HAZEL PARK SCHOOLS
Today's Learners, Tomorrow's Leaders
Amy Wilcox, Ed.D.
Superintendent

Ford Administration
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Agenda
Regular Meeting
Ford Administration Building
1620 E Elza Avenue
Hazel Park, MI 48030
May 18, 2026
6:00 PM

LOCATION AND FORMAT: The meeting will be held at the Ford Administration Building, 1620 E Elza Ave. 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, Beverly Hinton, prior to the meeting at boardmembers@hazelparkschools.org

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE
APPROVAL OF THE AGENDA (ACTION ITEM)
SPECIAL ORDER OF BUSINESS

A. Student of the Month
B. High School Representative
C. Edison Presentation
D. Years of Service Recognition
E. Retirement Recognition
F. Support Person of the Year

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 five (5) 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

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M. L-4029 (Action Item) 463
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S. High School Senior Trip - Cedar Point (Action Item) 494
T. 26/27 MHSAA Resolution (Action Item) 495
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D. Freedom of Information Act (FOIA) 514

REQUESTS FOR FUTURE AGENDA ITEMS
CALENDAR DATES
PUBLIC COMMENT

During this portion of public comment, each statement made by a participant shall be limited to three (3) 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

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

Agenda
Regular Meeting
April 20, 2026 6:00 PM

CALL TO ORDER

The Regular Meeting of the Hazel Park Board of Education was held on April 20, 2026 and was called to order by President Hinton at 6:00 p.m.

ROLL CALL

Members Present:	Beaton, Becker, Fortress, Laframboise, Rattee, Hinton
Members Absent:	Fox
Others Present:	Wilcox, Papasian, Dulmage, Cales, Mubarak, Graessley, Paterson, Papasian-Broadwell

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (ACTION ITEM)

Moved by Fortress, supported by Rattee, that the Board of Education approve the agenda, as presented.

Discussion

Roll Call Vote

Yeas: Fortress, Rattee, Becker, Laframboise, Beaton, Hinton
Nays:

Motion carried.

SPECIAL ORDER OF BUSINESS

A. Student of the Month

The Board of Education recognized students across the district who received Student of the Month.

B. 2026 Teacher of the Year

The district recognized a Teacher of the Year at each instructional level.

Early Childhood Teacher of the Year – Dena Pedley

Dena Pedley of Webster was recognized for her creativity, energy, and ability to engage preschool students through hands-on learning and imaginative activities. She was described as a dynamic teacher whose students are consistently excited to learn. In addition to her classroom leadership, Dena is a valued resource for colleagues and leads the annual “Dinner and a Play” production by selecting books, writing the script, and coordinating staff participation. Webster staff shared how fortunate they are to have her as part of the school community.

Elementary Teacher of the Year – Tanya Willson

Tanya Willson of Edison was honored as the elementary Teacher of the Year. A graduate of Hazel Park High School and former student teacher in the district, Tanya was recognized as a master teacher who exemplifies instructional excellence. She was praised for her dedication to students, strong relationships with families, and unwavering focus on doing what is best for children. Colleagues noted that she consistently goes above and beyond in service to her students.

Secondary Teacher of the Year – Jared Nabozny

Jared Nabozny of Hazel Park High School was named the secondary Teacher of the Year. A lifelong member of the Hazel Park community and former district student, Jared teaches social studies and U.S. history. He was recognized for his strong relationships with students and staff, his willingness to help wherever needed, and his consistent commitment to the school community. Administrators praised his dedication, noting that he is often among the first to arrive each day and is highly respected throughout the building.

~~C. High School Representative~~

~~D. Advantage Representative~~

E. High School Presentation

Hazel Park High School Principal George Dimas reported that the school year is progressing smoothly. PSAT testing for grades 9–11 was completed successfully, and students recently participated in an art trip to Chicago. Upcoming activities include senior and junior trips to Cedar Point. The senior all-night party has been reinstated by the Class of 2026 parent group, and the last day for seniors is May 15.

Mr. Dimas thanked the Board for approving Yondr pouches, noting improved school climate and reduced cell phone distractions. He also recognized Assistant Principal John Barnett for his support.

Student leaders provided brief updates on activities at the high school. The Student Council shared plans for staff appreciation week and field day. The National Honor Society reported continued community service efforts and noted that its blood drives with the American Red Cross collected 89 units of blood this year.

Drama student leaders highlighted a successful year, including a sold-out production of Beetlejuice. Students shared that participation in drama has provided leadership opportunities, college and career exposure, and personal growth.

CLOSED SESSION

A. Motion to recess into closed session 8(h) to consider material exempt from discussion or disclosure by state or federal statute with Giarmarco, Mullins & Horton, P.C.

Moved by Laframboise, that the Board recess to closed session for 8(c) for strategy for negotiations session connected with negotiations of a collective bargaining agreement.

Amended Motion: Moved by Laframboise, that the Board recess to closed session for 8(h) to consider material exempt from discussion or disclosure by state or federal statute with Clark Hill.
Amended Motion: Moved by Laframboise, supported by Rattee, that the Board recess to closed session for 8(h) to consider material exempt from discussion or disclosure by state or federal statute with Giarmarco, Mullins & Horton, P.C.
Discussion
Yeas: Laframboise, Rattee, Becker, Fortress, Beaton, Hinton
Nays:
Motion carried.
Moved to Closed Session: 6:34

B. Moved by Fortress, supported by Laframboise, the Board return to open session.
Discussion
Yeas: Fortress, Laframboise, Rattee, Becker, Beaton, Hinton
Nays:
Motion carried.
Return to Open Session: 6:52pm

C. Agenda
Moved by Fortress, supported by Becker, to add item W to new business for SET SEG Settlement.
Discussion
Yeas: Fortress, Becker, Laframboise, Rattee, Beaton, Hinton
Nays:
Motion carried.

PUBLIC COMMENT

Jennifer Jackson 139 W Robert	Ms. Jackson addressed the Board regarding recent discussions on voluntary recognition of unionization for central office staff. She explained that a majority of staff signed authorization cards for Teamsters Local 214, and criticized the Board for not approving voluntary recognition, noting potential legal risks and costs associated with unfair labor practice charges. She referenced prior Board actions, including a superintendent contract buyout and related legal and administrative costs, and expressed concern about lack of public follow-through or transparency on those decisions. She also questioned Board decision-making practices and stated concerns about fiscal impact and staff morale.

Jackson concluded by urging the community to closely monitor Board actions during upcoming collective bargaining processes and referenced an ongoing recall effort involving Board members, providing details for participation.

CONSENT AGENDA (Action Items)

A. Approval of Minutes
   1) Board Meetings
      ~~a. 03.16.2026 Board of Education Regular Meeting - Unofficial Minutes~~
      b. 03.23.2026 Board of Education Regular Meeting - Unofficial Minutes
      c. 04.06.2026 Board of Education Regular Meeting - Unofficial Minutes
         i. *04.06.2026 Board of Education Closed Session Minutes
   2) Committee Meetings
      a. 04.13.2026 Board of Education Committee of the Whole Meeting - Unofficial Minutes
B. Monthly Financial Reports
C. Personnel Recommendations
D. Conference Requests (under $500)

Moved by Becker, supported by Fortress, that the Board of Education approve the consent agenda, as presented with moving conference requests to New Business, Item X, the removal of March 16 minutes.
Amended Motion: Moved by Becker, supported by Fortress, that the Board of Education approve the consent agenda, as presented with moving conference requests to New Business, Item X and the removal of Board Meeting Minutes 3/16,
Amended Motion: Moved by Becker, supported by Fortress, that the Board of Education approve the consent agenda, as presented with moving conference requests to Item X of New Business and we table 1a the Board Meeting Minutes for 3/16.
Discussion Conversation took place on whether you needed to have discussion on why the minutes were to be removed. Motion was amended to table minutes, no further discussion.
Yeas: Becker, Fortress, Laframboise, Rattee, Beaton, Hinton
Nays:
Motion carried.

NEW BUSINESS

A. 2026 Teacher Appreciation (Action Item)

Moved by Rattee, supported by Fortress, that the Board approve the allocation of $5000 to purchase items for staff appreciation and the 2026 Teacher Appreciation Resolution, as presented.
Discussion The resolution was read by Trustee Becker.
Yeas: Rattee, Fortress, Becker, Laframboise, Beaton, Hinton
Nays:
Motion carried.

B. Conference Requests (Over $500) (Action Item)

Moved by Fortress, supported by Rattee, that the Board approve the conference requests, as presented.
Discussion
Yeas: Fortress, Rattee, Becker, Laframboise, Beaton, Hinton
Nays:
Motion carried.

C. Non-Certified Staffing (Action Item)

Moved by Rattee, supported by Fortress, that the Board approve the uncertified staff for the 26/27 school year.
Discussion
Yeas: Rattee, Fortress, Becker, Laframboise, Beaton, Hinton
Nays:
Motion carried.

D. ASD Center Program Classrooms — Edison (Action Item)

Moved by Rattee, supported by Fortress, that the Board approve the addition of an ASD program at Edison.
Discussion
Yeas: Rattee, Fortress, Becker, Laframboise, Beaton, Hinton
Nays:
Motion carried.

E. Gym Floors — Hoover, Webb, Junior High (Action Item)

Moved by Fortress, supported by Rattee, that the Board approve the refinishing of the Gym Floors at the Junior High, Webb Elementary and Hoover Elementary, not to exceed $7,073.00, as presented.
Discussion
Yeas: Fortress, Rattee, Becker, Laframboise, Beaton, Hinton
Nays:
Motion carried.

F. Board Training (Action Item)

Moved by Fortress, supported by Laframboise, that the Board approves the Board Training, as presented.
Discussion
Yeas: Fortress, Laframboise, Becker, Rattee, Beaton, Hinton
Nays:
Motion carried.

G. Museum Contract (Action Item)

Moved by Fortress, supported by Rattee, that the Board approve of the renewal of the Erickson Building lease, as presented.
Discussion
Yeas: Fortress, Rattee, Becker, Laframboise, Beaton, Hinton
Nays:
Motion carried.

H. Alarm System Updates — Webster, Hoover, Junior High, High School, and Longfellow (Action Item)

Moved by Fortress, supported by Rattee, that the Board approve the alarm updates for Webster, Hoover, the Junior High, the High School, and Longfellow, not to exceed $ 28,423.35, as presented.

Discussion The district received a $20,000 ISD communications grant to cover part of a project cost, with the remaining $8,000 coming from the sinking fund. This approach helps preserve sinking fund dollars for other projects. The grant proposal is due at the end of the month, and although the exact approval timeline from the superintendent communications group is uncertain, the district expects to know the outcome before June. Any grant-related decisions will still be brought back through the committee process for review.

Yeas: Fortress, Rattee, Beaton, Becker, Laframboise, Hinton
Nays:

Motion carried.

I. High School Walk in Refrigerator Replacement (Action Item)

Moved by Rattee, supported by Fortress, that the Board approve the replacement of the High School walk-in refrigerator, not to exceed $23,599.32, as presented.

Discussion

Yeas: Rattee, Fortress, Beaton, Becker, Laframboise, Hinton
Nays:

Motion carried.

J. Hoover Boiler Repair (Action item)

Moved by Rattee, supported by Fortress, that the Board approve the repair at Hoover Elementary for the boiler system at a cost not to exceed $5,024.55, as presented.

Discussion

Yeas: Rattee, Fortress, Beaton, Becker, Laframboise, Hinton
Nays:

Motion carried.

K. Junior High Hot Water Repair (Action Item)

Moved by Rattee, supported by Fortress, that the Board approve the repair at Hazel Park Junior High for the hot water storage tank, at a cost not to exceed $18,025.00, as presented.

Discussion

Yeas: Rattee, Fortress, Beaton, Becker, Laframboise, Hinton
Nays:

Motion carried.

L. Webb Roof Damage (Action Item)

Moved by Rattee, supported by Becker, that the Board approve the repair at Webb Elementary for the roof damage, at a cost not to exceed $6,562.00, as presented.

Discussion

Yeas: Rattee, Becker, Beaton, Fortress, Laframboise, Hinton
Nays:

Motion carried.

M. Ukeru Training (Action Item)

Moved by Becker, supported by Rattee, that the Board approve Ukeru Train the Trainer recertification in an amount not to exceed $3,450

Discussion The Board approved Ukeru training certification and re-certification for designated staff trainers at Edison. The program is used districtwide to reduce incidents of seclusion and restraint through trauma-informed practices and preventative physical safety techniques. District staff reported that the program has contributed to improved safety for both students and staff, as well as a reduction in workers' compensation claims related to

restraint incidents. Training responsibilities are distributed among designated trainers so that each school minimizes staff disruption while maintaining consistent implementation across buildings.

Yeas: Becker, Rattee, Beaton, Fortress, Laframboise, Hinton
Nays:
Motion carried.

N. Oakland School FY2027 Budget (Action Item)

Moved by Rattee, supported by Fortress, that the Board approve the Oakland Schools FY27 Budget resolution, as presented.

Discussion

Yeas: Rattee, Fortress, Beaton, Becker, Laframboise, Hinton
Nays:
Motion carried.

O. MASB BoardBook Renewal (Action Item)

Moved by Rattee, supported by Fortress, that the Board approves the renewal of BoardBook for the 2026-27 school year, in an amount not to exceed $3,000.00, as presented.

Discussion

Yeas: Rattee, Fortress, Beaton, Becker, Laframboise, Hinton
Nays:
Motion carried.

P. Safety Training (Action Item)

Moved by Fortress, supported by Rattee, that the Board approve the district safety training, at a cost not to exceed $8500.00, as presented.

Discussion

Yeas: Fortress, Rattee, Beaton, Becker, Laframboise, Hinton
Nays:
Motion carried.

Q. 2026-2027 Calendars (Action Item)

Moved by Fortress, supported by Rattee, that the Board approves the calendars for the 2026/27 school year, as presented.

Discussion

Yeas: Fortress, Rattee, Beaton, Becker, Laframboise, Hinton
Nays:
Motion carried.

R. 2026-2027 Policy Books (Action Item)

Moved by Fortress, supported by Rattee, that the Board approve the proposal from Miller Johnson for the Student Handbook, Student/Athletic Code of Conducts and Board Operating Procedure Manuals in an amount not to exceed $15,000, as presented.

Discussion The board discussed and approved legal services (Miller Johnson) to assist in updating board protocols, policies, and administrative procedures. Work includes drafting updates, board review, and revisions prior to final approval. The timeline for administrative procedures is targeted for first reading in May or June with implementation by July 1. The $15,000 allocation is an estimated cap to account for potential additional legal hours based on board revisions.

Yeas: Fortress, Rattee, Beaton, Becker, Laframboise, Hinton
Nays:
Motion carried.

S. High School Cross Corridor Door Bid Approval (Action Item)

Moved by Rattee, supported by Fortress, that the Board award the contract for the High School Cross Corridor Doors Sinking Fund Project tonSpartan Construction Group, Inc. in the amount of $193,000.00, as presented.

Discussion The Board approved the award of the high school cross-quarter door project to Spartan Construction Group in the amount of $193,000 from the sinking fund. The new doors will replace existing gate-style barriers identified as a safety concern and will match cafeteria-installed doors with updated safety hardware. The project includes installation of multiple door sets to improve building security and control student movement in key areas such as the athletic hallway, kitchen, locker rooms, and media center. The work is scheduled for completion over the summer before the next school year.

Yeas: Rattee, Fortress, Beaton, Becker, Laframboise, Hinton
Nays:

Motion carried.

T. Student Discipline (Action Item)

Moved by Rattee, supported by Fortress, that the Board approve the student discipline, as presented.

Discussion

Yeas: Rattee, Fortress, Beaton, Becker, Laframboise, Hinton
Nays:

Motion carried.

U. Freedom of Information Act (FOIA) (Informational Item)

V. Hazel Park High School Cedar Point Trip (Action Item)

Moved by Rattee, supported by Fortress, that the Board approves the out of state day trip to Cedar Point in Sandusky Ohio, as presented.

Discussion The Board approved an out-of-state field trip for TRIO program students (Wayne State–sponsored) to Cedar Point in Sandusky, Ohio. The trip is a STEM-focused educational experience incorporating physics, chemistry, biology, and math concepts, with additional free time included. The trip does not require district funding and is for approval of travel only.

Yeas: Rattee, Fortress, Beaton, Becker, Laframboise, Hinton
Nays:

Motion carried.

W. SetSeg Settlement

Moved by Fortress, supported by Rattee, that the Board approves the settlement agreement, as presented.

Discussion

Yeas: Fortress, Rattee, Beaton, Becker, Laframboise, Hinton
Nays:

Motion carried.

X. Conference Requests (Under $500) (Action Item)

Moved by Fortress, supported by Rattee, that the Board approves the conference requests as presented.

Discussion

Yeas: Fortress, Rattee, Fortress, Beaton, Laframboise, Hinton
Nays:
Abstain: Becker (familial conflict)

Motion carried.

SUPERINTENDENT REPORT

A. Enrollment
B. Fundraiser

PUBLIC COMMENT None

CLOSED SESSION

A. Motion to recess into closed session 8(h) to consider material exempt from discussion or disclosure by state or federal statute with Clark Hill.

Moved by Laframboise, supported by Rattee, that the Board recess into closed session 8(h) to consider material exempt from discussion or disclosure by state or federal statute with Clark Hill, as presented.
Discussion
Yeas: Laframboise, Rattee, Beaton, Becker, Rattee, Hinton
Nays:
Motion carried.
Moved to Closed Session: 7:40pm

Moved by Fortress, supported by Rattee, that the Board return to open session.
Discussion
Yeas: Fortress, Rattee, Laframboise, Becker, Beaton, Hinton
Nays:
Motion carried.
Return to Open Session: 8:23pm

B. Voluntary Recognition of Teamsters Local 214 for Central Office Administrators

Motion by Beaton, supported by Rattee, to approve voluntary recognition of teamsters local 214 for central office administrators and will be read resolution.
Discussion
Yeas: Beaton, Rattee, Becker, Fortress, Laframboise, Becker, Hinton
Nays:
Motion carried.

BOARD MEMBER AND ADMINISTRATION COMMENTS

Monica Rattee, Trustee — Expressed appreciation for high school students and their continued engagement in learning and extracurricular involvement, and congratulated Students of the Month and Teachers of the Year. Updates were shared regarding the upcoming senior all-night party, including an Amazon wish list used to collect donated items such as household goods and gift cards to support graduating students as they transition

	to college. Information was also shared about the annual House of Shamrocks golf fundraiser for the Promise, scheduled for May 17, noting it is in its fourth year and encourages community participation through sponsorships or attendance in support of students.
Dr Amy Wilcox, Superintendent	Information was shared regarding a regional enhancement village proposal, including a 1.5 mill funding initiative that is already in place in surrounding counties. It was noted that Hazel Park would receive more funding than it contributes based on district and census factors. The proposal would allow the board to determine how funds are used if approved, with a recommendation that proceeds could support staff salaries to help attract and retain employees. A public informational link has been posted on the district website for community review.

ADJOURNMENT

Moved and supported that the meeting be adjourned at 8:34pm.
Unanimous approval.

SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MI
COMMITTEE OF THE WHOLE MEETING
May 11, 2026 5:30 PM

CALL TO ORDER

The Committee of the Whole Meeting of the Hazel Park Board of Education was held on May 11, 2026 and was called to order by President Hinton at 5:30 p.m.

ROLL CALL

Members Present: Beaton, Becker, Fortress,Laframboise, Rattee, Hinton
Members Absent: Fox
Others Present: Kruppe, Dulmage, Cales, Papasian, Mubarak

APPROVAL OF THE AGENDA (ACTION)

Moved by Fortress, supported by Rattee, that the Board of Education approve the agenda with moving closed session before new business, after public comment.

Discussion

Roll Call Vote

Yeas: Fortress, Rattee, Beaton, Becker, Laframboise, Hinton
Nays:

Motion carried.

PUBLIC COMMENT None

CLOSED SESSION

A. Motion to recess into 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.

Moved by Beaton, supported by Becker, that the Board of Education recess into 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: Beaton, Becker, Fortress, Laframboise, Rattee, Hinton
Nays:

Motion carried.

Moved to closed session: 5:32pm.

B. Motion to return to open session.

Moved by Beaton, supported by Laframboise, that the Board of Education return to open session.

Discussion

Roll Call Vote

Yeas: Beaton, Laframboise, Becker, Fortress, Rattee, Hinton

Nays:

Motion carried.

Moved to open session: 6:11pm.

NEW BUSINESS

A. PERSONNEL

1) Advantage Dean of Students Staffing Change

Discussion: Administration discussed a proposed reduction of the Advantage Dean of Students position from 1.0 FTE to 0.6 FTE as part of cost-cutting measures. Following further review with the business office, it was determined that the reduction is not necessary, and administration recommended maintaining the position at 1.0 FTE due to the level of support provided to students at Advantage.

Clarification was provided that this item was being discussed at the Committee of the Whole meeting and would return for Board action at the next regular meeting.

B. **POLICY**

1) Administrative Regulations (1st Reading)

Discussion: Administration presented policy administrative regulations for Board review and comment only. The regulations will return at the next meeting for further consideration, followed by a 30-day implementation period. Administration stated the goal is to have the regulations in place by July 1 to assist with handbook updates and preparation for the upcoming school year. Board members briefly discussed the timeline and volume of material presented.

