE DETECTION OF ALL METALLIC THREAT ITEMS

- Very accurate pinpointing of individual and multiple metal targets
- Quick, accurate analysis of all parts of the body of people in transit, from the shoe level to the crossbar
- Built-in programs to screen visitors and staff for weapons and contraband





UNIFIED CONSTRUCTION
FOR **INDOOR** AND
OUTDOOR USE



NEW CERTIFIED IP66 CONTROL UNIT ENCLOSURE

- Total compatibility with previous control units
- Robust structure through the use of high-performance polymers for the construction of housing
- Waterproof / Dustproof: IP66 compliant (IEC 60529)
- Exceptional impact resistance at low and high temperatures and resistance to corrosion from atmospheric agents
- Display made with specific polymer to improve the visibility of the LEDs by increasing the definition and clarity



UNIQUE ALARM SIGNALING

- 20 vertical localization zones
- High visibility of the control unit and of the zone indication, independent from the operator position and the installation environment
- Flexible Acoustic Alarm Signalling System:
 - ▶ 10 Continuous and Pulsed Tones
 - ▶ 34 Special Sounds
- 10 Alarm Volume Levels
- High Precision Transit Counter:
 - ▶ In-Bound transits
 - ▶ Out-Bound transits
 - ▶ Alarm rate



MOST POWERFUL AND VERSATILE SECURITY FEATURES

- Over 40 built-in Security Programs
 - ▶ Up to 22 pre-programmed Security Programs
 - ▶ Up to 20 user programmable Security Programs
- Any security standard can be enhanced with selectable random alarm probability

CHIP CARD SYSTEM

The system allows Security Management to **set the Security Level quickly, reliably** and without having to program the device in any way.



SMD601 Plus/PZ MODEL CONFIGURATION

STANDARD CONFIGURATION

Fully compliant with, and exceeding, the NIJ-0601.02 Standard	•
Additional Ultra-High Sensitivity (NIJ-0601.03 Standard)	•
2 display bars programmable as zone indicators and/or pacing lights	•
20 vertical localization zones	•
Antivandalic and Antitampering IP66 control unit	•
High precision transit counter (2-beam)	•
Chip Card Reader	•
BT, infrared and RS-232 communication	•
Programmable Random Alarm capability	•
3-Level Password and hardware key access protection	•
Met-Identity technology (separate Ferrous and Non-Ferrous alarm signaling)	•
OTS: One Touch Automatic Self Installation	•
OFV: Automatic Operational Functional Verification	•
AVS, EVA: Automatic Vibration Compensation	•
CS: Automatic Channel Search	•
FGA: Automatic Floor Gain Adjustment	•
TFV: Automatic Technical Functional Verification	•
ENA: Automatic Environmental Noise Compensation	•
Powered by safe low voltage DC	•
Anti-tamper on/off switch	•

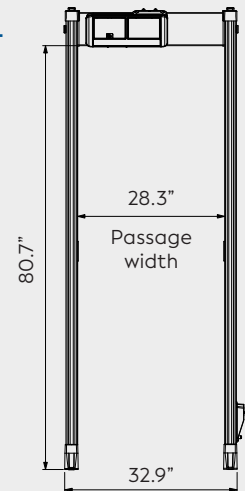
COMMUNICATION CAPABILITIES

TYPE OF OPERATION	ETHERNET	Wi-Fi	USB	INFRARED	BT	RS-232
MAINTENANCE	○	○	○		•	•
REMOTE CONTROL	○	○		•	•	•
REMOTE DATA COLLECTION	○	○				