C. **BUILDINGS & GROUNDS**

1) Integrated Pest Management

Discussion: Administration reviewed the district's Integrated Pest Management handbook, explaining that it provides required guidance and procedures for notifying families and community members about pest management activities. The handbook is part of the district's annual required notices to families.

2) Building Assessment Update

Discussion: Administration provided an update on the district's educational and infrastructure building assessments. Administrators have been working with architects to identify potential improvements and future needs within their buildings, including conceptual 3D designs and planning discussions. Separate infrastructure assessments are also underway. Administration anticipates infrastructure assessment information will be available in July or August.

3) Roof Assessment Update

Discussion: Administration reported that infrared roof assessments are nearing completion, with one building remaining and results expected within the next few weeks. A temporary repair has been completed at Webb to address a roof issue;

however, a permanent replacement is still pending insurance approval. The temporary fix is not intended as a long-term solution. Further updates will be provided once the full roof assessment and insurance response are received.

4) Riding Mower Purchase - Webster, Junior High & Maintenance

Discussion: Administration presented the three-year replacement plan for riding lawn mowers, originally scheduled as one unit this year and two next year. Due to bid pricing and available multi-unit discounts, administration proposed either splitting the purchase (one mower in June and two in July) or purchasing all three at once.

Board discussion included concerns about timing, budget year impact, pricing stability, and potential loss of discounts if purchases are delayed. Equipment was noted as aging and in need of replacement. After discussion, the Board supported moving forward with purchasing all three mowers to lock in pricing and discounts and ensure timely equipment replacement.

5) Camp Hazelwood House — Interior Painting

Discussion: Administration reported that roof and window work at the Camp Hazelwood house has been completed. Remaining work includes painting the interior and minor porch repairs (front and back porches estimated under $5,000). These improvements are intended to prepare the facility for occupancy and allow for staff interviews and placement of a resident by fall. The project will be funded through the sinking fund. Administration noted staffing constraints have delayed the process but work is expected to be completed over the summer.

6) High School Bleacher Athletic Field Inspection Report

Discussion: Administration presented an inspection report and requested approval for approximately $18,215 in repairs to bleachers at the football stadium, baseball, and softball fields. These repairs include both sides of the football stadium and other areas identified as repairable in the inspection report.

Administration noted that some bleachers, including those at the junior high and certain visitor sections at the softball field, are beyond repair and will require future replacement to meet safety and code compliance standards. The current request addresses only repairable structures, with replacement costs to be brought forward at a later date. Regular annual inspections were noted as necessary to maintain safety compliance.

D. **FINANCE**

1) Frontline - Employee Evaluation Management

Discussion: Administration presented annual renewals for Frontline's employee evaluation management system and AppliTrack. The Frontline system is used for staff evaluations, and AppliTrack is used for applicant tracking, with pricing reflecting participation in a county consortium discount.

These are essential annual software renewals required to maintain daily district operations. Administration noted that additional renewal items will be brought forward in June and that a comprehensive list is being compiled for future review. Discussion also included the possibility of placing routine annual renewals on a consent agenda for efficiency.

2) 26/27 Latchkey and Preschool Academy - HP Staff Members

Discussion: Administration requested renewal of the district's employee benefit program providing free preschool academy and latch key services for staff. The program has been in place for approximately 4–5 years and is well utilized, supporting staff by providing accessible childcare options.

Board discussion included general support for continuing the benefit, with clarification that the program includes different age group offerings and associated fees. The renewal is intended to maintain the existing staff support program.

3) 26/27 Latchkey, 2-Year-Old, and Preschool Academy Fees

Discussion: Administration presented the annual renewal of Latch Key and Preschool Academy fees. The programs were confirmed to be self-sustaining and generally aligned with comparable districts. Proposed changes included a flat fee for half-day care and an increase in summer/break Latch Key rates from $100 to $150 per week due to staffing and operational costs. Activity fees support materials, enrichment, and occasional program expenses.

4) Food Service Bids

Discussion: Administration presented the food service bid recommendation following state approval of the procurement process. A review committee evaluated all submissions and confirmed Chartwells as the lowest qualified bidder, with a score of 51% of the bid weighting and more favorable pricing compared to other vendors.

Competing bids were also reviewed, with other providers submitting higher cost proposals. Administration recommended continuing the contract with Chartwells. The agreement is for a one-year term with the option to renew annually for up to four additional years. Chartwells representatives were present to address questions from the Board.

5) Non-Academic Summer School Programs

Discussion: Administration provided an update on summer programming, noting that academic instruction will take place in the mornings, with enrichment activities in the afternoons including coding and 3D printing, arts programming, movement activities, and partnerships with community organizations. Elementary students will be housed at United Oaks and junior high students at the junior high building. Enrollment currently includes approximately 208 elementary students and 56 junior high students, with numbers still increasing. Recruitment efforts have included flyers, social media, school communications, parent meetings, and community events.

6) L-4029

Discussion: Administration presented the annual tax levy resolution required for the district, including certification of millage rates and authorization of 100% summer tax collection. The resolution includes the sinking fund millage of 2.5301 mills, consistent with voter-approved funding. Administration noted that the annual action is required due to changes in taxable values and is a routine administrative requirement to certify levies with the county.

7) Powerschool Renewal

Discussion: Administration presented annual renewals for Powers School and related solutions, including MBA plugins used to enhance system functionality. Most items are standard annual renewals, with potential adjustments under review, including the possible removal of one curriculum-related component. Administration noted efforts to continue negotiating costs and ensure only necessary tools are retained.

8) 26/27 Teaching & Learning Curriculum Purchases

Discussion: Administration also presented curriculum-related renewals and consumable materials. Purchases are based on enrollment and are adjusted annually to avoid over-ordering. Discussion focused on the potential impact of pending state literacy legislation (PA 46) and whether current core reading resources may need to change. Administration recommended caution on purchasing certain materials—particularly higher-cost consumables—until state guidance is finalized, while noting that instructional materials will still be needed for the upcoming school year.

The district is also monitoring state-approved literacy resources and dyslexia screening requirements. Existing programs and grant-funded initiatives are being aligned with

9) Don Sovey Invoice

Discussion: Administration provided an informational update confirming that existing days/hours waivers for specified programs remain in effect for a three-year period through the 2027–28 school year.

10) Metal Detector Purchase — Edison (Action Item)

Moved by Becker, supported by Beaton, that the Board of Education approve the purchase of a metal detector for Edison at a cost not to exceed $25,207, as presented.

Discussion Administration reported the existing unit has been damaged and is no longer functional. The new equipment will align with systems used at other secondary buildings and allow for improved security screening. Funding will be partially covered through existing budget allocations, with the remaining balance coming from reserve funds. The purchase is intended to ensure installation and availability for the 2025–26 school year.

Roll Call Vote

Yeas: Becker, Beaton, Fortress, Laframboise, Rattee, Hinton

Nays:

Motion carried.

11) Check Register & CC Statement

Discussion: Administration clarified prior questions regarding short-term borrowing, noting that the district borrowed funds as a precaution due to uncertainty in state aid timing and repaid them quickly. Specific amounts and timelines were identified as needing further verification to ensure accuracy, and administration committed to providing a clearer breakdown of borrowing dates and repayment details for transparency.

12) 2026-27 Audit Engagement Letter

Discussion: Administration informed the Board that the audit engagement document has been executed and is provided for informational purposes only, as the auditor had already been previously approved.

E. OTHER

1) Grants
   a) Reimbursement Program
   b) Michigan Arts & Culture Council
   c) START Conference

Discussion: Administration reported applying for a state treasury reimbursement program that supports eligible district expenditures. The district previously received approximately $150,000 and has again applied for the maximum award, with results expected by late May or early June. The district was awarded $20,000 to support arts programming in 10 classrooms across multiple schools. The grant will fund weekly instruction for 10 weeks in areas such as visual arts, music, drama, and creative movement, including programming for students with special needs. Administration also reported that staff with autism endorsements attended the START conference, with costs covered through grant funding. Approximately three staff members participated.

2) Voluntary Recognition of Non-Supervisory Central Office Staff Union Resolution (Action Item)

Moved by Beaton, supported by Becker, that the Board of Education approve the Voluntary Recognition of Non-Supervisory Central Office Staff Union Resolution, as presented..

Discussion The Board considered and approved a resolution recognizing Teamsters Local 214 as the bargaining representative for non-supervisory central office staff. Discussion included concerns about timing and receipt of documentation at the meeting. The motion ultimately carried following roll call vote.

Roll Call Vote

Yeas: Beaton, Becker, Fortress, Laframboise, Rattee, Hinton
Nays:

Motion carried.

3) Hours & Days Waiver

Discussion: Administration provided an informational update confirming that existing days/hours waivers for specified programs remain in effect for a three-year period through the 2027–28 school year.

4) Oakland Schools 2026 Board Election

Discussion: Administration presented the revised board election timeline for informational purposes only; no action was required.

5) Board Self-Evaluation

Discussion: The Board discussed scheduling and facilitation of the annual self-evaluation process. Two members had not yet completed the survey, and options were discussed regarding timing, facilitation, and whether to proceed as scheduled in June. The Board expressed preference to proceed with a facilitator and finalize scheduling in June.

6) High School Senior Trip - Cedar Point

Discussion: Administration requested approval for the senior trip to Cedar Point scheduled for June 1. The trip involves students traveling out of state, which requires Board approval. Costs for students are primarily covered through donations and participant contributions, with transportation provided through district resources. Approximately 90 students are expected to participate, with an estimated cost of about $100 per student.

7) 26/27 MHSAA Resolution

Discussion: Administration presented the annual MHSAA membership resolution, which allows the district to participate in the Michigan High School Athletic Association. Membership provides student eligibility for athletic recognition, insurance coverage, and program participation. The resolution is a routine annual requirement and will be brought for formal approval at the next meeting.

8) MASA Conference

Discussion: Administration requested approval for attendance at the Michigan Association of School Administrators (MASA) conference in Traverse City. The conference takes place in September and provides professional development opportunities for district leadership. Early approval was requested to secure lodging at conference rates and avoid higher off-site costs.

~~**CLOSED SESSION**~~

~~A. Motion to recess into 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.~~

~~Moved by ___, supported by ___, that the Board of Education recess into 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: Beaton, Becker, Fortress, Laframboise, Rattee, Hinton~~

~~Nays:~~

~~**Motion carried/failed.**~~

~~Moved to closed session: _____pm~~

~~B. Motion to return to open session.~~

~~Moved by ___, supported by ___, that the Board of Education return to open session.~~

~~Discussion~~

~~Roll Call Vote~~

~~Yeas: Beaton, Becker, Fortress, Laframboise, Rattee, Hinton~~

~~Nays:~~

~~Motion carried/failed.~~

~~Moved to open session: _____pm~~

PUBLIC COMMENT

BOARD MEMBER AND ADMINISTRATION COMMENTS

Dr. Amy Wilcox, Superintendent — Shared updates on recent and upcoming district and community events. Prom season activities were highlighted, with additional school proms still scheduled and an all-night party planned and organized by parents.

The district also provided updates on community partnerships, including a meeting with the Promise Zone and an upcoming visit from the state superintendent to review the district's community schools initiative as a potential statewide model.

Additional events include an Oakland County senior heart health event at Longfellow and a "Safer Home" community engagement event at Hoover featuring dinner and informational programming.

ADJOURNMENT

Moved and supported that the meeting be adjourned by 7:15pm.

Unanimous approval.

Hazel Park School District

ALL IN ALL THE TIME

Amy Kruppe, Ed.D.
Superintendent

Ford Administration
1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

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

FROM: Crystal Mubarak
Director of Business

RE: Treasurer's Report April, 2026

DATE: May 7, 2026

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)		853,280.54		
	Total - General Fund	$ **853,280.54**		
CENTER PROGRAM (22)		20,853.85		
COMMUNITY SERVICE (23)		264.51		
FOOD SERVICE FUND (25)		237,581.08		
COMMON DEBT (31-39)		0.00		
CAPITAL PROJECTS (41-49)		81,881.56		
	Total - Special Revenue Funds	$ **340,581.00**		
TRUST FUNDS (51)		0.00		
INTERNAL ACCOUNT FUNDS (29)		19,123.86		
	Total - Other Funds	$ **19,123.86**		
TOTAL CHECK DISBURSEMENTS		$ **1,212,985.40**	$	1,212,985.40
ACH DEBITS				2,249,652.91
PAYROLL				1,693,185.74
OUTGOING WIRE TRANSFERS				3,367,513.71
P-CARD PURCHASES				38,246.11
				7,348,598.47
TOTAL DISBURSEMENTS IN PERIOD			$	**8,561,583.87**

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.

Crystal Mubarak
Director of Business

Monthly Summary of EFT's from HP Bank Accounts

Apr-26

Date	Amount	Bank Acct Taken From	Reason
4/2/2026	$579.46	Gen Funds	Latchkey Fees
4/23/2026	$10,000.00	Gen Funds	Arbiter Pay
4/2/2026	$120,247.29	Gen Funds	EduStaff Payment Apr 3rd
4/16/2026	$13,694.11	Gen Funds	EduStaff Payment Apr 17th
4/30/2026	$33,621.64	Gen Funds	EduStaff Payment May 1st
4/3/2026	$9,590.09	Gen Funds	Health Equity Payment Apr 3rd Payroll
4/17/2026	$9,265.09	Gen Funds	Health Equity Payment Apr 17th Payroll
4/6/2026	$25,511.22	Gen Funds	Penserv Payment Apr 3rd Payroll
4/20/2026	$26,042.98	Gen Funds	Penserv Payment Apr 17th Payroll
4/3/2026	$498,137.48	MESSA	MESSA Payment Apr
4/3/2026	$398,675.76	Ret W/H	Payroll Retirement Withholding Mar 20th
4/17/2026	$410,483.58	Ret W/H	Payroll Retirement Withholding Apr 3rd
4/3/2026	$267,510.48	Tax W/H	Payroll Federal Tax Withholding Apr 3rd
4/17/2026	$335,425.13	Tax W/H	Payroll Federal Tax Withholding Apr 17th
4/6/2026	$39,799.01	Tax W/H	Payroll State Tax Withholding Apr 3rd
4/20/2026	$48,462.89	Tax W/H	Payroll State Tax Withholding Apr 17th
4/14/2026	$1,384.71	Tax W/H	Consumer Energy
4/16/2026	$1,221.99	Gen Funds	Service Fees
	$2,249,652.91	**Total ACH Debits**	

Date	Amount	Payroll
4/3/2026	$771,126.21	General Payroll on Mar 6th
4/17/2026	$922,059.53	General Payroll on Mar 20th
	$1,693,185.74	**Total Payroll**

Date	Amount	Wires
4/23/2026	$3,367,513.71	MVCA Wire State Aid
	$3,367,513.71	**Total Wires**

Date	Amount	P-Card Purchases	
4/21/2026	$38,246.11	General	P-Card charges Huntington Bank
	$38,246.11	**Total P-Card Purchases**	

Hazel Park Schools
Budget to Actual by St Revenue and St Function
As of 4/30/2026

St Revenue/Function	Description		Original Budget	1st Amended Budget	2nd Amended Budget	3rd Amended Budget	Encumbrance	Actual	Balance	Percent
Type: 4 Revenue										
St Revenue: 100	Revenue from Local Sources	Total:	8,188,887.00	9,410,239.00	9,400,849.00	8,926,415.00	-	6,987,835.49	1,938,579.51	85.33%
St Revenue: 300	Rev from State Sources	Total:	42,340,022.00	40,386,574.00	41,055,309.00	44,020,363.00	-	31,282,943.15	12,737,419.85	73.89%
St Revenue: 400	Rev from Federal Sources	Total:	3,719,065.00	3,524,348.00	3,523,008.00	3,081,995.00	-	1,508,122.75	1,573,872.25	40.55%
St Revenue: 500	Incoming Transfer/Oth Transact	Total:	3,365,761.00	3,683,610.00	3,683,610.00	3,600,032.00	-	2,797,206.46	802,825.54	83.11%
St Revenue: 600	Fund Modifications	Total:	1,966,021.00	3,107,090.00	2,189,681.00	2,095,253.00	-	-	2,095,253.00	0.00%
Type: 4		RevenueTotal	59,579,756.00	60,111,861.00	59,852,457.00	61,724,058.00	-	42,576,107.85	19,147,950.15	71.46%
Type: 5 Expense										
St. Function:110	Basic Programs	Total:	22,077,940.00	20,415,117.00	20,251,782.00	20,104,389.00	264,968.10	15,011,762.52	5,092,626.48	67.99%
St. Function:120	Added Needs	Total:	11,923,793.00	11,705,377.00	11,734,039.00	11,181,979.00	9,288.06	8,642,141.34	2,539,837.66	72.48%
St. Function:210	Support Services-Pupil	Total:	4,751,947.00	6,135,490.00	6,135,489.00	5,876,345.00	-	3,426,249.27	2,450,095.73	72.10%
St. Function:220	Support Services-Instr Staff	Total:	3,328,671.00	3,202,114.00	3,178,458.00	3,771,055.00	271,157.54	2,313,172.72	1,457,882.28	69.49%
St. Function:230	Support Services-General Admin	Total:	954,141.00	822,175.00	822,175.00	863,221.00	1,881.00	777,624.74	85,596.26	81.50%
St. Function:240	Support Services-School Admin	Total:	2,714,191.00	2,385,807.00	2,385,807.00	2,365,086.00	9,940.17	1,840,723.96	524,362.04	67.82%
St. Function:250	Support Services-Business	Total:	900,983.00	1,057,041.00	1,147,543.00	982,272.00	916.40	963,729.39	18,542.61	106.96%
St. Function:260	Operations and Maintenance	Total:	5,754,169.00	5,298,750.00	5,298,747.00	5,843,832.00	60,411.00	4,251,825.96	1,592,006.04	73.89%
St. Function:270	Pupil Transportation Services	Total:	2,714,841.00	2,997,813.00	2,998,813.00	2,834,210.00	1,214,220.00	887,920.99	1,946,289.01	32.71%
St. Function:280	Support Services-Central	Total:	2,132,910.00	2,203,028.00	2,203,028.00	2,270,234.00	38,725.50	1,798,186.25	472,047.75	84.31%
St. Function:290	Support Services-Other	Total:	2,149,338.00	1,289,483.00	1,247,118.00	867,901.00	55,497.96	497,812.63	370,088.37	23.16%
St. Function:330	Community Activities	Total:	18,923.00	18,923.00	18,923.00	18,293.00	3,471.60	(44,163.44)	62,456.44	-233.38%
St. Function:390	Other Community Services	Total:	976,180.00	738,911.00	624,250.00	1,099,144.00	-	585,140.14	514,003.86	59.94%
St. Function:440	Pymts to Other Govnmt	Total:	594,750.00	811,591.00	811,591.00	811,591.00	-	811,591.00	-	136.46%
St. Function:510	Debt Services - Long Term Only	Total:	-	-	-	-	-	-	-	0.00%
St. Function:600	Transfers Out	Total:	295,688.00	-	294,550.00	292,750.00	-	5,775.00	286,975.00	1.95%
Type: 5		ExpenseTotal:	61,288,465.00	59,081,620.00	59,152,313.00	59,182,302.00	1,930,477.33	41,769,492.47	17,412,809.53	68.15%
		Grand Total:	(1,708,710.00)	1,030,241.00	700,144.00	2,541,756.00		806,615.38	1,735,140.62	

Hazel Park Schools
Detailed Check Register w FQA
Check Date From 4/1/2026 TO 4/30/2026

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100351	AIRGAS GREAT LAKES	110-113-0000-2230-300-2230-55110000	EH 00001995	04/02/2026	9170177436	WELDING CLASS		64.31
							Vendor Total:	**64.31**
100550	AMAZON CAPITAL SERVICES	110-113-0000-0000-300-0311-55110000	EH 00001996	04/02/2026	17PHRT4RCFP	Short Stories in Spanish New P	P2600233	11.15
100550	AMAZON CAPITAL SERVICES	110-113-0000-0000-300-0311-55110000	EH 00001996	04/02/2026	17PHRT4RCFP	The Adventures of Sherlock Hol	P2600233	27.99
100550	AMAZON CAPITAL SERVICES	110-113-0000-0000-300-0311-55110000	EH 00001996	04/02/2026	17PHRT4RCFP	The Murder on the Links Englis	P2600233	22.99
100550	AMAZON CAPITAL SERVICES	110-113-0000-0000-300-0311-55110000	EH 00001996	04/02/2026	17PHRT4RCFP	Pride and Prejudice Orgullo y	P2600233	15.96
100550	AMAZON CAPITAL SERVICES	110-113-0000-0000-300-0311-55110000	EH 00001996	04/02/2026	17PHRT4RCFP	Frankenstein (Translated) Engl	P2600233	14.99
100550	AMAZON CAPITAL SERVICES	110-212-0000-9450-200-9450-55110000	EH 00001996	04/02/2026	1GCVX7JDDND	RAZOR Saw 180 Plastic Extra bl	P2600231	84.95
100550	AMAZON CAPITAL SERVICES	110-212-0000-9450-200-9450-55110000	EH 00001996	04/02/2026	1GCVX7JDDND	OSMO Polyx Hard Wax Oil 75 L (	P2600231	59.40
100550	AMAZON CAPITAL SERVICES	110-212-0000-9450-200-9450-55110000	EH 00001996	04/02/2026	1GCVX7JDDND	Miter Saw Dust Collection Hood	P2600231	121.99
100550	AMAZON CAPITAL SERVICES	110-212-0000-9450-200-9450-55110000	EH 00001996	04/02/2026	1GCVX7JDDND	DEWALT 10 Gallon 50 Peak HP ST	P2600231	209.98
100550	AMAZON CAPITAL SERVICES	110-112-0000-0000-200-0200-55110000	EH 00001996	04/02/2026	1YNCV14T1GP	Sterilite 4-Pack 110 Quart Cle	P2600236	212.10
							Vendor Total:	**781.50**
101584	AMERICAN ATHLETIX	420-452-0000-0000-300-0300-53190000	EH 00001997	04/02/2026	8570R	HS BLEACHER REPAIR		5,050.59
101584	AMERICAN ATHLETIX	420-452-0000-0000-300-0300-53190000	EH 00001997	04/02/2026	8580R	HS AUX GYM BLEACHER REPAIR		17,942.09
101584	AMERICAN ATHLETIX	420-452-0000-0000-300-0300-53190000	EH 00001997	04/02/2026	8590R	JH BLEACHER REPAIR		2,639.65
101584	AMERICAN ATHLETIX	420-452-0000-0000-300-0300-53190000	EH 00001997	04/02/2026	8600R	JH 6 F-RAILS INSTALL		2,832.00
							Vendor Total:	**28,464.33**
100139	COLLEGE BOARD	110-227-0000-0000-000-0060-55110000	EH 00001998	04/02/2026	P2511505831	PSAT 8/9: Fall - 9th Grade	P2600182	1,512.00
100139	COLLEGE BOARD	110-227-0000-0000-000-0060-55110000	EH 00001998	04/02/2026	P2511505831	PSAT 8/9: Low Income Adjustmen	P2600182	-308.88
100139	COLLEGE BOARD	110-227-0000-0000-000-0060-55110000	EH 00001998	04/02/2026	P2511505831	PSAT 8/9: Multi-Assessment Dis	P2600182	-226.80
							Vendor Total:	**976.32**
100745	KSS ENTERPRISES	110-261-0000-0000-000-0065-55990000	EH 00001999	04/02/2026	17490212	VINYL GLOVES		174.50
100745	KSS ENTERPRISES	110-261-0000-0000-200-0065-55990000	EH 00001999	04/02/2026	17490241	ROLL TOWEL 46 CASES		307.89
100745	KSS ENTERPRISES	110-261-0000-0000-150-0065-55990000	EH 00001999	04/02/2026	17490241	ROLL TOWEL 46 CASES		307.89
100745	KSS ENTERPRISES	110-261-0000-0000-400-0065-55990000	EH 00001999	04/02/2026	17490241	ROLL TOWEL 46 CASES		307.92
100745	KSS ENTERPRISES	110-261-0000-0000-190-0065-55990000	EH 00001999	04/02/2026	17490241	ROLL TOWEL 46 CASES		307.89
100745	KSS ENTERPRISES	110-261-0000-0000-170-0065-55990000	EH 00001999	04/02/2026	17490241	ROLL TOWEL 46 CASES		307.89
100745	KSS ENTERPRISES	110-261-0000-0000-300-0065-55990000	EH 00001999	04/02/2026	17490241	ROLL TOWEL 46 CASES		307.89
100745	KSS ENTERPRISES	220-261-0000-0000-600-0065-55990000	EH 00001999	04/02/2026	17490241	ROLL TOWEL 46 CASES		307.89
100745	KSS ENTERPRISES	220-261-0000-0000-600-0065-55990000	EH 00001999	04/02/2026	17490241	ROLL TOWEL 46 CASES		307.89
100745	KSS ENTERPRISES	110-261-0000-0000-130-0065-55990000	EH 00001999	04/02/2026	17490241	ROLL TOWEL 46 CASES		307.89
100745	KSS ENTERPRISES	110-261-0000-0000-000-0065-55990000	EH 00001999	04/02/2026	1751355	TANK HINGE		66.20
							Vendor Total:	**3,011.74**

Hazel Park Schools
Detailed Check Register w FQA
Check Date From 4/1/2026 TO 4/30/2026

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-55610000	EH 00002000	04/02/2026	64709	REACH IN FREEZER REPAIR IR		491.01
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-53190000	EH 00002000	04/02/2026	64697	MILK COOLER WALK IN REPAIR		832.44
							Vendor Total:	**1,323.45**
100589	MILLENNIUM BUSINESS	110-113-0000-0000-560-0560-54220000	EH 00002001	04/02/2026	41504164	SER 2/13-3/12/26		476.11
							Vendor Total:	**476.11**
100397	SCHOOL SPECIALTY	110-112-0000-0000-200-0200-55110000	EH 00002002	04/02/2026	208136816314	AMACO Marblex Ready-for-Use	P2600230	405.60
							Vendor Total:	**405.60**
100364	VIGILANTE SECURITY INC	250-297-0000-0000-000-0000-53190000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		59.50
100364	VIGILANTE SECURITY INC	110-261-0000-0000-083-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		30.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-060-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		128.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-600-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		63.25
100364	VIGILANTE SECURITY INC	110-261-0000-0000-150-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		63.25
100364	VIGILANTE SECURITY INC	110-261-0000-0000-300-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		111.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-000-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		43.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-190-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		103.50
100364	VIGILANTE SECURITY INC	110-261-0000-0000-200-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		111.00
100364	VIGILANTE SECURITY INC	110-271-0000-0000-000-0061-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		43.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-130-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		111.50
100364	VIGILANTE SECURITY INC	110-261-0000-0000-550-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		118.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-560-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		35.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-170-0065-53155000	EH 00002003	04/02/2026	780782	MONTHLY MONITORING-APR26		69.00
							Vendor Total:	**1,089.00**
100550	AMAZON CAPITAL SERVICES	110-112-0000-0000-200-0201-55110000	EH 00002004	04/10/2026	1LL7HDWY9D	Amazon Basics 48-Pack AA Alkal	P2600237	13.74
100550	AMAZON CAPITAL SERVICES	110-112-0000-0000-200-0201-55110000	EH 00002004	04/10/2026	1LL7HDWY9D	Shipping Charge	P2600237	6.99
100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002004	04/10/2026	1MNRYTWND1	Easton ALPHA Baseball Batting	P2600235	27.89
100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002004	04/10/2026	1MNRYTWND1	Easton ALPHA T-Ball Batting He	P2600235	25.43
100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002004	04/10/2026	1MNRYTWND1	Easton ALPHA Baseball Batting	P2600235	69.32
100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002004	04/10/2026	1MNRYTWND1	6 Pack Multi-Function Electron	P2600235	39.58
100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002004	04/10/2026	1MNRYTWND1	Hanaive 12 Pieces Relay Baton	P2600235	28.99
100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002004	04/10/2026	1MNRYTWND1	JULMELON 120PCS 18 inch Hard S	P2600235	9.85
100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002004	04/10/2026	1MNRYTWND1	JMIANeodark Soft Large Catcher	P2600235	128.00
100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002004	04/10/2026	1MNRYTWND1	14 Inch Track Spikes, 130pcs S	P2600235	9.99
100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002004	04/10/2026	1MNRYTWND1	KAVIGOR Youth Baseball Bag, S	P2600235	484.31
100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002004	04/10/2026	1MNRYTWND1	Lawei 10 Pack Football Play Wr	P2600235	104.70

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100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002004	04/10/2026	1QPYHGQJ67J	KAVIGOR Youth Baseball Bag, S	P2600235	51.30
100550	AMAZON CAPITAL SERVICES	110-284-0000-0000-000-0284-55990000	EH 00002004	04/10/2026	1PY61HHPNWR	LED BACKLIGHT STRIP DUAL		459.29
							Vendor Total:	**1,459.38**
100888	CONSTELLATION	110-261-0000-0000-300-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		6,985.16
100888	CONSTELLATION	110-261-0000-0000-190-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		2,261.98
100888	CONSTELLATION	110-261-0000-0000-083-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		161.85
100888	CONSTELLATION	110-261-0000-0000-400-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		2,195.60
100888	CONSTELLATION	110-261-0000-0000-560-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		2,602.33
100888	CONSTELLATION	110-261-0000-0000-650-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		2,025.44
100888	CONSTELLATION	110-261-0000-0000-170-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		1,726.57
100888	CONSTELLATION	110-261-0000-0000-060-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		20.77
100888	CONSTELLATION	110-261-0000-0000-600-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		767.84
100888	CONSTELLATION	110-261-0000-0000-550-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		1,174.57
100888	CONSTELLATION	110-261-0000-0000-600-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		543.68
100888	CONSTELLATION	110-261-0000-0000-550-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		4.13
100888	CONSTELLATION	110-261-0000-0000-200-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		4,420.24
100888	CONSTELLATION	110-261-0000-0000-150-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		4,627.77
100888	CONSTELLATION	110-261-0000-0000-130-0065-55510000	EH 00002005	04/10/2026	4532623	GAS SUPPLY CHARGES FEB26		1,589.62
							Vendor Total:	**31,107.55**
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-060-0065-54915000	EH 00002006	04/10/2026	3555086	PEST CONTROL MAR26		99.11
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-170-0065-54915000	EH 00002006	04/10/2026	3555087	PEST CONTROL MAR26 UO		114.27
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-130-0065-54915000	EH 00002006	04/10/2026	3555088	PEST CONTROL MAR26 HOOVER		99.11
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-560-0065-54915000	EH 00002006	04/10/2026	3555089	PEST CONTROL MAR26 IR		99.11
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-650-0065-54915000	EH 00002006	04/10/2026	3555091	PEST CONTROL MAR26 EDISON		87.45
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-600-0065-54915000	EH 00002006	04/10/2026	3555092	PEST CONTROL MAR26 JARDON		174.90
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-190-0065-54915000	EH 00002006	04/10/2026	3555093	PEST CONTROL MAR26 WEBSTER		139.92
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-200-0065-54915000	EH 00002006	04/10/2026	3555094	PEST CONTROL MAR26 JH		169.07
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-300-0065-54915000	EH 00002006	04/10/2026	3555095	PEST CONTROL MAR26 HS		274.01
							Vendor Total:	**1,256.95**
100574	INSTITUTE FOR EXCELLENCE	110-232-0000-0000-000-0060-53150000	EH 00002007	04/10/2026	2024890	MVA SUPPORT MAY24		1,500.00
100574	INSTITUTE FOR EXCELLENCE	110-232-0000-0000-000-0060-53150000	EH 00002007	04/10/2026	2026305	MVA SUPPORT NOV25		1,500.00
100574	INSTITUTE FOR EXCELLENCE	110-232-0000-0000-000-0060-53150000	EH 00002007	04/10/2026	2026347	MVA SUPPORT DEC25		1,500.00
							Vendor Total:	**4,500.00**
100451	J W PEPPER & SONS	110-113-0000-0000-300-0300-55110000	EH 00002008	04/10/2026	368415151	SPIDERMAN SOUNDTRACK		260.00

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100745	KSS ENTERPRISES	110-261-0000-0000-650-0065-55993000	EH 00002009	04/10/2026	1742178	ICE MELT 50# 98		140.81
100745	KSS ENTERPRISES	110-261-0000-0000-170-0065-55993000	EH 00002009	04/10/2026	1742178	ICE MELT 50# 98		140.81
100745	KSS ENTERPRISES	110-261-0000-0000-200-0065-55993000	EH 00002009	04/10/2026	1742178	ICE MELT 50# 98		140.81
100745	KSS ENTERPRISES	110-261-0000-0000-060-0065-55993000	EH 00002009	04/10/2026	17490163	GLOVES		174.50
100745	KSS ENTERPRISES	110-261-0000-0000-600-0065-55993000	EH 00002009	04/10/2026	1742178	ICE MELT 50# 98		140.81
100745	KSS ENTERPRISES	110-261-0000-0000-400-0065-55993000	EH 00002009	04/10/2026	1742178	ICE MELT 50# 98		140.81
100745	KSS ENTERPRISES	110-261-0000-0000-150-0065-55993000	EH 00002009	04/10/2026	1742178	ICE MELT 50# 98		140.81
100745	KSS ENTERPRISES	110-261-0000-0000-130-0065-55993000	EH 00002009	04/10/2026	1742178	ICE MELT 50# 98		140.81
100745	KSS ENTERPRISES	110-261-0000-0000-190-0065-55993000	EH 00002009	04/10/2026	1742178	ICE MELT 50# 98		140.81
100745	KSS ENTERPRISES	110-261-0000-0000-300-0065-55993000	EH 00002009	04/10/2026	1742178	ICE MELT 50# 98		140.81
100745	KSS ENTERPRISES	110-261-0000-0000-200-0065-55990000	EH 00002009	04/10/2026	1748994	PREM XMILD FOAM SOAP		614.04
100745	KSS ENTERPRISES	110-261-0000-0000-170-0065-55990000	EH 00002009	04/10/2026	1748994	PREM XMILD FOAM SOAP		614.04
100745	KSS ENTERPRISES	110-261-0000-0000-130-0065-55990000	EH 00002009	04/10/2026	1748994	PREM XMILD FOAM SOAP		614.04
100745	KSS ENTERPRISES	110-261-0000-0000-600-0065-55990000	EH 00002009	04/10/2026	1748994	PREM XMILD FOAM SOAP		614.04
100745	KSS ENTERPRISES	110-261-0000-0000-000-0065-55990000	EH 00002009	04/10/2026	17490213	VINYL GLOVES VOBAN		218.14
100745	KSS ENTERPRISES	110-261-0000-0000-190-0065-55990000	EH 00002009	04/10/2026	1748994	PREM XMILD FOAM SOAP		27 614.04
100745	KSS ENTERPRISES	110-261-0000-0000-150-0065-55990000	EH 00002009	04/10/2026	1748994	PREM XMILD FOAM SOAP		614.04
100745	KSS ENTERPRISES	110-261-0000-0000-400-0065-55990000	EH 00002009	04/10/2026	1748994	PREM XMILD FOAM SOAP		614.08
100745	KSS ENTERPRISES	110-261-0000-0000-300-0065-55990000	EH 00002009	04/10/2026	1748994	PREM XMILD FOAM SOAP		614.04
100745	KSS ENTERPRISES	110-261-0000-0000-650-0065-55990000	EH 00002009	04/10/2026	1748994	PREM XMILD FOAM SOAP		614.04
							Vendor Total:	**7,186.33**
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-53190000	EH 00002010	04/10/2026	64741	WALK IN FREEZER		397.10
							Vendor Total:	**397.10**
100380	OAKLAND SCHOOLS	110-112-0000-0000-200-0000-55990000	EH 00002011	04/10/2026	GR221037	JH-4 BOXES ENVELOPES	P2600226	288.00
100380	OAKLAND SCHOOLS	110-113-0000-0000-300-0000-55990000	EH 00002011	04/10/2026	GR221037	HS-4 BOXES ENVELOPES	P2600226	288.00
100380	OAKLAND SCHOOLS	110-113-0000-0000-400-0000-55990000	EH 00002011	04/10/2026	GR221037	ADV-2 BOXES ENVELOPES	P2600226	144.00
100380	OAKLAND SCHOOLS	110-232-0000-0000-000-0060-55990000	EH 00002011	04/10/2026	GR221037	FORD-10 BOXES OF ENVELOPES	P2600226	720.00
100380	OAKLAND SCHOOLS	110-118-0000-0000-190-0000-55990000	EH 00002011	04/10/2026	GR221037	WEBSTER-2 BOXES ENVELOPES	P2600226	144.00
100380	OAKLAND SCHOOLS	110-111-0000-0000-170-0000-55990000	EH 00002011	04/10/2026	GR221037	UNITED OAKS- 2 BOXES	P2600226	144.00
100380	OAKLAND SCHOOLS	110-111-0000-0000-130-0000-55990000	EH 00002011	04/10/2026	GR221037	HOOVER-2 BOXES ENVELOPES	P2600226	144.00
100380	OAKLAND SCHOOLS	110-111-0000-0000-150-0000-55990000	EH 00002011	04/10/2026	GR221037	WEBB-2 BOXES ENVELOPES	P2600226	144.00
							Vendor Total:	**2,016.00**
100428	ROYAL ROOFING	110-261-0000-0000-300-0065-54110000	EH 00002012	04/10/2026	S132025	ROOF REPAIR HS		705.00

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							Vendor Total:	**705.00**
100504	SET SEG	110-000-0000-0000-000-0000-24518000	EH 00002013	04/10/2026	SETSEG631300	PA 106 BIDDING		4,000.00
100504	SET SEG	110-000-0000-0000-000-0000-24516500	EH 00002013	04/10/2026	ACA631300426	ACA TR RP 2026		11,235.00
							Vendor Total:	**15,235.00**
100515	STAFF CONNECTIONS LLC	220-213-0015-0000-600-0602-53130000	EH 00002014	04/10/2026	2854	CNA 3/16-3/27/26 JARDON SXI		1,181.75
100515	STAFF CONNECTIONS LLC	220-213-0015-0000-600-0601-53130000	EH 00002014	04/10/2026	2854	RN 3/16-3/26/26 JARDON ASD		2,160.00
100515	STAFF CONNECTIONS LLC	220-213-0015-0000-150-0603-53130000	EH 00002014	04/10/2026	2855	LPN 3/16-3/27/26 WEBB SXI		2,421.00
							Vendor Total:	**5,762.75**
100550	AMAZON CAPITAL SERVICES	110-112-0000-0000-200-0201-55110000	EH 00002015	04/16/2026	1NK7MLVCPX4	SOLUSTRE 10pcs Nutrient Agar P	P2600239	12.99
100550	AMAZON CAPITAL SERVICES	110-112-0000-0000-200-0201-55110000	EH 00002015	04/16/2026	1NK7MLVCPX4	Shipping Charge	P2600239	6.99
100550	AMAZON CAPITAL SERVICES	220-122-0190-0000-600-0602-55110000	EH 00002015	04/16/2026	1Q4GYGHRWNT	IDI 981002 Everyday Exam Tabl	P2600240	180.08
100550	AMAZON CAPITAL SERVICES	110-284-0000-0000-000-0284-55910000	EH 00002015	04/16/2026	1R67Q67T797C	Fujitsu FI-7160 - Document Sca	P2600224	221.15
100550	AMAZON CAPITAL SERVICES	110-293-0000-0000-300-0350-55915000	EH 00002015	04/16/2026	14NJHXP1LRF	KAVIGOR Youth Baseball Bag, S	P2600235	76.95
							Vendor Total:	**498.16**
100495	C&G NEWSPAPERS	110-282-0000-0000-000-0060-53510000	EH 00002016	04/16/2026	A1957	1/2 PG ADVERTIZING		2,184.00
							Vendor Total:	**2,184.00**
100745	KSS ENTERPRISES	110-261-0000-0000-000-0065-55990000	EH 00002017	04/16/2026	17490162	GLOVES VOBAN		85.54
							Vendor Total:	**85.54**
101543	LAW OFFICES OF DENNIS	110-231-0000-0000-000-0060-53170000	EH 00002018	04/16/2026	28872	ADAI,ET AL VS ST MI		335.39
							Vendor Total:	**335.39**
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-53190000	EH 00002019	04/16/2026	64778	ICE MACHINE REPAIR OU WLKIN		1,009.98
							Vendor Total:	**1,009.98**
100428	ROYAL ROOFING	110-261-0000-0000-190-0065-54110000	EH 00002020	04/16/2026	S132070	ROOF REPAIR WEBSTER 3/13/26		705.00
100428	ROYAL ROOFING	110-261-0000-0000-150-0065-54110000	EH 00002020	04/16/2026	S132119	ROOF REPAIR WEBB 3/23/26		505.00
							Vendor Total:	**1,210.00**
100342	TONYS HARDWARE	110-261-0000-0000-000-0065-55990000	EH 00002021	04/16/2026	033126	MAINTENANCE SUPPLIES MAR26		906.83
							Vendor Total:	**906.83**
100351	AIRGAS GREAT LAKES	110-113-0000-2230-300-2230-55110000	EH 00002022	04/23/2026	5523538539	CYL RENTAL MAR26		360.44
							Vendor Total:	**360.44**
100604	CORRIGAN RECORD	110-261-0000-0000-400-0065-54910000	EH 00002023	04/23/2026	1264720	SER 3/3/26		31.50
100604	CORRIGAN RECORD	110-261-0000-0000-170-0065-54910000	EH 00002023	04/23/2026	1264720	SER 3/3/26		31.50
100604	CORRIGAN RECORD	110-261-0000-0000-150-0065-54910000	EH 00002023	04/23/2026	1264720	SER 3/3/26		31.50
100604	CORRIGAN RECORD	110-261-0000-0000-060-0065-54910000	EH 00002023	04/23/2026	1264720	SER 3/3/26		54.88