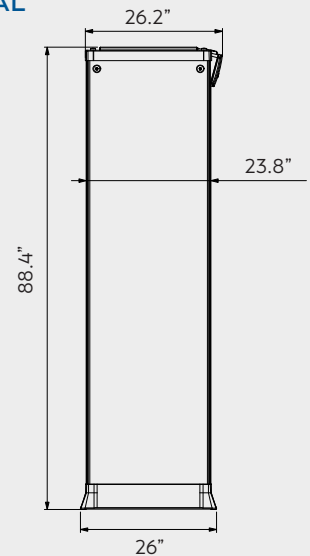
STANDARD • OPTION ○

DIMENSIONS

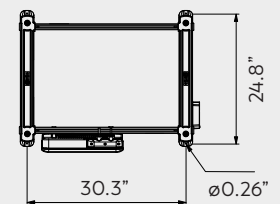
FRONT



LATERAL



TOP



CORRECTIONAL PROFILING SYSTEM (OPTION)



NIJ COMPLIANT SCREENING OF PEOPLE WITH OR WITHOUT IMPLANTED METAL OBJECTS

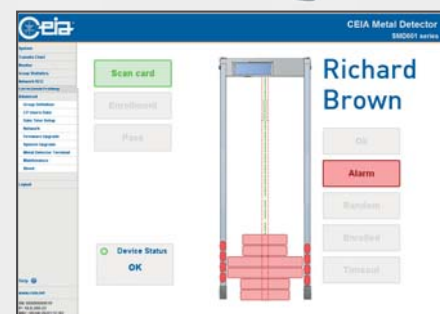
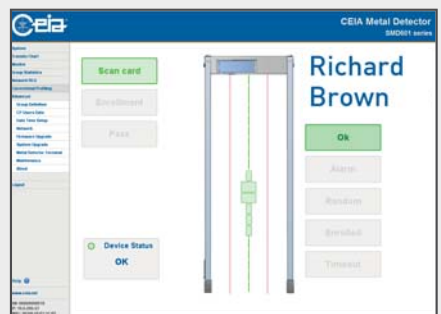
- 1** A profiled user presents their badge to the barcode reader.
- 2a** **THE USER TRANSITS THROUGH THE METAL DETECTOR**
The Metal Detector ignores profiled non-removable metal objects and does not alarm.
- 2b** **THE USER TRANSITS THROUGH THE METAL DETECTOR WITH A TARGET OBJECT**
The target is detected and the Metal Detector shows its position.



P/N: 99553
(RFID Reader Kit for profiling system)
P/N: 1D/2DREADER/P

This option requires the installation of the APSIM3 Plus, integrated web-server & logger.











**ALARM SIGNALING
MAY BE SHOWN ON A PC
OR TABLET WEB BROWSER**



OPTIONS / ACCESSORIES

	DESCRIPTION	P/N
INTEGRATED CAMERA SYSTEM	Video camera with support arm and connecting cables. Installation of the APSiM3 Plus module is required.	54253
TDU Thermal Detection Unit	The TDU (Thermal Detection Unit) is an upgrade sensing kit for COVID screening compliance: <ol style="list-style-type: none"> 1 Thermal Camera Arm 2 Dual Reference Calibration Unit 	TDU/P
APSiM3 Plus Integrated Web-server & Logger, Battery Back-up and Charger	Lower Connection Module with anti-tamper on/off switch, RS-232 interface, internal battery back-up and the following functions: <ul style="list-style-type: none"> ▶ Built-in 10/100 base T Ethernet LAN interface ▶ Web server for set-up and remote data log ▶ Real/Time clock with battery backup ▶ Non-volatile Memory for Metal Detector events storage ▶ Wi-Fi communication capability ▶ Compatibility with NetID Management software [NetID software license not include] 	APSiM3Plus/P
EMBEDDED BATTERY BACK-UP AND CHARGER	Lower Connection Module with anti-tamper on/off switch, RS-232 interface and internal battery back-up. The module provides an audible 'flat battery' signal activated when the battery charge goes below the operational limit of the device (signal endurance: about 12 hours).	APSM2Plus/P
IP65 CONFIGURATION	Outdoor sheltered permanent or non-sheltered short-term installations (single event entrance). This kit includes shelters, and protection covers for power supply.	102710
CROSSBAR BATTERY BACK-UP	<ol style="list-style-type: none"> 1 Crossbar battery back-up in stainless steel case. Up to 4 h of autonomous working time. 2 Protection cover 	55681 Crossbar battery back-up with protection cover: 75122
CHIP CARDS	Chip cards for simple and secure selection of Security Levels and parameter setting. List of chip-cards available on request.	
MD-WHK	Wireless repeater of acoustic indications for WTMDs. Bluetooth audio function to be requested at WTMD ordering time.	MD-WHK

OPTIONS / ACCESSORIES

	DESCRIPTION		P/N
RCU2	Control unit for full remote access, including alarm signalling and programming of CEIA Metal Detectors. The connection is performed via serial cable connection or via BT [option].		RCU2
MD-SCOPE	Powerful, PC based installation and service Software. Includes oscilloscope and terminal functionality. The connection is performed via BT [standard] or via cable connection.		MD-SCOPE2
SUPPLY UNIT SERIES	<ol style="list-style-type: none"> MBSU LWSC (Light Weight Soft Case Version) MBSU-2 TSU (Tactical supply unit) <p>Portable and compact battery back-up units and charger designed to supply DC voltage to CEIA equipment where mains is not available or as Uninterruptable Power Supply unit [UPS] in installations requiring continuous operations.</p> <p>TYPICAL CONTINUOUS OPERATION</p> <ul style="list-style-type: none"> MBSU-LWSC: 6 hr MBSU-2: 6 hr TSU: 4 battery pack: 4.5 hr / 6 battery pack: 6.5 hr / 8 battery pack: 9 hr 	<ol style="list-style-type: none">    	<p>MBSU-LWSC</p> <p>MBSU-2</p> <p>TSU</p>
METAL DETECTOR DIVESTING TABLE	<p>In combination with CEIA Walk-Through Metal Detectors, it is a temporary location of personal metal effects for people to be screened:</p> <ol style="list-style-type: none"> Standard length: 24" Extended length: 47" Outdoor version: 51" 		<ul style="list-style-type: none"> STANDARD: 18074 EXTENDED: 39491 OUTDOOR: 67021
IRC-1	Infrared Remote Controller for wireless remote programming of the control unit.		47180
UPPER CONNECTION MODULE	This module along with an extension cable allows the connection of power supply and serial communication to personal computers or CEIA accessories, such as RCU-2.		<ul style="list-style-type: none"> 46650 • 7": 89040 16.4 ft: 95352
TOP POWER CABLE	This cable allows the AC/DC adapter to be connected to PS/COM port located on top of the TX antenna to supply the Metal Detector Gate.		<ul style="list-style-type: none"> 32.8 ft: 64228 65.5 ft: 68346
REFERENCE TEST SAMPLES	CEIA provides certified Test Samples reproducing for shape, material and signal on WTMDs the same effect of the reference targets.	 	<ul style="list-style-type: none"> NIJ-0601.02-SKN NIJ0601.02SO/MO-SK EMD-SK-UHS-PR1/2 <p>NIJ-0601.02-SKN NIJ0601.02SO/MO-SK</p>