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100604	CORRIGAN RECORD	110-261-0000-0000-200-0065-54910000	EH 00002023	04/23/2026	1264720	SER 3/3/26		31.50
100604	CORRIGAN RECORD	110-261-0000-0000-130-0065-54910000	EH 00002023	04/23/2026	1264720	SER 3/3/26		31.50
100604	CORRIGAN RECORD	110-261-0000-0000-600-0065-54910000	EH 00002023	04/23/2026	1264720	SER 3/3/26		89.99
100604	CORRIGAN RECORD	110-261-0000-0000-650-0065-54910000	EH 00002023	04/23/2026	1264720	SER 3/3/26		31.50
							Vendor Total:	**333.87**
100503	HEMPLE, CHARLES	110-293-0000-0000-300-0350-53197000	EH 00002024	04/23/2026	040826	GIRLS VSOCCER CLOCK 4/8,4/13/2		80.00
							Vendor Total:	**80.00**
100451	J W PEPPER & SONS	110-112-0000-0000-200-0200-55110000	EH 00002025	04/23/2026	368486059	ELECTRIC MSUIC CHOIR		97.40
100451	J W PEPPER & SONS	110-112-0000-0000-200-0200-55110000	EH 00002025	04/23/2026	368491009	ELECTRIC MUSIC CHOIR TRUE		56.60
100451	J W PEPPER & SONS	110-112-0000-0000-200-0200-55110000	EH 00002025	04/23/2026	368491419	ELECTRIC MUSIC CHOIR TRUE		52.50
							Vendor Total:	**206.50**
100745	KSS ENTERPRISES	110-261-0000-0000-200-0065-55993000	EH 00002026	04/23/2026	1759409	TOWELS TP DEGRESER SPLIT		1,408.24
100745	KSS ENTERPRISES	110-261-0000-0000-190-0065-55993000	EH 00002026	04/23/2026	1759409	TOWELS TP DEGRESER SPLIT		1,408.23
100745	KSS ENTERPRISES	110-261-0000-0000-400-0065-55993000	EH 00002026	04/23/2026	1759409	TOWELS TP DEGRESER SPLIT		1,408.24
100745	KSS ENTERPRISES	110-261-0000-0000-300-0065-55993000	EH 00002026	04/23/2026	1759409	TOWELS TP DEGRESER SPLIT		1,408.24
100745	KSS ENTERPRISES	110-261-0000-0000-150-0065-55993000	EH 00002026	04/23/2026	1759409	TOWELS TP DEGRESER SPLIT		1,408.24
100745	KSS ENTERPRISES	110-261-0000-0000-650-0065-55993000	EH 00002026	04/23/2026	1759409	TOWELS TP DEGRESER SPLIT		1,408.24
100745	KSS ENTERPRISES	110-261-0000-0000-170-0065-55993000	EH 00002026	04/23/2026	1759409	TOWELS TP DEGRESER SPLIT		1,408.24
100745	KSS ENTERPRISES	110-261-0000-0000-600-0065-55993000	EH 00002026	04/23/2026	1759409	TOWELS TP DEGRESER SPLIT		1,408.24
100745	KSS ENTERPRISES	110-261-0000-0000-130-0065-55993000	EH 00002026	04/23/2026	1759409	TOWELS TP DEGRESER SPLIT		1,408.24
							Vendor Total:	**12,674.15**
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-53190000	EH 00002027	04/23/2026	64853	WALK IN FREEZER		722.20
							Vendor Total:	**722.20**
100489	PEARSON EDUCATION	110-214-0021-0000-000-0660-55110000	EH 00002028	04/23/2026	31479590	DISTRICT TESTING MATERIALS		68.31
100489	PEARSON EDUCATION	110-214-0021-0000-000-0660-55110000	EH 00002028	04/23/2026	31484396	DISTRICT TESTING MATERIALS		383.86
							Vendor Total:	**452.17**
100520	PEDIATRIC HEALTH	220-213-0013-0000-150-0603-53130000	EH 00002029	04/23/2026	041026	PT 3/2-3/23/26		992.25
100520	PEDIATRIC HEALTH	220-213-0011-0000-150-0603-53130000	EH 00002029	04/23/2026	041026	OT 3/2-3/27/26		5,073.68
							Vendor Total:	**6,065.93**
100515	STAFF CONNECTIONS LLC	220-213-0015-0000-600-0602-53130000	EH 00002030	04/23/2026	2875	CNA 4/7-4/10/26 JARDON		659.75
100515	STAFF CONNECTIONS LLC	220-213-0015-0000-600-0601-53130000	EH 00002030	04/23/2026	2875	RN 4/7-4/9/26 JARDON		720.00
100515	STAFF CONNECTIONS LLC	220-213-0015-0000-150-0603-53130000	EH 00002030	04/23/2026	2876	RN 4/7-4/10/26 WEBB		705.00
							Vendor Total:	**2,084.75**
100357	STAPLES BUSINESS	110-113-0000-0000-300-0300-55110000	EH 00002031	04/23/2026	6059789418	35 8FT TABLES		4,899.65

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100364	VIGILANTE SECURITY INC	110-261-0000-0000-170-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		69.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-060-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		128.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-060-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		43.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-190-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		103.50
100364	VIGILANTE SECURITY INC	110-261-0000-0000-130-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		111.50
100364	VIGILANTE SECURITY INC	110-261-0000-0000-560-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		35.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-300-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		111.00
100364	VIGILANTE SECURITY INC	110-271-0000-0000-000-0061-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		43.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-083-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		30.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-550-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		118.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-200-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		111.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-150-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		63.25
100364	VIGILANTE SECURITY INC	110-261-0000-0000-600-0065-53155000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		63.25
100364	VIGILANTE SECURITY INC	250-297-0000-0000-000-0000-53190000	EH 00002032	04/23/2026	782403	MONTHLY MONITORING-MAY26		59.50
							Vendor Total:	**1,089.00**
100292	INVEST CENTERS LLC	110-113-0000-6013-560-6013-53110000	EH 00002033	04/24/2026	017	RAGS MARCH APRIL INSTR IR		8,345.57
100292	INVEST CENTERS LLC	110-125-0000-6010-560-6010-53110000	EH 00002033	04/24/2026	042026	TITLE 1 FY 2026		6,883.49
100292	INVEST CENTERS LLC	110-125-0000-3070-560-3070-53110000	EH 00002033	04/24/2026	042026IR	SECTION 41		17,129.81
100292	INVEST CENTERS LLC	110-125-0000-3490-560-3490-53110000	EH 00002033	04/24/2026	042426	IR ROBOTICS PROGRAM		2,294.11
							Vendor Total:	**34,652.98**
100045	A & I ENTERPRISES	110-113-0000-0000-570-0570-53110000	EH 00002034	04/24/2026	MCAMARCH26	MCA MARCH PYMT #7		196,297.74
							Vendor Total:	**196,297.74**
100292	INVEST CENTERS LLC	110-113-0000-0000-560-0000-53110000	EH 00002035	04/24/2026	IRMAR26	INVEST MARCH26 PYMT#7		196,411.03
							Vendor Total:	**196,411.03**
101584	AMERICAN ATHLETIX	110-261-0000-0000-000-0065-55990000	EH 00002036	04/30/2026	1865IOD	INSPECTION OF OUTDOOR		500.00
							Vendor Total:	**500.00**
100118	CHARTWELLS DINING	250-297-0000-0000-000-0000-53910000	EH 00002037	04/30/2026	X400080626	DIRECT LABOR MAR26		82,483.99
100118	CHARTWELLS DINING	250-297-0000-0000-000-0000-55610000	EH 00002037	04/30/2026	X400080626	NET PRODUCT COST MAR26		113,552.24
100118	CHARTWELLS DINING	250-297-0000-0000-000-0000-55640000	EH 00002037	04/30/2026	X400080626	OTHER COSTS MAR26		15,461.95
100118	CHARTWELLS DINING	250-297-0000-0000-000-0000-53150000	EH 00002037	04/30/2026	X400080626	SUPERVISORY & CLERICAL		3,963.04
100118	CHARTWELLS DINING	250-297-0000-0000-000-0000-53151000	EH 00002037	04/30/2026	X400080626	ADMIN & FEE EXPENSE MAR26		10,322.39
							Vendor Total:	**225,783.61**
100431	CLARK HILL PLC	110-231-0000-0000-000-0660-53170000	EH 00002038	04/30/2026	1727802	MATTER 0183493 SE MAR26		18,376.50

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100431	CLARK HILL PLC	110-231-0000-0000-000-0060-53170000	EH 00002038	04/30/2026	1727806	TAX ABATEMENT RER JR		2,250.80
							Vendor Total:	**20,627.30**
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-060-0065-54915000	EH 00002039	04/30/2026	3798624	FORD0122-0001-01 FORD APR26		99.11
							Vendor Total:	**99.11**
101224	HOPSKIPDRIVE INC	110-271-0099-0000-000-0660-53310000	EH 00002040	04/30/2026	014330326A	IEP TRANS 3/2-3/31/26		11,852.41
101224	HOPSKIPDRIVE INC	110-271-0000-6010-000-6010-53310000	EH 00002040	04/30/2026	014330326A	MCV TRANS 3/2-3/31/26		48,110.90
							Vendor Total:	**59,963.31**
100589	MILLENNIUM BUSINESS	220-122-0140-0000-650-0650-54129000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		213.04
100589	MILLENNIUM BUSINESS	110-113-0000-0000-300-0300-54129000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		864.21
100589	MILLENNIUM BUSINESS	110-111-0000-0000-130-0130-54129000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		698.47
100589	MILLENNIUM BUSINESS	110-111-0000-0000-150-0150-54129000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		409.98
100589	MILLENNIUM BUSINESS	110-221-0000-0000-000-0221-54129000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		62.95
100589	MILLENNIUM BUSINESS	110-285-0000-0000-000-0060-54129000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		50.75
100589	MILLENNIUM BUSINESS	110-252-0000-0000-000-0060-54129000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		423.44
100589	MILLENNIUM BUSINESS	110-111-0000-0000-170-0170-54129000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		812.54
100589	MILLENNIUM BUSINESS	220-122-0120-0000-600-0600-54129000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		91.17
100589	MILLENNIUM BUSINESS	110-118-0000-0000-190-0190-54129000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		0.00
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54129000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		1,168.88
100589	MILLENNIUM BUSINESS	220-122-0140-0000-650-0650-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	220-122-0140-0000-650-0650-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-113-0000-0000-300-0300-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-113-0000-0000-300-0300-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-113-0000-0000-300-0300-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	220-122-0120-0000-600-0600-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-118-0000-0000-190-0190-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.11
100589	MILLENNIUM BUSINESS	250-297-0000-0000-000-0000-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		104.94
100589	MILLENNIUM BUSINESS	110-285-0000-0000-000-0060-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-125-0000-0000-400-0400-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-111-0000-0000-170-0170-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-111-0000-0000-170-0170-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-241-0000-0000-170-0170-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18

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100589	MILLENNIUM BUSINESS	220-122-0120-0000-600-0600-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-111-0000-0000-130-0130-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-111-0000-0000-130-0130-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-111-0000-0000-150-0150-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-111-0000-0000-150-0150-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-252-0000-0000-000-0060-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
100589	MILLENNIUM BUSINESS	110-221-0000-0000-000-0221-54220000	EH 00002041	04/30/2026	41612415	02/26/2026-03/25/26		223.18
							Vendor Total:	**9,810.26**
100867	TRAFERA LLC	420-284-0000-9900-000-0284-56420000	EH 00002042	04/30/2026	1001536900	100 E G4 CAM MTK MT8186 4G	P2600206	34,900.00
							Vendor Total:	**34,900.00**
100364	VIGILANTE SECURITY INC	420-456-0000-0000-150-0000-56220000	EH 00002043	04/30/2026	INV3981	UPGRADE WEBB		3,624.23
							Vendor Total:	**3,624.23**
101292	AMERICAN RED CROSS	110-283-0000-0000-000-0060-53190000	HP 00506064	04/02/2026	23132444	ADULT AND PED FIRST TRAIN S.J.		45.00
							Vendor Total:	**45.00**
100347	BILLINGS LAWN EQUIPMENT	110-261-0000-0000-000-0065-55990000	HP 00506065	04/02/2026	499280	GATORLINE MAGNUM EDGER		83.09
							Vendor Total:	**83.09**
101547	BUTLER ROWSE-OBERLE	110-000-0000-0000-000-0000-24516000	HP 00506066	04/02/2026	2840/2601070	PAYROLL		350.00
							Vendor Total:	**350.00**
100453	DECKER EQUIPMENT	110-261-0000-0000-000-0065-55990000	HP 00506067	04/02/2026	647791A	Q-BALL METAL STAR GRAY		189.93
							Vendor Total:	**189.93**
100361	DOWNRIVER	110-261-0000-0000-650-0065-55990000	HP 00506068	04/02/2026	2126333	RHEEM BEARING BLOWER		143.08
							Vendor Total:	**143.08**
100533	DRAMATIC GRAPHICS	110-293-0000-0000-300-0350-55990000	HP 00506069	04/02/2026	3214	BASEBALL JERSEY/PANT/SOCK 40		7,200.00
							Vendor Total:	**7,200.00**
101132	ENTECH MEDICALL	110-213-0015-0000-130-0660-53130000	HP 00506070	04/02/2026	14699	SCHOOL BATHROOM AIDE 3/15/26		922.03
101132	ENTECH MEDICALL	110-213-0015-0000-170-0660-53130000	HP 00506070	04/02/2026	14700	AIDE T.A. UO 3/15/26		895.38
101132	ENTECH MEDICALL	110-213-0015-0000-150-0660-53130000	HP 00506070	04/02/2026	14701	CNA 03/15/26		688.75
101132	ENTECH MEDICALL	110-213-0015-0000-190-0660-53130000	HP 00506070	04/02/2026	14702	D.L. 03/15/26 WEBSTER		1,400.00
							Vendor Total:	**3,906.16**
101418	HARTE, MARITONI	290-296-9309-0000-000-0300-57920000	HP 00506071	04/02/2026	3112026	CHOREOGRAPHY SERVICES		1,800.00
							Vendor Total:	**1,800.00**
101273	MADISON HEIGHTS PLBG &	110-261-0000-0000-150-0065-55990000	HP 00506072	04/02/2026	242835	TOPSPUDBWL LID		126.30
							Vendor Total:	**126.30**

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101601	MARILYN NAIMAN-KOHN	110-000-0000-0000-000-0000-24516000	HP 00506073	04/02/2026	2840/2601070	PAYROLL		37.50
							Vendor Total:	**37.50**
100089	MCNAUGHTON-MCKAY	110-261-0000-0000-000-0065-55990000	HP 00506074	04/02/2026	2660314300	ELECTRICAL TAPE BRIAN		31.28
							Vendor Total:	**31.28**
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		27.01
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		23.69
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		23.77
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		60.53
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		19.94
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		54.88
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		24.34
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		54.16
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		24.34
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		23.12
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		22.05
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL	33	51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		23.31
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		28.76
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		24.90
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		24.98
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		26.29
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		27.65
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		25.57
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		24.23
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		9.76
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		26.01
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		28.19
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		51.45

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100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		28.19
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		25.70
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		60.53
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		28.99
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		51.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		51.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		62.75
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		71.71
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506075	04/02/2026	2825/2601070	PAYROLL		27.53
							Vendor Total:	**1,899.93**
100329	MICHIGAN MAINTENANCE	110-261-0000-0000-000-0065-55990000	HP 00506076	04/02/2026	92	HAND PAD HOLDER M.A.		145.56
							Vendor Total:	**145.56**
100881	MIDLAND CREDIT	110-000-0000-0000-000-0000-24516000	HP 00506077	04/02/2026	2840/2601070	PAYROLL		250.45
							Vendor Total:	**250.45**
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00506078	04/02/2026	2800/2601070	PAYROLL		52.64
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00506078	04/02/2026	2800/2601070	PAYROLL		144.60
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00506078	04/02/2026	2800/2601070	PAYROLL		88.25
							Vendor Total:	**285.49**
100337	PETERSON GLASS CO	110-261-0000-0000-650-0065-54110000	HP 00506079	04/02/2026	25486	LOWER LITE KIT REPLACED		224.01
							Vendor Total:	**224.01**
100585	PITNEY BOWES	110-232-0000-0000-000-0060-53430000	HP 00506080	04/02/2026	040226	ACCT#8000909010419237 SUPPLIES		54.00
							Vendor Total:	**54.00**
100312	R L DEPPMANN	110-261-0000-0000-560-0065-55990000	HP 00506081	04/02/2026	INV43889	MOTOR COUPLER IR		607.00
							Vendor Total:	**607.00**
100749	SONITROL GREAT LAKES	110-261-0000-0000-650-0065-55990000	HP 00506082	04/02/2026	594991	BATTERY REPLACE EDISON		516.65

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100749	SONITROL GREAT LAKES	110-261-0000-0000-300-0065-55990000	HP 00506082	04/02/2026	594992	INCREASE NET BOX HS		2,985.00
100749	SONITROL GREAT LAKES	110-261-0000-0000-300-0065-55990000	HP 00506082	04/02/2026	594996	UPDATED LISCENCES		2,481.00
							Vendor Total:	**5,982.65**
101535	STATE DISBURSEMENT UNIT	110-000-0000-0000-000-0000-24516000	HP 00506083	04/02/2026	2800/2601070	PAYROLL		281.15
							Vendor Total:	**281.15**
101452	TEAMSTERS LOCAL 214	110-000-0000-0000-000-0000-24517000	HP 00506084	04/02/2026	2825/2601070	PAYROLL		200.00
							Vendor Total:	**200.00**
100390	THE BLIND FACTORY	110-261-0000-0000-300-0065-55990000	HP 00506085	04/02/2026	2613	VERTICAL BLINDS		1,476.42
							Vendor Total:	**1,476.42**
100395	WEINGARTZ SUPPLY	110-261-0000-0000-000-0065-55990000	HP 00506086	04/02/2026	1107871900	SHEAVE BLADE DRIVE 7.25		157.98
							Vendor Total:	**157.98**
101292	AMERICAN RED CROSS	110-283-0000-0000-000-0060-53190000	HP 00506087	04/10/2026	231565503	ADULT AND PED FIRST TRAIN R.B.		35.00
							Vendor Total:	**35.00**
100354	AUTO ZONE	110-261-0000-0000-000-0065-54130000	HP 00506088	04/10/2026	02254025289	DURALAST 100AMP BATTERY		36.49
100354	AUTO ZONE	110-261-0000-0000-000-0065-54130000	HP 00506088	04/10/2026	02254036178	HEADLIGHT H6054		28.49
							Vendor Total:	**64.98**
100346	BIG D LOCK & KEY	110-261-0000-0000-000-0065-55990000	HP 00506089	04/10/2026	7998	10 BEST A 1 BEST A GM		63.25
							Vendor Total:	**63.25**
100453	DECKER EQUIPMENT	110-261-0000-0000-200-0065-55990000	HP 00506090	04/10/2026	648329A	DOOR REPAIR JH		238.86
100453	DECKER EQUIPMENT	110-261-0000-0000-550-0065-55990000	HP 00506090	04/10/2026	648329A	DOOR REPAIR LF		179.85
							Vendor Total:	**418.71**
101528	ENGLISH, ALISON	290-296-9309-0000-000-0300-57920000	HP 00506091	04/10/2026	031826	DRAMA COSTUMES		41.00
							Vendor Total:	**41.00**
101132	ENTECH MEDICALL	110-213-0015-0000-130-0660-53130000	HP 00506092	04/10/2026	14800	BATHROOM AIDE 3/22/26 HOOVER		524.85
101132	ENTECH MEDICALL	110-213-0015-0000-170-0660-53130000	HP 00506092	04/10/2026	14801	AIDE 3/22/26 UO		895.38
101132	ENTECH MEDICALL	110-213-0015-0000-150-0660-53130000	HP 00506092	04/10/2026	14802	CNA 3/22/26 WEBB		895.38
101132	ENTECH MEDICALL	110-213-0015-0000-190-0660-53130000	HP 00506092	04/10/2026	14803	D.L. 3/22/26 WEBSTER		1,750.00
							Vendor Total:	**4,065.61**
100446	FAR THERAPEUTIC &	220-219-0072-0000-600-0602-53130000	HP 00506093	04/10/2026	39639	GROUP ART JARDON SXI MAR		825.00
100446	FAR THERAPEUTIC &	220-219-0072-0000-600-0601-53130000	HP 00506093	04/10/2026	39639	GROUP ART JARDON ASD MAR		425.00
100446	FAR THERAPEUTIC &	220-219-0073-0000-600-0600-53130000	HP 00506093	04/10/2026	39640	REC THERAPY JARDON MOCI MAR		330.00
100446	FAR THERAPEUTIC &	220-219-0073-0000-600-0602-53130000	HP 00506093	04/10/2026	39640	REC THERAPY JARDON SXI MAR		495.00
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0601-53130000	HP 00506093	04/10/2026	39642	MUSIC JARDON ASD MAR		545.46

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100446	FAR THERAPEUTIC &	220-219-0071-0000-150-0603-53130000	HP 00506093	04/10/2026	40223	GROUP MUSIC THERAPY-WEBB-		163.65
100446	FAR THERAPEUTIC &	220-219-0073-0000-600-0600-53130000	HP 00506093	04/10/2026	39640	REC THERAPY JARDON MOCI		165.00
100446	FAR THERAPEUTIC &	220-219-0075-0000-600-0600-53130000	HP 00506093	04/10/2026	39641	GROUP MOVEMENT JARDON		165.00
100446	FAR THERAPEUTIC &	220-219-0075-0000-600-0601-53130000	HP 00506093	04/10/2026	39641	GROUP MOVEMENT JARDON ASD		330.00
100446	FAR THERAPEUTIC &	220-219-0075-0000-600-0602-53130000	HP 00506093	04/10/2026	39641	GROUP MOVEMENT JARDON SXI		495.00
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0602-53130000	HP 00506093	04/10/2026	39642	MUSIC JARDON SXI MAR		163.65
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0600-53130000	HP 00506093	04/10/2026	39642	MUSIC JARDON MOCI MAR		327.24
							Vendor Total:	**4,430.00**
101616	GARDEN FRESH GOURMET	290-296-9131-0000-000-0150-57920000	HP 00506094	04/10/2026	001007	GARDEN FRESH SPRING		2,100.00
							Vendor Total:	**2,100.00**
101508	GBRAND LLC	110-293-0000-0000-300-0350-55990000	HP 00506095	04/10/2026	38949	2 Vikings girls high School ba	P2600174	100.00
101508	GBRAND LLC	110-293-0000-0000-300-0350-55990000	HP 00506095	04/10/2026	38949	4 Middle school patriots short	P2600174	396.00
101508	GBRAND LLC	110-293-0000-0000-300-0350-55990000	HP 00506095	04/10/2026	38949	4 reversible High School Vikin	P2600174	396.00
							Vendor Total:	**892.00**
100404	HASTINGS AUTO PARTS	110-261-0000-0000-000-0065-54130000	HP 00506096	04/10/2026	956719Q	FAN CL WR SET		74.00
							Vendor Total:	**74.00**
100089	MCNAUGHTON-MCKAY	110-261-0000-0000-000-0065-55990000	HP 00506097	04/10/2026	2661433700	15 SYLV 29478 BRIAN		316.80
							Vendor Total:	**316.80**
101412	MICHIGAN ATHLETIC	110-293-0000-0000-300-0350-53191000	HP 00506098	04/10/2026	041026	1/2 DEPOSIT SPRING SPORTS		1,875.00
							Vendor Total:	**1,875.00**
100329	MICHIGAN MAINTENANCE	110-261-0000-0000-200-0065-55990000	HP 00506099	04/10/2026	14093	LITE'N FOAMY 8/GAL		193.60
							Vendor Total:	**193.60**
101455	RPM	110-261-0000-0000-300-0065-55990000	HP 00506100	04/10/2026	810162611	BALANCE INV		15.89
							Vendor Total:	**15.89**
101211	THE GAZEBO BANQUET	290-296-9344-0000-000-0300-57920000	HP 00506101	04/10/2026	03182026	SENOIR BANQUET 25/26		2,965.71
							Vendor Total:	**2,965.71**
101264	ULLIANCE INC	110-232-0000-2490-060-2490-53150000	HP 00506102	04/10/2026	40218	LIFE ADVISOR EMP 2ND QTR26		3,441.48
							Vendor Total:	**3,441.48**
100395	WEINGARTZ SUPPLY	110-261-0000-0000-000-0065-55990000	HP 00506103	04/10/2026	1107954800	BELT		165.99
							Vendor Total:	**165.99**
100523	BLICK ART MATERIALS	110-113-0000-0000-300-0300-55110000	HP 00506104	04/16/2026	7710987	HS ART SUPPLIES		1,374.60
							Vendor Total:	**1,374.60**
101547	BUTLER ROWSE-OBERLE	110-000-0000-0000-000-0000-24516000	HP 00506105	04/16/2026	2840/2601080	PAYROLL		350.00

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							Vendor Total:	**350.00**
100322	CITY HAZEL PARK WATER	110-261-0000-0000-060-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		180.81
100322	CITY HAZEL PARK WATER	110-261-0000-0000-060-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		135.78
100322	CITY HAZEL PARK WATER	110-261-0000-0000-130-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		330.91
100322	CITY HAZEL PARK WATER	110-261-0000-0000-130-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		195.82
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		90.75
100322	CITY HAZEL PARK WATER	110-261-0000-0000-190-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-560-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		225.84
100322	CITY HAZEL PARK WATER	110-261-0000-0000-560-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		180.81
100322	CITY HAZEL PARK WATER	110-261-0000-0000-170-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-170-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		240.85
100322	CITY HAZEL PARK WATER	110-261-0000-0000-190-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		375.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-200-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		180.81
100322	CITY HAZEL PARK WATER	110-261-0000-0000-200-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		37 435.98
100322	CITY HAZEL PARK WATER	110-261-0000-0000-066-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00506106	04/16/2026	30226	CITY OF HP WATER BILL MAR		45.72
							Vendor Total:	**2,940.06**
100309	CONSUMERS ENERGY	110-261-0000-0000-130-0065-55510000	HP 00506107	04/16/2026	23720MAR26	ACCT# 1000 0000 8910 HOOVER		829.91
100309	CONSUMERS ENERGY	110-261-0000-0000-600-0065-55510000	HP 00506107	04/16/2026	2200GMAR26	ACCT# 1000 0000 8944 MAINT GAR		488.46
100309	CONSUMERS ENERGY	110-261-0000-0000-150-0065-55510000	HP 00506107	04/16/2026	2200MAR26	ACCT# 1000 0000 8951 WEBB		3,087.27
100309	CONSUMERS ENERGY	110-261-0000-0000-300-0065-55510000	HP 00506107	04/16/2026	23400MAR26	ACCT# 1000 0000 8902 HS		4,594.17
							Vendor Total:	**8,999.81**
100533	DRAMATIC GRAPHICS	110-293-0000-0000-200-0250-55990000	HP 00506108	04/16/2026	3230	JH BB JERSEYS		810.00
							Vendor Total:	**810.00**
100313	DTE ENERGY	110-261-0000-0000-170-0065-55520000	HP 00506109	04/16/2026	10001MAR26	ACCT# 910005744974 UO		6,324.35
100313	DTE ENERGY	110-261-0000-0000-650-0065-55520000	HP 00506109	04/16/2026	1585T1MAR26	ACCT# 910005745351 EDISON		17.41
100313	DTE ENERGY	110-261-0000-0000-060-0065-55520000	HP 00506109	04/16/2026	1620116MAR26	ACCT# 910040563207 FORD		1,339.63
100313	DTE ENERGY	110-261-0000-0000-060-0065-55520000	HP 00506109	04/16/2026	1620117MAR26	ACCT# 910005745088 FORD		3,628.19
100313	DTE ENERGY	110-261-0000-0000-650-0065-55520000	HP 00506109	04/16/2026	1650MAR26	ACCT# 910039996442 EDISON		4,076.80
100313	DTE ENERGY	110-261-0000-0000-150-0065-55520000	HP 00506109	04/16/2026	2200MAR26	ACCT# 920050742112 WEBB		12,772.62

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100313	DTE ENERGY	110-261-0000-0000-083-0065-55520000	HP 00506109	04/16/2026	45MAR26	ACCT# 910039981691 MUSEUM		58.44
100313	DTE ENERGY	110-261-0000-0000-550-0065-55520000	HP 00506109	04/16/2026	570MAR26	ACCT# 920006433964 LF		2,486.19
100313	DTE ENERGY	110-261-0000-0000-200-0065-55520000	HP 00506109	04/16/2026	22770MAR26	ACCT# 910040946980 JH		16,557.95
100313	DTE ENERGY	110-261-0000-0000-300-0065-55520000	HP 00506109	04/16/2026	23400MAR26	ACCT# 920050742120 HS		17,256.21
100313	DTE ENERGY	110-261-0000-0000-300-0065-55520000	HP 00506109	04/16/2026	23400RMAR26	ACCT# 910031816663 HS		194.41
100313	DTE ENERGY	110-261-0000-0000-130-0065-55520000	HP 00506109	04/16/2026	23720MAR26	ACCT# 910005745468 HOOVER		4,644.83
100313	DTE ENERGY	110-261-0000-0000-560-0065-55520000	HP 00506109	04/16/2026	241311MAR26	ACCT# 910013450978 IR		1,936.01
100313	DTE ENERGY	110-261-0000-0000-190-0065-55520000	HP 00506109	04/16/2026	431MAR26	ACCT# 910005745609 WEBSTER		2,819.86
							Vendor Total:	**74,112.90**
101132	ENTECH MEDICALL	110-213-0015-0000-170-0660-53130000	HP 00506110	04/16/2026	14564	AIDE 03/01/26 UO		895.38
101132	ENTECH MEDICALL	110-213-0015-0000-150-0660-53130000	HP 00506110	04/16/2026	14565	CNA 03/01/26 WEBB		702.53
101132	ENTECH MEDICALL	110-213-0015-0000-190-0660-53130000	HP 00506110	04/16/2026	14566	D.L. AIDE 03/01/26 WEBSTER		1,750.00
101132	ENTECH MEDICALL	110-213-0015-0000-130-0660-53130000	HP 00506110	04/16/2026	14870	SCHOOL BATHROOM AIDE 03/29/26		844.01
101132	ENTECH MEDICALL	110-213-0015-0000-170-0660-53130000	HP 00506110	04/16/2026	14871	AIDE 03/29/26 UO		805.84
101132	ENTECH MEDICALL	110-213-0015-0000-150-0660-53130000	HP 00506110	04/16/2026	14872	CNA 03/29/26 WEBB		805.84
101132	ENTECH MEDICALL	110-213-0015-0000-190-0660-53130000	HP 00506110	04/16/2026	14873	D.L. 03/29/26 WEBSTER		1,575.00
							Vendor Total:	**7,378.60**
100254	ENVIRONMENTAL	420-456-0000-0000-300-0000-56220000	HP 00506111	04/16/2026	20486	ASBESTOS FLR TL RM 127/OFFICE		7,480.00
							Vendor Total:	**7,480.00**
100279	FERNDALE FRIENDS	110-282-0000-0000-000-0060-53510000	HP 00506112	04/16/2026	14304	ADVERTIZING		835.00
							Vendor Total:	**835.00**
100640	FIBER LINK INC	110-284-0000-0000-000-0284-53190000	HP 00506113	04/16/2026	20911	TICKETS MAR26		272.25
							Vendor Total:	**272.25**
100455	GRAINGER	110-261-0000-0000-000-0065-55990000	HP 00506114	04/16/2026	9847252211	UNI STOPPER COVER		297.87
							Vendor Total:	**297.87**
100404	HASTINGS AUTO PARTS	110-261-0000-0000-000-0065-54130000	HP 00506115	04/16/2026	960894Q	OIL FILTER,OIL,WINDOW SOLV		120.75
							Vendor Total:	**120.75**
100488	HOME DEPOT CREDIT	110-261-0000-0000-000-0065-55990000	HP 00506116	04/16/2026	030526	MAINTENANCE SUPPLIES		621.43
100488	HOME DEPOT CREDIT	110-261-0000-0000-000-0065-55990000	HP 00506116	04/16/2026	040526	INV# 3511722,2532318		284.80
							Vendor Total:	**906.23**
101358	IBH ANALYTICS LLC	110-391-0000-8160-000-8160-53190000	HP 00506117	04/16/2026	10	1/4 EVAL WORK YR 3		3,000.00
							Vendor Total:	**3,000.00**
100949	INSTITUTE FOR MULTI	110-221-0000-2940-170-2940-53120000	HP 00506118	04/16/2026	242370	OG Plus 30-hour training Lift	P2600227	5,600.00
100949	INSTITUTE FOR MULTI	110-221-0000-2940-170-2940-53120000	HP 00506118	04/16/2026	242370	OG Plus 30-hour Training Grade	P2600227	8,400.00

Selection:

OH_DTL.[oh_ck_dt] <= '04/30/2026' AND OH_DTL.[oh_ck_dt] >= '04/01/2026'

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							Vendor Total:	**14,000.00**
100323	JOSTENS INC	110-113-0000-0000-300-0300-55990000	HP 00506119	04/16/2026	39312287	FUL FAC SIG CUT DIPL HS		26.10
100323	JOSTENS INC	110-113-0000-0000-560-0000-55990000	HP 00506119	04/16/2026	39488682	1 DIPLOMA IR		18.09
100323	JOSTENS INC	110-113-0000-0000-300-0300-55990000	HP 00506119	04/16/2026	39541244	143 DIPLOMAS		724.65
							Vendor Total:	**768.84**
101282	LEWIS TIRE SERVICE	110-261-0000-0000-000-0065-55990000	HP 00506120	04/16/2026	89526	GOODYEAR WORKHORSE (4)		900.00
							Vendor Total:	**900.00**
101601	MARILYN NAIMAN-KOHN	110-000-0000-0000-000-0000-24516000	HP 00506121	04/16/2026	2840/2601080	PAYROLL		37.50
							Vendor Total:	**37.50**
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		22.05
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		27.01
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		23.69
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		23.77
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		60.53
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		19.94
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		26.29
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		24.34
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		54.16
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		24.34
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		23.12
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		24.23
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		23.31
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		28.76
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		24.90
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		24.98
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		27.65
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		25.57
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		28.99

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100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		9.76
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		26.01
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		28.19
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		51.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		28.19
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		25.70
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		60.53
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		27.53
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		51.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL	40	51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		62.75
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		71.71
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506122	04/16/2026	2825/2601080	PAYROLL		54.88
							Vendor Total:	**1,899.93**
100881	MIDLAND CREDIT	110-000-0000-0000-000-0000-24516000	HP 00506123	04/16/2026	2840/2601080	PAYROLL		250.45
							Vendor Total:	**250.45**
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00506124	04/16/2026	2800/2601080	PAYROLL		144.60
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00506124	04/16/2026	2800/2601080	PAYROLL		88.25
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00506124	04/16/2026	2800/2601080	PAYROLL		52.64
							Vendor Total:	**285.49**
100312	R L DEPPMANN	110-261-0000-0000-200-0065-55990000	HP 00506125	04/16/2026	INV43687	IMPELLAR		473.40
							Vendor Total:	**473.40**
100749	SONITROL GREAT LAKES	110-266-0000-0000-650-0066-53190000	HP 00506126	04/16/2026	596110	SER 5/1/26-7/31/26 EDISON		314.43
100749	SONITROL GREAT LAKES	110-266-0000-0000-300-0066-53190000	HP 00506126	04/16/2026	596111	SER 5/1/26-7/31/26 HS		268.50

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							Vendor Total:	**582.93**
100740	SPECTRUM WIRELESS USA	110-284-0000-0000-000-0284-53190000	HP 00506127	04/16/2026	7673	APRIL 26 RENTAL		302.50
							Vendor Total:	**302.50**
101535	STATE DISBURSEMENT UNIT	110-000-0000-0000-000-0000-24516000	HP 00506128	04/16/2026	2800/2601080	PAYROLL		281.15
							Vendor Total:	**281.15**
100399	STATE OF MICHIGAN - LARA	110-261-0000-0000-200-0065-57410000	HP 00506129	04/16/2026	BLR515398	JH BOILER INSP MAR26		75.00
							Vendor Total:	**75.00**
100573	T T COMPUTERS	110-284-0000-0000-000-0284-54120000	HP 00506130	04/16/2026	3374	84 Chromebooks repaired for $3	P2600238	3,362.00
							Vendor Total:	**3,362.00**
101452	TEAMSTERS LOCAL 214	110-000-0000-0000-000-0000-24517000	HP 00506131	04/16/2026	2825/2601080	PAYROLL		200.00
							Vendor Total:	**200.00**
101149	WALLACE IMPORTS	220-226-0081-0000-600-0601-57410000	HP 00506132	04/16/2026	40676	SUB HELP KIDZ LEARN 25/26		250.00
							Vendor Total:	**250.00**
100090	A G CENTRAL MUSIC	110-113-0000-0000-300-0301-55110000	HP 00506133	04/21/2026	167124	INSTRUMENT SUPPLIES		176.20
100090	A G CENTRAL MUSIC	110-241-0000-0000-200-0200-55910000	HP 00506133	04/21/2026	167219	2025/26 Blanket Purchase Order	P2600086	54.00
							Vendor Total:	**230.20**
101231	LITTLE CAESARS	290-296-9132-0000-000-0150-57920000	HP 00506134	04/21/2026	212519	5TH GRADE CAMP FUNDRAISER		2,651.00
							Vendor Total:	**2,651.00**
101373	LOCKWOOD MEDIA GROUP	290-296-9469-0000-000-0450-57920000	HP 00506135	04/21/2026	5079	NATIONAL PICTURES AND		1,350.00
							Vendor Total:	**1,350.00**
101620	MELLISSSA VANATTA	230-351-0000-0000-130-0230-57413000	HP 00506136	04/21/2026	032326	OVER PAYMENT LATCHKEY ACCT		160.00
							Vendor Total:	**160.00**
101088	NASSP	110-113-0000-0000-300-0300-57410000	HP 00506137	04/21/2026	9002118242	STUDENT COUNCIL MEM. HS		95.00
							Vendor Total:	**95.00**
100346	BIG D LOCK & KEY	110-261-0000-0000-000-0065-55990000	HP 00506138	04/23/2026	8069	4 STAMPED BESTA COPIES GRG		25.00
							Vendor Total:	**25.00**
101624	CHRISTOPHER MCEACHRAN	290-296-9998-0000-000-0000-57920000	HP 00506139	04/23/2026	102	ESCAPE ROOM 5/15/26		400.00
							Vendor Total:	**400.00**
100321	CITY OF HAZEL PARK	110-261-0000-0000-000-0065-55710000	HP 00506140	04/23/2026	13154	MAINTENANCE FUEL FEB26		1,570.85
100321	CITY OF HAZEL PARK	110-271-0000-0000-000-0061-55710000	HP 00506140	04/23/2026	13154	TRANS FUEL FEB26		3,882.46
100321	CITY OF HAZEL PARK	110-261-0000-0000-000-0065-55710000	HP 00506140	04/23/2026	13155	MAINTENANCE FUEL MAR26		2,179.53
100321	CITY OF HAZEL PARK	110-271-0000-0000-000-0061-55710000	HP 00506140	04/23/2026	13155	TRANS FUEL MAR26		4,753.61
							Vendor Total:	**12,386.45**

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100254	ENVIRONMENTAL	420-456-0000-0000-300-0000-56220000	HP 00506141	04/23/2026	20566	RMV ASBESTOS ATHL TRAINER		2,720.00
							Vendor Total:	**2,720.00**
100404	HASTINGS AUTO PARTS	110-261-0000-0000-000-0065-54130000	HP 00506142	04/23/2026	962087Q	JMP CABLS HAND CLEANER STRT		36.97
							Vendor Total:	**36.97**
101623	JOSEPH ROBERT SIMMONS	290-296-9998-0000-000-0000-57920000	HP 00506143	04/23/2026	51526	MECHANICAL BULL RENTAL		725.32
							Vendor Total:	**725.32**
101023	LANGUAGE LINE SERVICES	110-226-0082-0000-000-0660-53150000	HP 00506144	04/23/2026	11889322	PHONE/VIDEO INSIGHT MAR26		350.01
							Vendor Total:	**350.01**
101419	LIVING ARTS	110-111-0000-9016-170-9016-55990000	HP 00506145	04/23/2026	KN041326	SES 1 MAR1-APR1/26		390.00
							Vendor Total:	**390.00**
101273	MADISON HEIGHTS PLBG &	110-261-0000-0000-300-0065-55990000	HP 00506146	04/23/2026	245131	PIPE BALL VALVE		95.98
							Vendor Total:	**95.98**
101565	MILLER JOHNSON	110-231-0000-0000-000-0060-53170000	HP 00506147	04/23/2026	2067592	SCHL LAW LABOR/EMP MAR26		567.00
							Vendor Total:	**567.00**
101052	NORTHSTAR MAT SERVICE	110-252-0000-0000-000-0060-54910000	HP 00506148	04/23/2026	074207	MAT SERVICE 3/2/26		62.84
101052	NORTHSTAR MAT SERVICE	220-122-0120-0000-600-0600-54910000	HP 00506148	04/23/2026	074207	MAT SERVICE 3/2/26		123.15
101052	NORTHSTAR MAT SERVICE	110-112-0000-0000-200-0200-54910000	HP 00506148	04/23/2026	074207	MAT SERVICE 3/2/26		135.22
101052	NORTHSTAR MAT SERVICE	110-113-0000-0000-300-0300-54910000	HP 00506148	04/23/2026	074207	MAT SERVICE 3/2/26		84.77
101052	NORTHSTAR MAT SERVICE	110-111-0000-0000-130-0130-54910000	HP 00506148	04/23/2026	074207	MAT SERVICE 3/2/26		70.51
101052	NORTHSTAR MAT SERVICE	230-351-0000-0000-190-0230-54910000	HP 00506148	04/23/2026	074207	MAT SERVICE 3/2/26		104.51
101052	NORTHSTAR MAT SERVICE	110-111-0000-0000-170-0170-54910000	HP 00506148	04/23/2026	074207	MAT SERVICE 3/2/26		84.77
101052	NORTHSTAR MAT SERVICE	110-113-0000-0000-400-0400-54910000	HP 00506148	04/23/2026	074207	MAT SERVICE 3/2/26		58.45
101052	NORTHSTAR MAT SERVICE	110-111-0000-0000-150-0150-54910000	HP 00506148	04/23/2026	074207	MAT SERVICE 3/2/26		54.06
							Vendor Total:	**778.28**
100338	QUICK MADE SIGNS &	110-293-0000-0000-300-0350-55990000	HP 00506149	04/23/2026	3276	WINTER SPORTS AWARDS		182.00
100338	QUICK MADE SIGNS &	290-296-9469-0000-000-0450-57920000	HP 00506149	04/23/2026	3277	DANCE TEAM TROPHEYS		1,975.00
							Vendor Total:	**2,157.00**
100440	SCHOLASTIC BOOK FAIRS	290-296-9131-0000-000-0150-57920000	HP 00506150	04/23/2026	W6083930BF	SCHOLASTIC BOOK FAIR WEBB		2,483.83
							Vendor Total:	**2,483.83**
100663	SILVA MECHANICAL	420-452-0000-0000-150-0150-53190000	HP 00506151	04/23/2026	197	3 NPE HEAT EXCHANGERS		4,443.00
							Vendor Total:	**4,443.00**
100341	SULLIVANS FLEET SERV INC	110-271-0000-0000-000-0061-54130000	HP 00506152	04/23/2026	26657	UNIT53 GE TRANS REPAIR/MAINT		2,791.46
100341	SULLIVANS FLEET SERV INC	110-271-0000-0000-000-0061-54130000	HP 00506152	04/23/2026	26685	UNIT50 SE TRANS REPAIR/MAINT		122.95