VISUAL ALARM WITH ZONE INDICATION

SPECIFICATIONS

GATE STRUCTURE	State-of-the-art, robust and washable panels
	Antivandalic and antitampering IP66 control unit
	Embedded high precision transit counters (2-beam photocells)
	Antitampering ON/OFF switch
	Protected against aging, weather and wear
OPERATIONAL FEATURES	High discrimination and transit flow rates five or more times greater than other metal detection systems
	Quick reset time as short as 0.2 seconds for high throughput rate
	Very high detection speed (up to 50" ft/sec.)
	Built-in operational functional verification (OFV)
	One-touch key reading of inbound, outbound and Security Level Data
QUALITY	Continuous self diagnostic system
	Proven reliability
	No periodic re-calibration and preventive maintenance required
	No scheduled maintenance
	Fully digital design
ALARM SIGNALLING	Multi-zone display bar for "height on person" localization
	20 vertical localization zones
	2 display bars programmable as zone indicators and/or pacing lights
	Specific shoe alarm color indication
	Green and red metering signals proportional to the mass of the detected target
	10 selectable continuous and pulsed tone plus 34 special tones
	10 selectable sound intensities ranging from 0 to 90 dbA at 3.3 ft
	Random alarm capability with independent counters, alarm tone and alarm volume
Met-Identity technology (separate Ferrous and Non-Ferrous alarm signaling)	
TYPE OF SIGNALLING	Fixed or proportional to the mass in transit - visible from 19.7 ft under lighting of 4000lux
	20 x4 distinct zones (20x2 entry side and 20x2 exit side)
PROGRAMMING	Over 40 built-in Security Programs
	Remote via Infrared Remote Control Unit, BT or Ethernet 10/100 base T (option) interface
	Security level: International Standard (IS) command / Chip card
	Local by Control Unit alphanumeric display and keyboard
	Programming and chip card access protected by user and super-user passwords
INSTALLATION DATA	Automatic synchronisation between two or more metal detectors with distance of down to 2" without the use of external cables
	One Touch Automatic Self Installation (OTS)

CERTIFICATION AND COMPLIANCE

- Fully compliant with the NIJ-0601.02 Standard requirements
- Complies with the applicable Standards for Law Enforcement and Correctional Facilities
- Compliant with applicable International Standards for electrical safety and EMC
- Compliant with the applicable electromagnetic Standards on Human Exposure and Pacemaker Safety
- Harmless to magnetic media [CD, tapes, etc.]

ENVIRONMENTAL DATA

- Powered by safe low voltage DC through external switching power supply adapter
- Power Supply : 100...277V~ ±10%, 47...63Hz, 50 VA typical consumption
- Operating temperature: -4°F to 149°F [-34°F to 158°F upon request]
- Storage temperature: -34°F to 158°F
- Relative humidity: 0 to 95% (without condensation)

COMPREHENSIVE SUPPORT

CEIA USA PROVIDES FULL OPERATIONAL AND TECHNICAL TRAINING SUPPORT BY CERTIFIED PERSONNEL EITHER AT CEIA FACILITY OR AT CUSTOMER SITE.



CEIA USA Ltd - 6336 Hudson Crossing Parkway, Hudson OH 44236
P 330-405 3190 • **F** 330-405 3196 • **E** security@ceia-usa.com • **CALL** (833) 224-2342 (CEIA)

www.ceia-usa.com

CEIA USA reserves the right to make changes, at any moment and without notice, to the models (including programming), their accessories and options, to the prices and conditions of sale - DP060K0102v1000uUS - 2022



NIJ-0602.02
COMPLIANT

PD140ND

MINIMUM DIVESTITURE HAND HELD METAL DETECTOR

- Detection of miniaturized electronic devices
- High immunity to the metals contained in personal clothing, including bras
- Compact, Elegant, Robust and Ergonomic
- Full Digital Design: consistent performance and calibration-free operations
- Detection of radioactive substances and materials (option)
- Indoor and Outdoor Operations



RENEWABLE
ENERGY

GSA Contract Holder



www.ceia-usa.com



THREAT DETECTION THROUGH ELECTROMAGNETICS

The **PD140ND** is a lightweight portable metal detector capable to localize **threats** and **miniaturized cell phones** concealed or carried on a person, while **discriminating the metals contained in bras and in personal clothing**.

This allows effective inspections without requiring the removal of clothing.