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100341	SULLIVANS FLEET SERV INC	110-271-0000-0000-000-0061-54130000	HP 00506152	04/23/2026	26737	UNIT54 SE TRANS REPAIR/MAINT		3,425.80
100341	SULLIVANS FLEET SERV INC	110-261-0000-0000-000-0065-54130000	HP 00506152	04/23/2026	26757	2017 GMC SAVANA OIL CHANGE		96.60
							Vendor Total:	**6,436.81**
100853	SUNDE BUILDING INC	420-452-0000-0000-150-0150-53190000	HP 00506153	04/23/2026	040126	STRM SEWER AUGER/CAMERA		250.00
							Vendor Total:	**250.00**
101573	TUMBL TRAK	110-213-0011-0000-190-0660-55110000	HP 00506154	04/23/2026	2153767	Boundex Cuddle Box	P2600125	494.99
							Vendor Total:	**494.99**
100032	VERIZON WIRELESS	110-261-0000-0000-000-0065-53415000	HP 00506155	04/23/2026	6138579451	G.R. CELL 2/15-3/14/26		38.12
100032	VERIZON WIRELESS	110-232-0000-0000-000-0060-53415000	HP 00506155	04/23/2026	6138579451	A.W. CELL 2/15-3/14/26		38.12
100032	VERIZON WIRELESS	110-284-0000-0000-000-0284-53415000	HP 00506155	04/23/2026	6138579451	B.W. CELL 2/15-3/14		38.12
							Vendor Total:	**114.36**
100309	CONSUMERS ENERGY	110-261-0000-0000-560-0065-55510000	HP 00506156	04/24/2026	24131APR26	ACCT# 1000 0000 8969 IR		1,274.05
100309	CONSUMERS ENERGY	110-261-0000-0000-190-0065-55510000	HP 00506156	04/24/2026	431MAR26	ACCT# 1000 0000 8795 WEBSTER		1,098.27
100309	CONSUMERS ENERGY	110-261-0000-0000-083-0065-55510000	HP 00506156	04/24/2026	45MAR26	ACCT# 1000 0000 8886 MUSEUM		122.61
100309	CONSUMERS ENERGY	110-261-0000-0000-170-0065-55510000	HP 00506156	04/24/2026	1001MAR26	ACCT# 1000 0000 8845 UO		1,031.04
100309	CONSUMERS ENERGY	110-261-0000-0000-060-0065-55510000	HP 00506156	04/24/2026	1620116MAR26	ACCT# 1000 0000 8860 FORD		44.06
100309	CONSUMERS ENERGY	110-261-0000-0000-060-0065-55510000	HP 00506156	04/24/2026	1620117MAR26	ACCT# 1000 0000 8878 FORD		1,262.78
100309	CONSUMERS ENERGY	110-261-0000-0000-650-0065-55510000	HP 00506156	04/24/2026	1650MAR26	ACCT# 1030 3562 4669 EDISON		1,099.52
100309	CONSUMERS ENERGY	110-261-0000-0000-200-0065-55510000	HP 00506156	04/24/2026	22770MAR26	ACCT# 1000 0000 8837 JH		2,388.92
							Vendor Total:	**8,321.25**
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506157	04/24/2026	SFE4063022285	FOOD SERVICE LICENSE 2026		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506157	04/24/2026	SFE4063022299	FOOD SERVICE LICENSE 2026		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506157	04/24/2026	SFE4063040501	FOOD SERVICE LICENSE 2026 EDIS		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506157	04/24/2026	SFE4063044024	FOOD SERVICE LICENSE 2026 JH		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506157	04/24/2026	SFE4063049937	FOOD SERVICE LICENSE 2026 UO		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506157	04/24/2026	SFE4063079230	FOOD SERVICE LICENSE 2026 IR		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506157	04/24/2026	SFE4063020371	FOOD SERVICE LICENSE 2026		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506157	04/24/2026	SFE4063020372	FOOD SERVICE LICENSE 2026 HS		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506157	04/24/2026	SFE406302228	FOOD SERVICE LICENSE 2026		457.80
							Vendor Total:	**4,120.20**
100338	QUICK MADE SIGNS &	290-296-9200-0000-000-0200-57920000	HP 00506158	04/24/2026	3066	UPDATE PLAQUES 9 ACRYLICS		555.00
100338	QUICK MADE SIGNS &	290-296-9200-0000-000-0200-57920000	HP 00506158	04/24/2026	3183	WRESTLINGTROPHEYS/PLAQUES		187.00
							Vendor Total:	**742.00**
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Grumpy Monkey Play all Day	P2600093	179.80

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100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Marker - on-line only	P2600093	179.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Dog Man: Mothering Heights -	P2600093	259.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	I Survived True Stories - onli	P2600093	119.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Unschooled - great book deals	P2600093	40.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Diary of a Wimpy Kid A Novel i	P2600093	199.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	The Bad Guys Starter Pack - K-	P2600093	299.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Elephant & Piggie: Are You Re	P2600093	139.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Five Colorful Crayons - presch	P2600093	40.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Dog Man Pack - 3-6th grade	P2600093	499.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Distress Signal - 3-6th grade	P2600093	40.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Classic Chapter Book Pack - K-	P2600093	399.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Bites Pack - K-2nd grade	P2600093	239.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	How The Crayons Saved the Scho	P2600093	159.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Nothing Ever Happens - Prescho	P2600093	159.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Smiley - 3-6th grade	P2600093	179.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Percy Jackson and the Olympian	P2600093	199.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Nugly Plus Necklace - 3-6th gr	P2600093	44 79.90
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	The Couch Potato - online only	P2600093	69.90
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Pig the Pug Holiday Pack - K-2	P2600093	159.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Wings of Fire: The Graphic No	P2600093	259.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Kitty-Corn Pack - k-2nd Grade	P2600093	299.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	The Pigeon Has to Go to School	P2600093	159.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Interrupting Chicken and the E	P2600093	60.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	I Need My Mother - K-2nd grade	P2600093	40.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Fly Guy Pack - classroom colle	P2600093	1,179.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Percy Jackson and the Olympain	P2600093	399.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Dairy of a Pug Pack - online o	P2600093	499.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Diary of a Wimpy Kid No Braine	P2600093	199.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Sports Illustrated Kids - onli	P2600093	100.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Who is Jane Goodall? online o	P2600093	49.90
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Brian's Winter - online only	P2600093	60.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Roll of Thunder: Hear My Cry -	P2600093	60.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Acorn Was a Little Wild - pres	P2600093	159.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	National Geographic Kids Colle	P2600093	1,179.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	The Reflection in Me - online	P2600093	179.80

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100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Wings of Fire #2: The Lost Hei	P2600093	219.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	The Crayons Go Back to School	P2600093	199.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Chef's Secret - 3-6th grade	P2600093	89.90
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Click Clack Good Night -- pres	P2600093	60.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	A Bad Case of Stripes - K-2nd	P2600093	60.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	If You Give a Moose a Muffin -	P2600093	49.90
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Back to School Chapter Book Sa	P2600093	239.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Diary of a Roblox Pro Adventur	P2600093	599.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	David Complete Collection - K-	P2600093	399.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Dog Man: Big Jim Begins - 3-6	P2600093	299.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	The Dot - preschool	P2600093	40.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Diaster Squad: Wildfire Rescue	P2600093	40.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Diary of a Pug: Super Pug - 3-	P2600093	139.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	How I Met My Mother - preschoo	P2600093	60.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	How to Train Your Dragon: Movi	P2600093	199.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Dragon Girls Storm Dragons Pac	P2600093	259.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Holes - 3-6th grade	P2600093	45 60.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Dragon Girls Eloise the Flame	P2600093	119.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Do Not Lick This Book - K-2nd	P2600093	40.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Snoop - 3-6th grade	P2600093	179.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Halloween Picture Book Savings	P2600093	299.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Grumpy Monkey Fun Pack - K-2nd	P2600093	239.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Llama Llama Red Pajama - Presc	P2600093	80.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	The Legend of Spookley the Squ	P2600093	40.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	If Animals Went to School - pr	P2600093	99.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Unplugged - 3-6th grade	P2600093	60.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Lily's Purple Plastic Purse -	P2600093	40.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Travis Kelce: All Access - 3-6	P2600093	60.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	My Weirder-est School 7-pack -	P2600093	279.90
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	The Taylors - 3-6th grade	P2600093	89.90
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	How to Catch a Witch - K-2nd g	P2600093	40.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	National Geographic Kids Wild	P2600093	359.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	National Geographic Kids Earth	P2600093	359.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	This is a School - Preschool	P2600093	60.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	There Was an Old Lady Who Swal	P2600093	60.00

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100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	The Bad Guys Mega Pack - onlin	P2600093	1,399.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Who Would Win? Rumble Pack - 3	P2600093	179.90
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	When Things Aren't Going Right	P2600093	60.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	There Was an Old Astronaut Who	P2600093	99.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Football's Best with Eraser an	P2600093	99.90
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Who Was Jackie Robinson? - onl	P2600093	59.90
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Wemberly Worried - Preschool	P2600093	40.00
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Dog Man: The Scarlet Shedder -	P2600093	299.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Great Graphix Pack - classroom	P2600093	2,579.90
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Our Universe Collection - onli	P2600093	699.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Wings of Fire: The Graphic Nov	P2600093	399.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Cat Kid Comic Club 2-pack - on	P2600093	399.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Soccer Stars - online only	P2600093	259.80
100652	SCHOLASTIC INC	110-119-0000-9019-170-9019-55110000	HP 00506159	04/24/2026	13349153	Where Are You From? K-2nd grad	P2600093	119.80
							Vendor Total:	**20,759.10**
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506160	04/27/2026	020371	FOOD SERV LICENSE WEBB26		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506160	04/27/2026	020372	FOOD SERV LICENSE HS26		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506160	04/27/2026	022285	FOOD SERV LICENSE FORD26		338.20
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506160	04/27/2026	022288	FOOD SERV LICENSE HOOVER26		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506160	04/27/2026	022299	FOOD SERV LICENSE WEBSTER26		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506160	04/27/2026	044024	FOOD SERV LICENSE JH26		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506160	04/27/2026	049937	FOOD SERV LICENSE UO26		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506160	04/27/2026	079230	FOOD SERV LICENSE IR26		457.80
100437	OAKLAND COUNTY HEALTH	250-297-0000-0000-000-0000-57410000	HP 00506160	04/27/2026	240501	FOOD SERV LICENSE EDISON26		457.80
							Vendor Total:	**4,000.60**
100090	A G CENTRAL MUSIC	110-113-0000-0000-300-0301-55110000	HP 00506161	04/30/2026	168507	BAND SUPPLIES HS		40.60
100090	A G CENTRAL MUSIC	110-241-0000-0000-200-0200-55910000	HP 00506161	04/30/2026	83239	VITO BASS CLARINET REPAIR	P2600086	70.00
100090	A G CENTRAL MUSIC	110-241-0000-0000-200-0200-55910000	HP 00506161	04/30/2026	83240	ACCENT BASS CLARINET REPAIR	P2600086	85.00
100090	A G CENTRAL MUSIC	110-113-0000-0000-300-0301-53190000	HP 00506161	04/30/2026	167331	INSTRUMENT REPAIRS		17.60
100090	A G CENTRAL MUSIC	110-113-0000-0000-300-0301-53190000	HP 00506161	04/30/2026	83055	BAND REPAIRS HS		45.00
							Vendor Total:	**258.20**
100346	BIG D LOCK & KEY	110-261-0000-0000-000-0065-55990000	HP 00506162	04/30/2026	8061	E1,12,GM COPIES CONTRACTORS		80.00
							Vendor Total:	**80.00**
100735	BURKES SPORT HAVEN	110-293-0000-0000-300-0350-55990000	HP 00506163	04/30/2026	6522	22 HOME/AWAY UNIFORMS		3,608.00

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							Vendor Total:	**3,608.00**
101547	BUTLER ROWSE-OBERLE	110-000-0000-0000-000-0000-24516000	HP 00506164	04/30/2026	2840/2601090	PAYROLL		350.00
							Vendor Total:	**350.00**
100309	CONSUMERS ENERGY	110-261-0000-0000-550-0065-55510000	HP 00506165	04/30/2026	570MAR26	ACCT# 1000 6807 0257 LF		897.01
100309	CONSUMERS ENERGY	110-261-0000-0000-081-0065-55510000	HP 00506165	04/30/2026	6349MAR26	ACCT# 1000 1193 2769 HW		43.10
100309	CONSUMERS ENERGY	110-261-0000-0000-081-0065-55510000	HP 00506165	04/30/2026	6379MAR26	ACCT# 1000 1193 2843 HW		17.95
							Vendor Total:	**958.06**
100891	DAKOTA HIGH SCHOOL	110-293-0000-0000-300-0350-57410000	HP 00506166	04/30/2026	042126	22ND DAKOTA T/F INVITATL 2026		400.00
							Vendor Total:	**400.00**
100533	DRAMATIC GRAPHICS	290-296-9460-0000-000-0450-57920000	HP 00506167	04/30/2026	3275	HOODIESNAME# PANTSSHIRTS 28		1,890.00
							Vendor Total:	**1,890.00**
101622	DS2 SURFACES LLC	110-261-0000-0000-300-0065-53150000	HP 00506168	04/30/2026	2604	GMAX IMPACT SAFETY TESTING		750.00
							Vendor Total:	**750.00**
101132	ENTECH MEDICALL	110-213-0015-0000-190-0660-53130000	HP 00506169	04/30/2026	15084	D.L. 04/19/26 WEBSTER		1,575.00
101132	ENTECH MEDICALL	110-213-0015-0000-170-0660-53130000	HP 00506169	04/30/2026	15004	AIDE T.A. UO 4/12/26		626.76
101132	ENTECH MEDICALL	110-213-0015-0000-150-0660-53130000	HP 00506169	04/30/2026	15005	D.L. 04/12/2026 WEBSTER		626.76
101132	ENTECH MEDICALL	110-213-0015-0000-190-0660-53130000	HP 00506169	04/30/2026	15006	D.L. 04/12/2026 WEBSTER		1,250.00
101132	ENTECH MEDICALL	110-213-0015-0000-130-0660-53130000	HP 00506169	04/30/2026	15081	SCHL BTHRM AIDE 4/19/26		737.62
101132	ENTECH MEDICALL	110-213-0015-0000-170-0660-53130000	HP 00506169	04/30/2026	15082	AIDE T.A. UO 4/19/26		447.69
101132	ENTECH MEDICALL	110-213-0015-0000-150-0660-53130000	HP 00506169	04/30/2026	15083	CNA 04/19/26 WEBB		736.96
101132	ENTECH MEDICALL	110-213-0015-0000-130-0660-53130000	HP 00506169	04/30/2026	15003	SCHL BTHRM AIDE 4/12/26		304.98
							Vendor Total:	**6,305.77**
100217	GIANT PLUMBING &	110-261-0000-0000-000-0065-55990000	HP 00506170	04/30/2026	411304	CABLE/COUPLING PIN KEY		147.30
							Vendor Total:	**147.30**
100323	JOSTENS INC	110-113-0000-0000-570-0000-55990000	HP 00506171	04/30/2026	39560587	DIPLOMAS MCA		106.56
100323	JOSTENS INC	110-113-0000-0000-570-0000-55990000	HP 00506171	04/30/2026	39563882	DIPLOMA MCA		4.14
							Vendor Total:	**110.70**
101580	LAMINATING AND BINDING	220-226-0081-0000-600-0600-55910000	HP 00506172	04/30/2026	398003	2 rolls 5 mil 25x1 low melt cl	P2600242	144.48
							Vendor Total:	**144.48**
101601	MARILYN NAIMAN-KOHN	110-000-0000-0000-000-0000-24516000	HP 00506173	04/30/2026	2840/2601090	PAYROLL		37.50
							Vendor Total:	**37.50**
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		62.75
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		71.71

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100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		28.99
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		9.76
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		26.01
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		28.19
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		51.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		28.19
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		25.70
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		60.53
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		27.53
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL	48	50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		50.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		51.20
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		19.94
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		54.88
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		23.12
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		22.05
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		27.01
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		23.69
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		23.77
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		60.53
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		24.98
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		26.29
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		24.34
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		54.16
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		24.34
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		25.57
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		24.23

Hazel Park Schools
Detailed Check Register w FQA
Check Date From 4/1/2026 TO 4/30/2026

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		23.31
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		28.76
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		24.90
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		51.45
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		27.65
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00506174	04/30/2026	2825/2601090	PAYROLL		51.45
							Vendor Total:	**1,899.93**
100159	MICHIGAN ASSOC OF	110-231-0000-0000-000-0060-57410000	HP 00506175	04/30/2026	INV136059	2026 BOARD BOOK		3,000.00
							Vendor Total:	**3,000.00**
100881	MIDLAND CREDIT	110-000-0000-0000-000-0000-24516000	HP 00506176	04/30/2026	2840/2601090	PAYROLL		135.62
100881	MIDLAND CREDIT	110-000-0000-0000-000-0000-24516000	HP 00506176	04/30/2026	2840/2601090	PAYROLL		250.45
							Vendor Total:	**386.07**
101565	MILLER JOHNSON	110-231-0000-0000-000-0060-53170000	HP 00506177	04/30/2026	2067869	ADMIN REG MANUAL		11,000.00
							Vendor Total:	**11,000.00**
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00506178	04/30/2026	2800/2601090	PAYROLL		52.64
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00506178	04/30/2026	2800/2601090	PAYROLL		144.60
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00506178	04/30/2026	2800/2601090	PAYROLL		88.25
							Vendor Total:	**285.49**
101455	RPM	110-261-0000-0000-150-0065-55990000	HP 00506179	04/30/2026	81016267	DURA POWER BELTS		53.33
101455	RPM	110-261-0000-0000-150-0065-55990000	HP 00506179	04/30/2026	81016271	SUPER BLUE RIBBON V BELT		25.26
							Vendor Total:	**78.59**
101535	STATE DISBURSEMENT UNIT	110-000-0000-0000-000-0000-24516000	HP 00506180	04/30/2026	2800/2601090	PAYROLL		281.15
							Vendor Total:	**281.15**
101452	TEAMSTERS LOCAL 214	110-000-0000-0000-000-0000-24517000	HP 00506181	04/30/2026	2825/2601090	PAYROLL		200.00
							Vendor Total:	**200.00**
		Total # of Checks:	**167**				**Grand Total:**	**1,212,985.40**

End of Report

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CORPORATE ACCOUNT SUMMARY

Previous balance	$38,246.11	Statement date	04/30/26
Payments	38,246.11	Number of days in billing cycle	30
Credits	280.28	Credit limit	500,000.00
Purchases and other debits	43,927.86	Available credit	452,158.00
Cash advances	0.00	Cash limit	0.00
Fees charged	0.00	Available cash	0.00
FINANCE CHARGES	0.00		
New balance	$43,647.58	Payment due date	05/20/26
		Amount due	$43,647.58

Call Us:
Continental US: 866-643-4203
Report Lost or Stolen Cards: 866-643-4203

Write Us:
CUSTOMER SERVICE
PO BOX 1558, COLUMBUS, OH 43272

Online Access:
www.huntington.com

Congratulations! You have earned $218 based on your company's Commercial Card spend this period. This rebate amount will be deposited directly into your company's Huntington Business checking account. Thank you for your business.
Your next authorized automatic payment of $43,647.58 will be debited from your account on the payment due date listed on page one of this statement.
If you have any questions regarding your account, please call us at 1-866-643-4203.