ADVANTAGES & BENEFITS

- Programmable Sensitivity
- Extended Continuous Operation Time
- Automatic Low Power Mode during Screening Pauses
- Embedded Long Life Rechargeable Batteries are renewable energy and eliminate the Operation Cost of Alkaline Batteries
- Embedded Fast and Reliable Battery Charger: no need of batteries removal
- Operator Functions can be standard or customized by the user through PC GUI and USB connection



COMPACT, ELEGANT, ROBUST AND ERGONOMIC

The **PD140ND** features a **special ergonomic design consisting of an offset hand grip** which ensures that the operator's hand does not interfere with the sensitive detection area. This means fewer scans per person and therefore shorter inspection times per person. Special care has gone into the mechanical design of the detector. Absence of sharp edges or corners allows the detector to be passed smoothly over the inspected area without getting caught in buttons, buckles, folds or other parts of clothing.

ADVANCED CONTROL PANEL

The control panel with buttons and warning lights is made from high-thickness silicon guaranteeing a high degree of protection to make the **PD140ND suitable for indoor and outdoor use**.

FULLY PROGRAMMABLE SIGNALING

- Proportional/Fixed, High Loudness **Acoustic Alarm**
- Proportional/Fixed, High Brightness **Optical Alarm**
- **Vibration Alarm** for Discrete Screening



Optical indication proportional to the metal signal strength [Low, Medium, High]

Sensitivity selection

- L level:** Detection of **large metal targets** [excellent immunity to metal inside bras]
- M level:** Detection of **medium metal targets** [good immunity to metal inside bras]
- H level:** Detection of **small metal targets** [NIJ-0602.02 compliant]



- 1 Alarm buzzer
- 2 Optical indicator
- 3 Battery level indicator
- 4 Selection of the acoustic alarm signal
- 5 Selection of the vibrating alarm signal
- 6 Sensitivity selection
- 7 ON/OFF switch



**DETECTION AREA
(TOP AND BOTTOM SURFACES)**

**CONTROL PANEL
AND ALARM BUZZER**

HANDLE

**BATTERY COMPARTMENT
SCREW-CAP**

WRIST STRAP

ACCESSORIES

CARRY BAG

The carry bag does not include parts inside.



HHDS-5

Five Hand Held Metal Detector docking station. HHMDs units not included [part# HHDS-5]



BRA DEMONSTRATION TEST SET

- 1 Miniaturized cell phone
- 2 Bra simulant
- 3 Foam spacers:
 - ▶ Apply 1 spacer to bra simulant for testing **L** level
 - ▶ Apply 2 spacers to bra simulant for testing **M** level



NIJ 0602.02 TEST PIECES KIT

Includes 11 test objects for LO, MO, SO, VSO security levels. Test pieces are manufactured according to NIJ 0602.02 specifications and electromagnetically certified.



BELT HOLSTER



HHMD CONFIGURATION TOOL

Allows the connection of the Metal Detector to PC, via USB port. Includes special USB adapter with cable, GUI application software, tool for battery cap removal.



CIGARETTE LIGHTER CABLE FOR BATTERY CHARGER



SPECIFICATIONS



POWER SUPPLY	2x AA size NiMH, rechargeable batteries																
FULLY CUSTOMIZABLE CONTROL PANEL	Optical, acoustic and vibration alarm modes 3-level sensitivity selection buttons																
DETECTION AND OPERATIONAL FUNCTIONS	Customizable via HHMD Configuration tool																
BATTERY	Battery life 100 + hours continuous service [AA NiMH batteries 2500 mAh]; up to 200 hours with automatic sleep mode Low battery indicator Built-in fast battery charger in combination with the HHDS Docking station																
OPERATING TEMPERATURE	PD140ND: -40°F to 158°F HHDS AC/DC adapter: 32°F to 104°F																
STORAGE TEMPERATURE	-40°F to 176°F																
RELATIVE HUMIDITY	0 to 98% (without condensation)																
DIMENSIONS	PD140ND: 14.2" x 3.2" x 1.6" HHDS Docking station: 6.9" x 4.5" x 3.4" CARRY BAG: 17" x 13.4" x 4.1"																
WEIGHT	PD140ND (with battery): 0.86 lbs HHDS Docking station (whit power adapter): 1.6 lbs CARRY BAG: 2.9 lbs																
COLOR	PD140ND: light grey RAL 7040 - CARRY BAG: Green RAL 7013																
MANUFACTURED IN GREY SHOCK-RESISTANT TECHNICAL POLYMERS																	
COMPLIANCE	Conforms to the NIJ 0602.02 and the new NIJ 0602.03 Standards for metal detection Conforms to the international standards currently applicable for safety, EMC and to the applicable CE regulations																
ACCESSORIES	<table border="1"> <thead> <tr> <th></th> <th>Part#</th> </tr> </thead> <tbody> <tr> <td>Carry Bag</td> <td>64081</td> </tr> <tr> <td>Bra demonstration test set</td> <td>108437</td> </tr> <tr> <td>NIJ 0602.02 Test Pieces Kit</td> <td>NIJ-HHMD-0602.02</td> </tr> <tr> <td>HHDS-5</td> <td>HHDS-5</td> </tr> <tr> <td>Belt Holster</td> <td>64614</td> </tr> <tr> <td>HHMD Configuration tool</td> <td>63537</td> </tr> <tr> <td>Cigarette lighter cable for battery charger</td> <td>64436</td> </tr> </tbody> </table>		Part#	Carry Bag	64081	Bra demonstration test set	108437	NIJ 0602.02 Test Pieces Kit	NIJ-HHMD-0602.02	HHDS-5	HHDS-5	Belt Holster	64614	HHMD Configuration tool	63537	Cigarette lighter cable for battery charger	64436
	Part#																
Carry Bag	64081																
Bra demonstration test set	108437																
NIJ 0602.02 Test Pieces Kit	NIJ-HHMD-0602.02																
HHDS-5	HHDS-5																
Belt Holster	64614																
HHMD Configuration tool	63537																
Cigarette lighter cable for battery charger	64436																

ORDERING CODE

PD140ND-SET

SHIPPING INFORMATION

- Dimensions [WxDxH]: 17.7" x 12.8" x 4.5"
- Weight: 4.4 lbs

- 1 PD140ND Hand Held Metal Detector
- 2 HHDS Docking station
- 3 Coupling pins for side-by-side docking station placement
- 4 NIJ compliant Calibration Test Piece
- 5 Universal AC adapter [100-240 Vac, 50-60Hz, 6W]
- 6 US, EU, UK, JP plugs adapter
- 7 Wrist strap
- 8 Instruction manual
- 9 Quick Reference Guide



CEIA USA Ltd - 6336 Hudson Crossing Parkway, Hudson OH 44236
P 330-405 3190 • **F** 330-405 3196 • **E** security@ceia-usa.com • **CALL** (833) 224-2342 (CEIA)

www.ceia-usa.com

CEIA USA reserves the right to make changes, at any moment and without notice, to the models (including programming), their accessories and options, to the prices and conditions of sale - DP100K0019v1000uUS (2022)

Hazel Park City School District
 Enrollment Analysis
 Effective Date: 07/01/2023
 Printed: 6/16/2023 7:53 AM