CORPORATE ACCOUNT ACTIVITY

HAZEL PARK SCHOOLS
XXXX XXXX XXXX 5846

TOTAL ACTIVITY
$38,246.11 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/20	**04/20**	**F128600FY00CHGDDA**	**AUTOMATIC PAYMENT - THANK YOU**	**$38,246.11 CR**

5548 YNH 001 7 31 260430 0 PAGE 1 of 8 1 0 1286 1000 T007 O1AK5548

Please detach bottom portion and submit with payment using enclosed envelope

HUNTINGTON NATIONAL BANK
PO BOX 2360
OMAHA NE 68103-2360

Account Number XXXX XXXX XXXX 5846
Payment Due Date May 20, 2026
Total Amount Due $43,647.58
You are set up with Automatic Payment in the amount of $43,647.58

Amount Enclosed
$

Make Check Payable to:

ATTN: BUSINESS OFFICE
HAZEL PARK SCHOOLS
1620 EAST ELZA AVE
HAZEL PARK SCHOOLS
HAZEL PARK MI 48030

HUNTINGTON NATIONAL BANK
PO BOX 182387
COLUMBUS OH 43218-2387

50 1581055632900004330730436475804364758O

:598990208: 556329300451584 6

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY

DEBRA DIMAS

XXXX XXXX XXXX 8508
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$915.42	$0.00	$0.00	$0.00	$915.42

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/09	04/08	5543286FJ5X0NH5Q6	AMAZON MKTPL*BY3Q05OE2 SEATTLE WA	93.95
04/09	04/09	5543286FK5X65DXAN	AMAZON MKTPL*BY2Z22ZF2 SEATTLE WA	29.98
04/09	04/09	8230509FKEHN1G1QF	AMAZON RETA* BC4FH4XN0 SEATTLE WA	6.39
04/10	04/09	5543286FL5XGG9KVT	TST*NEW YORK BAGEL - F FERNDALE MI	104.50
04/10	04/09	5548382FL0M22754D	WAL-MART #4424 WARREN MI	12.54
04/14	04/13	0543684FRBLK3K0LX	SAMS CLUB #6659 MADISON HEIGH MI	195.45
04/14	04/14	5543286FR5YV1HFWW	AMAZON MKTPL*B79K71HO1 SEATTLE WA	69.94
04/14	04/14	5543286FR5YV2MFFJ	AMAZON MKTPL*BY3DN0I92 SEATTLE WA	29.99
04/16	04/15	5543286FS5ZFSM763	TST*NEW YORK BAGEL - F FERNDALE MI	104.50
04/17	04/17	5543286FV5ZPR8KH6	AMAZON MKTPL*B75IY2H30 SEATTLE WA	48.94
04/21	04/20	8230509FZEHM6LW2L	AMAZON RETA* BY1LL3DL1 SEATTLE WA	10.24
04/23	04/22	5543286G161T8YZ75	TST*NEW YORK BAGEL - F FERNDALE MI	104.50
04/30	04/29	5543286G85SS216YR	TST*NEW YORK BAGEL - F FERNDALE MI	104.50

MICHELLE KRAUSE

XXXX XXXX XXXX 7323
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$207.24	$0.00	$0.00	$0.00	$207.24

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/21	04/20	8211755FZEHM8NK2X	BOUNCEBROZ.COM WARREN MI	91.25
04/23	04/22	1230202G0000HJP1R	EVERYDAY SPEECH, LLC BOSTON MA	59.99
04/26	04/24	5543286G2627TB5AD	SQ *5 STAR LANES STERLING HEIG MI	56.00

CORRI NASTASI

XXXX XXXX XXXX 6896
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$3,322.92	$0.00	$0.00	$28.19 CR	$3,294.73

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/01	04/01	8230509FBEHN0N33L	AMAZON MARK* BG7E76MC1 SEATTLE WA	149.53
04/03	04/02	8230509FQEHP3FTPF	AMAZON RETA* B77CJ0LU2 SEATTLE WA	80.46
04/08	04/06	0543684FH5SAS1TX7	GFS STORE #0178 WARREN MI	26.99
04/08	04/07	5543286FJ5WSZ354Q	TST*NEW YORK BAGEL - F FERNDALE MI	97.75
04/08	04/07	8230509FJEHMJXHBJ	AMAZON RETA* BC38S6J40 SEATTLE WA	35.96
04/09	04/07	8230509FJEHNPSKHG	AMAZON MARK* BG7E76MC1 SEATTLE W CREDIT	13.20 CR
04/09	04/08	8230509FJEHNR1Y70	AMAZON RETA* BY0SZ5OP2 SEATTLE WA	169.50
04/10	04/09	0543684FLBLK2BE5D	SAMS CLUB #6664 UTICA MI	32.56
04/14	04/13	8230509FREHMAGYHT	AMAZON MARK* BY97S89W2 SEATTLE WA	14.99
04/15	04/14	5543286FT5Z587SK6	TST*NEW YORK BAGEL - F FERNDALE MI	97.75
04/22	04/20	8230509FZEHNMJLJA	AMAZON MARK* BY97S89W2 SEATTLE W CREDIT	14.99 CR
04/22	04/21	5543286G061EK7AEG	TST*NEW YORK BAGEL - F FERNDALE MI	97.75
04/23	04/22	0543684G08PL5V3K1	KROGER #759 WHITE LAKE MI	95.04
04/24	04/23	0543684G2EHVWPX1M	LITTLE CAESARS #0174 FERNDALE MI	26.95
04/24	04/23	0543684G2EHVWPX49	LITTLE CAESARS #0174 FERNDALE MI	3.19
04/24	04/23	0543684G2EHVWPX6A	LITTLE CAESARS #0174 FERNDALE MI	20.46
04/26	04/26	8230509G4EHMN9V5L	AMAZON MARK* BS6VA3MY1 SEATTLE WA	43.11
04/27	04/26	5526352G5M7T2SEHX	MEIJER STORE #681 MACOMB MI	111.63
04/27	04/26	8230509G4EHNXL8XT	AMAZON MARK* BJ18I92D2 SEATTLE WA	20.99
04/27	04/26	8230509G5EHME5517	AMAZON MARK* BS3NT7Q01 SEATTLE WA	14.40
04/28	04/27	0543684G6BLK1XAJM	SAMS CLUB #6659 MADISON HEIGH MI	64.92

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

CORRI NASTASI
XXXX XXXX XXXX 6896
CREDIT LIMIT $5,000.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/28	04/27	0543684G6BLK1XAR3	SAMS CLUB #6659 MADISON HEIGH MI	54.22
04/28	04/27	5526352G6M8VLNAJK	MEIJER STORE #237 WARREN MI	6.58
04/28	04/27	8230509G6EHMNLFQD	AMAZON MARK* BJ6CL4YX2 SEATTLE WA	19.98
04/28	04/27	8211755G6EHM6S3JL	BOUNCEBROZ.COM WARREN MI	62.50
04/29	04/27	5543286G663FB981S	DETROIT ZOO-GUEST RELA ROYAL OAK MI	792.00
04/29	04/27	0543684G65SB42PY6	GFS STORE #0178 WARREN MI	55.96
04/29	04/28	5543286G75SF29QTM	TST*NEW YORK BAGEL - F FERNDALE MI	97.75
04/30	04/29	5544641G855GGYG7H	TRIUMPH CHARTER DETROIT MI	1,030.00

MEGAN PAPASIAN-BROADWELL
XXXX XXXX XXXX 5029
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$1,314.37	$0.00	$0.00	$0.00	$1,314.37

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/15	04/15	5543286FT5Z2PJ5HH	AMAZON MKTPL*BS2LS6OL2 SEATTLE WA	45.04
04/15	04/15	5754024FTLVPLLNJB	MCGRAW-HILL HIGHER ED 8003383987 NY	1,231.69
04/16	04/15	5543286FT5ZBWS1F1	AMAZON MKTPL*B79F619G1 SEATTLE WA	37.64

GREG RICHARDSON
XXXX XXXX XXXX 2959
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$702.37	$0.00	$0.00	$0.00	$702.37

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/15	04/13	5531658FRLS5KSKAW	THORNTONS 442551 QPS SHARONVILLE OH	88.58
			QUANTITY: 23.31 UNIT OF MEASURE:GAL	
			FUEL SALE AM: 88.58	
			FUEL UNIT AM: 3.799 ODO:	
04/26	04/24	5546315G339WY56EF	PIXIE MOUNT PLEASAN MI	58.02
04/26	04/24	5546315G339WY56FR	PIXIE MOUNT PLEASAN MI	29.63
04/26	04/24	5546315G339WY56F8	PIXIE MOUNT PLEASAN MI	44.67
04/27	04/26	5550037G4M70SHGEJ	BUFFALO WILD WNGS 3049 MT PLEASANT MI	481.47

ACCOUNTS PAYABLE
XXXX XXXX XXXX 6159
CREDIT LIMIT $250,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$3,855.60	$0.00	$0.00	$0.00	$3,855.60

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/26	04/24	5543687G34N2TJGPR	BAYMONT INN AND SUITES MT PLEASANT MI	3,855.60
			CHECK IN:04/24/2026 NUMBER OF NIGHTS:	
			CHECK OUT:04/24/2026	
			DAILY RATE: 0.00	

ROCHELLE TASSIE
XXXX XXXX XXXX 9695
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$758.17	$0.00	$0.00	$0.00	$758.17

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/13	04/12	5543286FN5YQ7W49Q	AMAZON MKTPL*BY4N58QA2 SEATTLE WA	507.28
04/23	04/23	5543286G161R7574M	AMAZON.COM*BS8NM04L1 SEATTLE WA	68.40
04/24	04/24	5543286G26247DBBH	AMAZON MKTPL*BS8OB1TN1 SEATTLE WA	84.99
04/26	04/26	5543286G462S2R75T	AWL*PEARSON EDUCATION UPPER SADDLE NJ	97.50

5548 YNH 001 7 31 260430 0 PAGE 3 of 8 1 0 1286 1000 T007 O1AK5548

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

BRADLEY WILKINS

XXXX XXXX XXXX 6906	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT $100,000.00	$14,486.59	$0.00	$0.00	$0.00	$14,486.59

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/01	03/31	8230509FBEHM5DBMK	WWW.EASYFTP.IO EVANSTON IL	649.00
04/02	04/01	1527021FB0189SP31	GOOGLE CLOUD GQXNVB MOUNTAIN VIEW CA	4.98
04/03	04/02	5548077FQ60DR71SL	VOXTELESYS LLC WAHOO NE	1,576.83
04/10	04/09	5543286FK5XBX7YPK	IN *FREUND RESOURCES MAIZE KS	297.00
04/10	04/09	8702130FLEHM6P96A	CLIPTO INC SAN FRANCISCO CA	107.88
04/12	04/09	7550038FLPGV28YD1	CMS COMMUNICATIONS INC CHESTERFIELD MO	3,076.84
04/12	04/10	7270363FL7DEYFXXR	B&H PHOTO 800-606-6969 NEW YORK NY	2,201.30
04/15	04/14	5543286FR5YZQSDGB	APPLE.COM/BILL CUPERTINO CA	49.99
04/15	04/14	5543286FR5YZQSEHK	APPLE.COM/BILL CUPERTINO CA	13.99
04/15	04/14	5543286FR5YZQVH39	APPLE.COM/BILL CUPERTINO CA	249.99
04/16	04/14	0541019FTELT01NE9	BESTBUYCOM807165542354 RICHFIELD MN	3,099.00
04/16	04/15	5543286FT5Z81ESBR	TMOBILE*AUTO PAY BELLEVUE WA	630.01
04/22	04/20	5270487FZQ48L0F4N	HOLIDAY INN GRAND RAPI GRAND RAPIDS MI	477.73
			CHECK IN:04/20/2026 NUMBER OF NIGHTS:0002	
			CHECK OUT:04/22/2026	
			DAILY RATE: 0.00	
04/26	04/23	5270487G2Q5YAGMHH	HOLIDAY INN GRAND RAPI GRAND RAPIDS MI	166.88
			CHECK IN:04/22/2026 NUMBER OF NIGHTS:0001	
			CHECK OUT:04/23/2026	
			DAILY RATE: 0.00	
04/26	04/25	8910178G4EHMBKZ3E	ALOHI * FAXPLUS PLAN-LES-OUAT DU	199.79
04/28	04/27	5513158G5M8DT4763	CDW GOVT #AJ1KC3J 800-808-4239 IL	378.50
04/28	04/27	5265384G5LWVJYB1F	REPLACEUPSBATTERY.COM 8004090250 TX	364.38
04/28	04/27	7270363G57ENSYGYP	B&H PHOTO 800-606-6969 NEW YORK NY	643.50
04/28	04/27	8702130G5EHP7BYJ2	SOWASH VENTURES, LLC HOWELL MI	299.00

CHARLES PLEINESS

XXXX XXXX XXXX 4166	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT $5,000.00	$808.32	$0.00	$0.00	$0.00	$808.32

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/16	04/15	8702130FSEHM62DPF	AGONSWM* C/0D119C50 NASHVILLE TN	552.73
04/23	04/22	0543684G08PL5V5XH	KROGER #447 HAZEL PARK MI	30.74
04/23	04/22	5531020G1Q5753S94	TONYS ACE HDWE HAZEL PARK MI	8.54
04/24	04/23	5543286G161WH5WZS	AMAZON MKTPL*BS73L8Z51 SEATTLE WA	98.07
04/26	04/25	5543286G362F90HEB	AMAZON MKTPL*BY99V49U0 SEATTLE WA	66.76
04/26	04/25	5543286G362Q31FLY	AMAZON MKTPL*BS8NY40L1 SEATTLE WA	51.48

LINDA YATES

XXXX XXXX XXXX 0268	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT $40,000.00	$2,832.48	$0.00	$0.00	$232.11 CR	$2,600.37

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/02	04/01	0543684FB8PM7XZJA	KROGER #602 WARREN MI	465.00
04/05	04/03	5548077FE60PKWE21	OAKLAND PRESS PONTIAC MI	14.00
04/07	04/06	5543286FG5WD9EZ5G	NYTIMES DISC* NEW YORK NY	8.00
04/09	04/08	5543687FKJLZ1SS6T	GVSU WEB PAYMENTS ALLENDALE MI	10.00
04/10	04/09	5548077FKTHSJ4H8R	CAROLINA BIOLOGIC SUPP BURLINGTON NC	9.00
04/12	04/10	8230509FMEHMK7TWG	MIASSOCSCH-F1470E147T1 OWASSO OK	154.79

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

LINDA YATES
XXXX XXXX XXXX 0268
CREDIT LIMIT $40,000.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/12	04/10	8230509FMEHMN4YPS	MIASSOCSCH-F1470E148T1 OWASSO OK	304.12
04/12	04/10	8702130FLEHNYNJDB	OAKLAND SC* OAKLAND SC WATERFORD MI	25.00
04/14	04/13	5548077FPTJ0NQAM2	CAROLINA BIOLOGIC SUPP BURLINGTON NC	60.66
04/15	04/13	8536943FRGXV1JXA7	TREETOPS - H LODGING TREETOPS VLG MI	232.11
			CHECK IN:04/12/2026 NUMBER OF NIGHTS:0000	
			CHECK OUT:04/13/2026	
			DAILY RATE: 0.00	
04/15	04/13	8536943FRGXV1JX6L	TREETOPS - H LODGING TREETOPS VLG MI	232.11
			CHECK IN:04/12/2026 NUMBER OF NIGHTS:0000	
			CHECK OUT:04/13/2026	
			DAILY RATE: 0.00	
04/15	04/13	8536943FRGXV1JX6W	TREETOPS - H LODGING TREETOPS VLG MI	232.11
			CHECK IN:04/12/2026 NUMBER OF NIGHTS:0000	
			CHECK OUT:04/13/2026	
			DAILY RATE: 0.00	
04/15	04/13	8536943FRGXV1JX86	TREETOPS - H LODGING TREETOPS VLG MI	232.11
			CHECK IN:04/12/2026 NUMBER OF NIGHTS:0000	
			CHECK OUT:04/13/2026	
			DAILY RATE: 0.00	
04/15	04/13	8536943FRGXV1JX9G	TREETOPS - H LODGING TREETOPS VLG MI	232.11
			CHECK IN:04/12/2026 NUMBER OF NIGHTS:0000	
			CHECK OUT:04/13/2026	
			DAILY RATE: 0.00	
04/16	04/14	8536943FTH2W3RENE	TREETOPS - H LODGING TREETOPS VLG CREDIT	232.11 CR
			CHECK IN:04/14/2026 NUMBER OF NIGHTS:0000	
			CHECK OUT:04/14/2026	
			DAILY RATE: 0.00	
04/21	04/20	5548077FYTJBHKKE8	CAROLINA BIOLOGIC SUPP BURLINGTON NC	288.38
04/23	04/22	0543684G08PL5W1SA	KROGER #602 WARREN MI	150.00
04/26	04/24	5548077G2TJHV5YD2	CAROLINA BIOLOGIC SUPP BURLINGTON NC	132.98
04/26	04/25	5543286G362QM33P3	METROPOLITAN DETROIT B DETROIT MI	50.00

JOAN RYBINSKI
XXXX XXXX XXXX 4803
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$91.31	$0.00	$0.00	$0.00	$91.31

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/03	04/02	0543684FQ8PLDNB7Q	KROGER #447 HAZEL PARK MI	19.15
04/05	04/03	0525958FE00EAJ13L	HUNGRY HOWIES 575 HAZEL PARK MI	72.16

HEIDI KUNZ
XXXX XXXX XXXX 7221
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$1,740.94	$0.00	$0.00	$19.98 CR	$1,720.96

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/03	04/02	5543286FQ5V1XNHX1	AMAZON MKTPLACE PMTS SEATTLE WA CREDIT	19.98 CR
04/09	04/08	0543684FKBLK1XMET	SAMS CLUB #6659 MADISON HEIGH MI	240.66
04/10	04/10	5543286FL5XDN1GQD	AMAZON MKTPL*BC0NB9RS1 SEATTLE WA	27.98
04/10	04/10	5543286FL5XD5FLFL	AMAZON MKTPL*BC5AI6RE1 SEATTLE WA	44.97

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Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

HEIDI KUNZ
XXXX XXXX XXXX 7221
CREDIT LIMIT $5,000.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/13	04/12	5543286FN5YQE9L0A	AMAZON MKTPL*B76V51031 SEATTLE WA	130.97
04/16	04/15	0543684FT8PM0SHV1	PY *QUIKPRINTS MADISON HEIGH MI	95.00
04/19	04/17	5543286FV600BZYRQ	AMAZON.COM*B72O636G0 SEATTLE WA	34.96
04/19	04/18	0543684FXBLKDEVTS	SAMS CLUB #6659 MADISON HEIGH MI	217.82
04/20	04/18	0543684FX5SA3PYM2	GFS STORE #1907 ROYAL OAK MI	40.97
04/20	04/19	5543286FX60NEX935	AMAZON MKTPL*BY9T60MO1 SEATTLE WA	69.96
04/20	04/19	5543286FX60NE9P9T	AMAZON MKTPL*B73XU5W30 SEATTLE WA	76.53
04/20	04/19	5543286FX60NWEYXP	AMAZON.COM*B70JX0WO0 SEATTLE WA	21.89
04/21	04/20	5543286FY60XYJ18V	AMAZON MKTPL*BY0AI6FL0 SEATTLE WA	31.33
04/21	04/20	5543286FY60YG56KK	AMAZON MKTPL*BY6XQ8QY1 SEATTLE WA	44.02
04/22	04/21	5543286FZ615GJP8K	AMAZON MKTPL*BY4AN13Y0 SEATTLE WA	187.65
04/22	04/21	5543286FZ619SLDDN	AMAZON MKTPL*BJ72E2CF2 SEATTLE WA	19.98
04/23	04/22	5543286G061JY1LD1	AMAZON MKTPL*BS7TF7CE1 SEATTLE WA	11.18
04/24	04/23	5543286G161YVWJYA	AMAZON MKTPL*BS34W4NC1 SEATTLE WA	41.58
04/24	04/24	5543286G2622PMHYQ	AMAZON MKTPL*BY5938630 SEATTLE WA	39.96
04/26	04/25	0543684G4BLKQ1J5Q	SAMS CLUB #6659 MADISON HEIGH MI	66.96
04/28	04/27	0543684G600QMF770	DOLLARTREE MADISON HEIGH MI	42.75
04/29	04/29	5543286G75SDKYTAB	AMAZON MKTPL*BV2HZ0LT2 SEATTLE WA	138.87
04/29	04/29	5543286G75SDRYEE6	AMAZON.COM*BS39N2X90 SEATTLE WA	11.61
04/29	04/29	5543286G75SE8X19N	AMAZON MKTPL*BS8TH5MX0 SEATTLE WA	103.34

KRISTY CALES
XXXX XXXX XXXX 1852
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$968.64	$0.00	$0.00	$0.00	$968.64

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/12	04/10	5543687FL7WQJFE9M	A1 FINGERPRINTS OF MIC OAK PARK MI	78.00
04/12	04/10	5543687FL7WQJFE9X	A1 FINGERPRINTS OF MIC OAK PARK MI	78.00
04/15	04/14	5543687FR7K3VM4YM	A1 FINGERPRINTS OF MIC OAK PARK MI	78.00
04/15	04/14	5543687FR7K3VM51G	A1 FINGERPRINTS OF MIC OAK PARK MI	78.00
04/26	04/23	5270487G2Q5YAGNQT	HOLIDAY INN GRAND RAPI GRAND RAPIDS MI	500.64
			CHECK IN:04/20/2026 NUMBER OF NIGHTS:0003	
			CHECK OUT:04/23/2026	
			DAILY RATE: 0.00	
04/29	04/28	5543687G67K80EJL9	A1 FINGERPRINTS OF MIC OAK PARK MI	78.00
04/30	04/29	5543687G77WJ3G97L	A1 FINGERPRINTS OF MIC OAK PARK MI	78.00

CRYSTAL R MUBARAK
XXXX XXXX XXXX 6052
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$2,814.08	$0.00	$0.00	$0.00	$2,814.08

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/15	04/14	5543687FR7K3THKLS	COMFORT INNS CINCINNATI OH	1,935.00
			CHECK IN:04/10/2026 NUMBER OF NIGHTS:	
			CHECK OUT:04/13/2026	
			DAILY RATE: 0.00	
04/24	04/22	5543286G161WG8LVK	COURTYARD BY MARRIOTT GRAND RAPIDS MI	412.16
			CHECK IN:04/20/2026 NUMBER OF NIGHTS:0001	
			CHECK OUT:04/22/2026	