School	(All)
--------	-------

Count of Student		Grade																			Grand Total		
School Code	Track	-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	14	EA	HS		PH	
01611	23/24 INVEST														68	64	66						198
01611 Total															68	64	66						198
01616	23/24 HIGH SCHOOL													142	146	130	136						554
01616 Total														142	146	130	136						554
01753	23/24 HOOVER				27	41	51	48	45	44													256
01753 Total					27	41	51	48	45	44													256
02176	23/24 MICH CYBER ACD													1	82	72	128						283
02176 Total														1	82	72	128						283
02399	23/24 ALL YR JARDON			1		1		2		1	2	2	1			1					12	23	
	23/24 JARDON																				49	49	
02399 Total				1		1		2		1	2	2	1			1					61	72	
02954	23/24 VIKING VIRTUAL														8	13	23						44
02954 Total															8	13	23						44
04159	23/24 EDISON ELEM					1	2		2	1	3												9
	23/24 EDISON HS													3	6	9	8	5					31
	23/24 EDISON JHS								2	6	7	8	1										24
	23/24 EDISON PH																				5		5
04159 Total					1	2		2	3	9	7	11	7	9	8	5					5	69	
04259	23/24 UNITED OAKS				48	48	64	56	58	43													317
04259 Total					48	48	64	56	58	43													317
04422	23/24 WEBSTER EARLY CHILDHOOD		1	22	23													1					47
	23/24 WEBSTER ECSE/EA			1	3										1			6	19	2			32
04422 Total			1	23	26										1			7	19	2			79
07829	23/24 ADVANTAGE										1	6	10	11	18	62							108
	23/24 ADVANTAGE ELEM					2	2		1	3													8
	23/24 ADVANTAGE VIRTUAL															1	22						23
07829 Total					2	2		1	3	1	6	10	11	19	84								139
09372	23/24 JUNIOR HIGH										151	139	134										424
09372 Total											151	139	134										424
09429	23/24 WEBB				45	43	54	60	61	42													305
09429 Total					45	43	54	60	61	42													305
Grand Total			1	23	27	120	136	173	164	169	132	164	149	153	162	324	307	442	7	19	2	66	2740

386

School	(All)
--------	-------

Count of Student		Grade																	Grand Total		
School Code	Track	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	14	EA		PH	
01611	21/22 INVEST													80	70	53	25				228
01611 Total														80	70	53	25				228
01616	21/22 HIGH SCHOOL													129	133	104	13				379
01616 Total														129	133	104	13				379
01753	21/22 HOOVER			49	51	42	44	41	41												268
	21/22 HOOVER ELEM VVA			2	1	5	1	5	5												19
01753 Total				51	52	47	45	46	46												287
02176	21/22 MICH CYBER ACD													98	72	74	51				295
02176 Total														98	72	74	51				295
02399	21/22 ALL YR JARDON	1		2	2		1	1	2			1	1		2				5		18
	21/22 JARDON																		38		38
02399 Total		1		2	2		1	1	2			1	1		2				43		56
02954	21/22 VIKING VIRTUAL													21	33	50	14				118
02954 Total														21	33	50	14				118
04159	21/22 EDISON E					1	2	4	3												10
	21/22 EDISON H													6	3	6					15
	21/22 EDISON J										7	2	6								15
	21/22 EDISON PH																		5		5
04159 Total						1	2	4	3	7	2	6	6	3	6				5		45
04259	21/22 UNITED OAKS			78	46	48	42	55	47												316
	21/22 UNITED OAKS ELEM VVA			3	3	3	2	3	6												20
04259 Total				81	49	51	44	58	53												336
04422	21/22 WEBSTER CHILDHD	20	70																1		91
	21/22 WEBSTER ECSE/EA	6	6						1	1	1	1	1	1	3	27					46
04422 Total		26	76						1	1	1	1	1	1	3	28					137
07829	21/22 ADVANTAGE									5	3	5	5	11	14	26					69
	21/22 ADVANTAGE E			2	1	1	1	1													5
	21/22 ADVANTAGE VVA												4	12	24	76					116
07829 Total				2	1	1	1	1	5	3	5	9	23	38	102						190
09372	21/22 JHS VVA									8	20	16									44
	21/22 JUNIOR HIGH									130	129	141									400
09372 Total										138	149	157									444
09429	21/22 WEBB			52	60	55	42	48	44												301
	21/22 WEBB ELEM VVA			1	4	7	3	7	2												24
09429 Total				53	64	62	45	55	46												325
Grand Total		27	76	189	165	164	137	164	151	152	155	169	345	334	328	205	3	28	48		2840