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

CRYSTAL R MUBARAK
XXXX XXXX XXXX 6052
CREDIT LIMIT $5,000.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
			DAILY RATE: 184.00	
04/26	04/23	5543286G26278LWAK	COURTYARD BY MARRIOTT GRAND RAPIDS MI	466.92
			CHECK IN:04/22/2026 NUMBER OF NIGHTS:0001	
			CHECK OUT:04/23/2026	
			DAILY RATE: 391.00	

SHANA E WILLIAMS
XXXX XXXX XXXX 8194
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$2,585.99	$0.00	$0.00	$0.00	$2,585.99

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/01	03/31	0543684FA8PL78ZRB	KROGER #447 HAZEL PARK MI	25.26
04/01	03/31	8702130FAEHP77ALX	WWW.HAZELPARK.ORG HAZEL PARK MI	240.00
04/09	04/08	5104323FK1YD17TRL	CADCA 7037060560 VA	400.00
04/14	04/13	5756180FPLT8QLYXJ	C &G PUBLISHING INC WARREN MI	596.00
04/24	04/23	8230509G1EHNHWBBS	COFFEE & BARK (HP) HAZEL PARK MI	15.43
04/26	04/24	5543286G262A66ESE	IN *CENTRAL SELECT LTD LAKEWOOD CO	1,309.30

JULIE KAMINSKI
XXXX XXXX XXXX 0778
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$198.66	$0.00	$0.00	$0.00	$198.66

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/09	04/08	5548382FK0M0SB83M	SAMSCLUB #6659 MADISON HEIGH MI	198.66

LISA BERNYS
XXXX XXXX XXXX 3002
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$2,445.84	$0.00	$0.00	$0.00	$2,445.84

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/01	03/31	0543684FA5SAV61FT	SAMS CLUB.COM BENTONVILLE AR	1,815.71
04/12	04/11	5543286FM5XTZJ8TE	AMAZON MKTPL*BC39Z6SW0 SEATTLE WA	95.38
04/26	04/24	0543684G28PM73H4B	KROGER #447 HAZEL PARK MI	534.75

MONICA PAPASIAN
XXXX XXXX XXXX 3813
CREDIT LIMIT $5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
$524.48	$0.00	$0.00	$0.00	$524.48

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/22	04/22	5754024G0MK6MT9KV	UBER *TRIP 8005928996 CA	9.94
04/22	04/22	5754024G0MM294NDB	UBER *TRIP 8005928996 CA	4.00
04/23	04/22	0543684G1EHVFJPLM	FSP*HOLIDAY INN GRAND GRAND RAPIDS MI	139.13
04/24	04/23	5543687G24ZQHX2QH	HAMPTON INNS GRAND RAPIDS MI	352.24
			CHECK IN:04/21/2026 NUMBER OF NIGHTS:	
			CHECK OUT:04/23/2026	
			DAILY RATE: 0.00	
04/24	04/23	8230509G1EHNGTPEP	DD *DOORDASH WENDYS SAN FRANCISCO CA	19.17

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Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

GEORGE W DIMAS

XXXX XXXX XXXX 8851	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT $5,000.00	$3,005.00	$0.00	$0.00	$0.00	$3,005.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/07	04/06	0543684FHBLK74RXA	SAMS CLUB #6659 MADISON HEIGH MI	267.02
04/09	04/08	0531461FK00DLNXWP	JETS PIZZA - MI-018 WARREN MI	69.48
04/16	04/15	5550629FSLW2AZ1S4	EDUCATIONAL THEATRE AS CINCINNATI OH	225.00
04/17	04/16	5550629FVLX5MWJ4G	EDUCATIONAL THEATRE AS CINCINNATI OH	126.00
04/19	04/16	8230698FVLBXL5DZL	E GROUP INC RESTON VA	310.00
04/22	04/20	7541823FY7E7N7EM1	NASSP PRODUCT & SERVIC RESTON VA	480.00
04/26	04/25	5543286G362QPSFML	AWX*CONCORD THEATRICAL NASHVILLE TN	1,416.20
04/28	04/27	0543684G6BLK1XEYD	SAMS CLUB #6659 MADISON HEIGH MI	69.38
04/29	04/28	0525958G700QZ27AG	HUNGRY HOWIES 575 HAZEL PARK MI	41.92

ADAM SHIRLEY

XXXX XXXX XXXX 7264	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT $2,500.00	$349.44	$0.00	$0.00	$0.00	$349.44

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04/22	04/22	5543286G061BHBLNK	TEXAS METAL INDUSTRIES FORT MYERS FL	232.96
04/30	04/30	5543286G85SN9W6NR	TEXAS METAL INDUSTRIES FORT MYERS FL	116.48

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HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, 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 Wilcox, Superintendent
Subject: Personnel Recommendations Report
Date: May 18, 2026

Please see the personnel actions as indicated on the *Hazel Park Board of Education Personnel Recommendations* report for the May 18, 2026 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. Wilcox, Ed.D.
Superintendent

Attendee	EVENT	DATES OF EVENT	Location	ESTIMATED COST	Notes
Agueros, Heather	CACFP Record Keeping Training	5/21/26	Wayne RESA	$0.00	
Brew, Tiffany	BTMC - transportation mgmt training	7/9/26, 8/6/26, 9/24/26	Virtual	$0.00	
Cales, Kristy	Financial Literacy Workshop	5/5/26	Royal Oak, MI	$50.00	
Shurter, Joshua	Detroit Education Cybersecurity Collective. Meeting	5/12/26	Grosse Pt Woods, MI	$0.00	
Wilkins, Bradley	Detroit Education Cybersecurity Collective. Meeting	5/12/26	Grosse Pt Woods, MI	$0.00	
Wacker, Claudia	Initial Ukeru Training	6/3/26 - 6/4/26	Maumee, OH	$0.00	

Mental Health Awareness Month – May 2026

WHEREAS, mental health includes our emotional, psychological, and social well-being; it affects how we think, feel, and act; it also affects how we handle stress, relate to others, and make choices; and

WHEREAS, mental health is essential to the well-being and vitality of individuals, families, communities, and workplaces; and

WHEREAS, mental health conditions affect people across the lifespan, and nearly one in five Americans, including children, adolescents, and adults, experiences a diagnosable mental health condition in any given year; and

WHEREAS, May 1 through May 31, 2026, is recognized as Mental Health Awareness Month, and the National Alliance on Mental Illness (NAMI)'s 2026 theme invites everyone to speak up against mental health stigma by sharing lived experiences, learning from one another, and building strong community connections to foster healing, understanding, and support; and

WHEREAS, Oakland Community Health Network (OCHN) joins national partners in promoting this year's campaign to transform silence into connection by strengthening relationships and creating opportunities for empathy, understanding, and meaningful change; and

WHEREAS, effective mental health management enables individuals to live, work, learn, and fully participate in society while promoting diversity, inclusion, and acceptance; and

WHEREAS, improved systems of care for vulnerable populations, expanded access to non-emergent and crisis services, advancements in integrated physical and behavioral health care, and strong provider partnerships continue to strengthen the services coordinated by OCHN; and

WHEREAS, OCHN and its service provider agencies remain committed to inspiring hope, empowering people, and strengthening communities.

NOW, THEREFORE, BE IT RESOLVED that, Oakland Community Health Network, hereby recognizes May 2026 as Mental Health Awareness Month. OCHN calls upon citizens, government agencies, public and private institutions, businesses, faith-based organizations, and schools to recommit increasing awareness and understanding of mental health conditions, and to support accessible, appropriate services that promote recovery, resilience, and a higher quality of life for all.

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, Ed.D.
Superintendent

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

To: Amy Wilcox, Superintendent
From: Kristy Cales, Director of Human Resources
Subject: Advantage Dean of Students Staffing Change
Date: May 18, 2026

As part of earlier budget planning discussions for the 2026–2027 school year, a reduction in the Advantage Dean of Students position was considered and approved. This adjustment was proposed in response to anticipated budget constraints and the need to evaluate staffing levels across the district.

Following a subsequent and more detailed review of the district's budget in collaboration with the Business Office, it has been determined that this reduction is not necessary for the 2026–2027 school year.
Administration is requesting approval to maintain the Advantage Dean of Students position at **1.0 FTE** for the 2026–2027 school year.

Maintaining the position at full-time ensures continued support for students at Advantage, including behavior management, student engagement, and overall school climate.

Additionally, preserving this position aligns with our commitment to providing appropriate staffing to meet student needs while remaining fiscally responsible. Based on the updated financial review, the district is able to support this position without implementing the previously considered reduction.

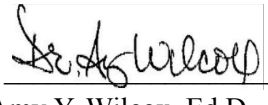
Strategic Goal Alignment -

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.
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.
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 $65,474.00 (0.4 FTE Salary + Fringe)

Recommendation
That the Board of Education approve maintaining the Advantage Dean of Students as a full time position.

APPROVED AND RECOMMENDED FOR BOARD ACTION



Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, 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 Wilcox, Superintendent
Subject: Administrative Regulations - First Reading
Date: May 18, 2026

The purpose of this memo is to present updated administrative regulations prepared by Miller Johnson for Board review and first reading. These guidelines reflect changes in state and federal law, best practices, and recommendations for alignment with current district operations.

Administration recommends that the Board review the administrative regulations provided by Miller Johnson and approve them for the first reading. Approval ensures that the district maintains current and legally compliant administrative regulations while providing clear guidance to staff, students, and community stakeholders.

Funding Source: N/A

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.

Recommendation
That the Board of Education approve the first reading of the administrative regulations provided by Miller Johnson, as presented.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Wilcox, Ed. D.
Superintendent



ADMINISTRATIVE REGULATIONS v. 3

[05.04.26]

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Miller Johnson School Policy Services

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2000-AR STUDENTS

The 2000 series of Board Policies requires or permits the Superintendent[1] to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on July 1, 2026 and posted them on the School District website. All School District personnel and students are required to follow these administrative regulations.

The Superintendent will review the 2000 series of Board Policies and these regulations at least annually and will consider legally compliant revisions and additions to the 2000 series of Board Policies and these administrative regulations.

2001-AR Admission and Enrollment

Resident Students

Age of Enrollment. Michigan's Revised School Code specifies the dates by which a child must reach school age in order to be eligible to enroll in kindergarten or first grade.

Early Enrollment. A parent[2] may apply for early enrollment to the Superintendent.

Documentation. A parent who seeks to enroll a child in the School District will prove the child's age, typically with a certified copy of a birth certificate. If the parent cannot produce a certified copy of a birth certificate, the parent must explain the reason to the enrollment official and prove the child's age to the reasonable satisfaction of the enrollment official. A parent enrolling a student who has attended school in another school or school district must provide the enrollment official with a release for the student's education record on a form created by the School District or otherwise acceptable to the enrollment official.

Residency. Residency is defined in Michigan's Revised School Code. Proof of residency will be established as follows:

For Homeowners:	A deed or land contract and a current utility bill establishing the parent lives within the School District's geographic boundaries; or, a property transfer affidavit establishing the parent will live within the School District's geographic boundaries within 30 days of the beginning of the student attendance year in question; or,
For Renters:	A fully executed lease and current utility bill confirming the parent lives within the School District's geographic boundaries (which lease includes names of all children enrolled or enrolling in the School District).

Nonresident Students

Schools of Choice (Inter-District). The School District may allow inter-District schools of choice students according to periodic Board of Education resolutions.

Schools of Choice (Intra-District). The School District permits intra-District transfers. Parents who wish their children to attend another District school should complete an application for the Superintendent's consideration and approval before the beginning of the school year. Click here [https://www.hazelparkschools.org/enroll-now/enroll-now] for the application and submit it to the School District's pupil accounting office at enrollHPS@myhpsd.org. For students receiving special education

[1] "Superintendent," as used in these regulations, includes the Superintendent's designee, unless otherwise indicated.
[2] The term "parent," as used in these regulations, includes a guardian or an adult student.

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Deleted: The Superintendent designates the School District's [position] to review the 2000 series of Board Policies and these regulations at least annually. The [position] is also expected to recommend to the Superintendent legally compliant revisions and additions to the 2000 series of Board Policies and these administrative regulations.¶
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services, agreement and execution of a 105c agreement is necessary prior to admission into the School District.

Tuition Students. From time to time, the School District may enter into cooperative agreements with other school districts for the admission of students on a tuition basis. Any such admission will be subject to and permitted only pursuant to such cooperative agreements.

Children of School District Employees. The School District accepts for enrollment the children of School District employees on the same basis and subject to the same rights and obligations as other students.

Foreign Exchange Students

Generally. The School District may accept international/foreign exchange students, subject to the Superintendent's reasonable discretion. A student wishing to enroll in the School District as an international exchange student must meet the following requirements: the completion of an application to the School District's High School Principal between March 1 and June 30 of the preceding school year; the provision of evidence of approval by the United States Department of State, including an F-1 or J-1 student visa; affiliation with a program on the Council on Standards for International Education and Travel (CSIET) Advisory List on International Education Travel and Exchange Programs; the provision of the name, address, and telephone number of the program's local representative and most recent brochure; the provision of the names, addresses, and telephone numbers of at least two suitable host families, unless the School District is aware of suitable host families; proof he/she will be at least 16 years old by the date of first attendance in the School District; provision of suitable proof of health and accident insurance; proof of the ability to communicate and learn in English, as evidenced by a secondary level English proficiency test on which he/she earned a high intermediate or advanced level score.

Acceptance and Placement. High School Principals, no later than June 15 of each school year, will forward to the Superintendent no more than four recommendations for international exchange students who meet the criteria set forth in the preceding paragraph. The Superintendent will review the recommendations and, if he/she is satisfied, approve the recommendations for placement for the upcoming school year according to applicable Board policies and administrative regulations. Approved international exchange students attending the School District are subject to the same policies and administrative regulations as other students and will not receive diplomas from the School District except according to applicable administrative regulations.

Homeless Students The Superintendent appoints the School District's Assistant Superintendent of Teaching and Learning to serve as the School District's Homeless Liaison in accordance with the McKinney-Vento Act. The Liaison's duties include, but are not limited to:

1. Establishing practices designed to facilitate the school enrollment of homeless students;
2. Assisting with the enrollment of homeless students and providing assistance with obtaining academic and medical records;
3. Informing parents or unaccompanied homeless students of the educational and related opportunities available to them;
4. Assisting with school placement decisions based on the best interest of the student and desires of the parent or unaccompanied student;
5. Ensuring that referrals are made for health care, dental, mental health, and other appropriate services;
6. Monitoring each enrollment to assure that homeless students are not isolated or stigmatized because of their homeless status;

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7. Handling enrollment disputes and ensuring that disputes over the placement of homeless students are resolved in a timely manner;

8. Arranging transportation and informing the parent or unaccompanied homeless students of the transportation services the School District must make available; and,

9. Disseminating public notice of the educational rights of homeless students in places within the community where they are likely to be seen by homeless students, their families and advocates for the homeless.

The Liaison will inform all School District personnel and persons or agencies known to work with homeless families of his or her identity and contact information.

Shared Time Instructions Shared time instruction will be provided according to Michigan law and the Michigan Department of Education's Pupil Accounting Manual.

2002–AR Learning and Achievement

Assessments

Generally. The Superintendent will inform the Board and District administrators and teachers of the national, Statewide, and Districtwide assessments the District will administer. District personnel are expected to administer assessments consistent with protocols and students are expected to participate in assessments. Assessments and alternative assessments will be administered to disabled students consistent with their IEPs or Section 504 Plans.

Discretionary Assessments and Assessments Required by Law. These regulations do not prohibit School District personnel from administering or considering other assessments, including other assessments permitted or required by law.

Progress Reports and Grades

Generally. Progress reports and grades are intended to encourage student achievement and citizenship and accurately and consistently report student achievement in the School District's curriculum. Teachers are expected to follow Board policies and administrative procedures concerning progress reports and grades. Building administrators are expected to orient new teachers to the Board's policies and administrative procedures concerning progress reports and grades and, upon request, assist teacher compliance.

Establishing Expectations. Building administrators and teachers are expected to establish academic and behavioral expectations for students and parents at the beginning of the school year or course. Middle school and high school teachers are strongly encouraged to communicate academic and behavioral expectations to students in writing, including a syllabus.

Reports, Grades, and Academic Recognition. The School District's Assistant Superintendent of Teaching and Learning is responsible for creating and, from time-to-time, updating or revising forms for periodic progress reports and grades for elementary, middle school, and high school students. Teachers are responsible for completing all necessary forms for periodic progress reports and grades in an objective, consistent, and timely manner. Teachers are also responsible for notifying students and parents when a student's work is likely to result in a failing grade. Academic reports and grades should be based on students' academic work rather than behavior. Behavior should be reflected in citizenship reports or marks. A teacher may not award a failing grade to a secondary student unless he/she has provided such notice in a timely fashion. Building administrators are expected to facilitate these teacher responsibilities consistent with Board policies and these administrative regulations.

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Attendance. The School District expects students will be in class every school day for the entire school day or class period. Teachers are required to take daily attendance for every class they teach. The District will report student attendance on every progress report.

Students will be marked as tardy if they are not in their classrooms ready to learn at the beginning of the school day or class period. Tardiness may result in student discipline as set forth in the School District's Student Code of Conduct.

Accommodations and Modifications. Accommodations permit a student to access School District facilities and services, including educational services such as the District's curriculum. Modifications change the District's curriculum at a student's grade level. Teachers may not consider accommodations when giving academic progress reports or awarding grades. Teachers may note modifications on individual academic progress reports and grade reports. The School District does not note modifications on student transcripts.

Grade Appeals. Teachers are responsible for awarding grades consistent with Board policies and administrative regulations. A student or a parent who wishes to appeal a grade awarded by a teacher may do so by notifying the building administrator in writing no later than 15 calendar days after the grade is issued. The building administrator will promptly schedule a meeting with the parent and/or student and teacher to discuss the appeal. If the teacher does not concur with the appeal, the building administrator will issue a final decision resolving the grade appeal.

Academic Recognition. Building principals will take all reasonable opportunities to encourage scholarship by recognizing students who excel in their studies. Building principals at the middle school and high school levels will set and communicate honor roll standards and publish honor rolls within the school and to the media. The High School Principal will grant the following honors to seniors graduating with a Michigan Merit Diploma based on grade point averages calculated at the end of the first semester of their senior years: summa cum laude (GPA 4.0 or higher), magna cum laude (GPA 3.75-3.99), and cum laude (GPA 3.50-3.74).

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Placement

Generally. The Superintendent designates to building administrators the responsibility for placing students in schools, grades, and courses. Building administrators should exercise good judgment with respect to placement decisions and consider the following factors, among others:

1. The student's academic achievement and ability as reflected in scores on standardized tests;
2. The student's academic performance in School District classes or while enrolled in another school district;
3. The student's chronological age;
4. The student's social maturity; and
5. In accordance with Board policy.

In the event of disagreement, the student and his or her parents should be consulted before a final placement decision.

Promotion and Retention Subject to the previous administrative regulation, students typically advance to the next grade after the end of the school year. The building administrator will use the following process if a student's teacher or parent recommends retention:

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1. Teachers should identify students who are not meeting grade level objectives in one or more subjects and notify the building administrator and the students' parents by the end of the first semester of each school year. When such notification occurs:

   (a) The teacher, building administrator, and parents should meet to review the student's academic record, current test scores, work samples, and anticipated progress; and,

   (b) Follow-up meetings may be scheduled between the teacher, building administrator, and parents.

2. The Superintendent is responsible for making a final decision on retention, after consulting the teacher and the parents, and considering the following factors, among others:

   (a) The student's academic achievement in all subject areas, especially attainment of grade level objectives, as determined by the School District's curriculum, assessments, progress reports, tests, assignments, and work samples;

   (b) The student's chronological age;

   (c) The student's attendance; and,

   (d) The student's social and emotional maturity.

Graduation Requirements

Generally. All School District students who meet the School District's graduation requirements will be issued a diploma. Participation in School District graduation ceremonies is a privilege rather than a right.

Building principals may recommend eligible students for graduation and a diploma when the student has met the requirements established by these regulations. A student is eligible for recommendation for graduation when he/she:

- has completed four years of high school, unless a request for early graduation has been granted;
- has earned 22 total high school credits, including all required by the Michigan Merit Curriculum (MMC) courses and credits (which may include middle school courses aligned with MMC, but not for purposes of calculating GPA) (for alternative programs, 19 total high school credits are required); and,
- complete and pass a certified CPR course.

MMC. The MCC eligibility requirement may be fulfilled through a Personal Curriculum (PC) created according to Michigan law and approved by the Superintendent. The Superintendent will not approve PC deviations from School District graduation eligibility requirements based on a student's personal preference for one or more subjects over others.

Early Graduation. A student who is otherwise eligible for graduation and a diploma may make a request for early graduation to his/her counselor and building principal. The building principal may recommend a student's early graduation upon the student's counselor's certification the student has or will meet all School District graduation requirements. Parental permission is required for students who are not 18 when the application is filed. If the Superintendent grants an application for early graduation, the student will receive a letter of confirmation but will not be awarded his/her diploma until the next graduation ceremony.

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has completed all scheduled assessments;…

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If either the completed FAFSA or waiver form are not provided, the School District will provide an exemption that certifies to the Board of Education that good-faith efforts were made to assist in completion of the FAFSA or obtaining a waiver form. ¶
The School District will exempt a student from completion of the FAFSA if any of the following are met:¶
The student 18 years of age and older or the student's parent has submitted a FAFSA Waiver Form to the School District,¶
The student is unable to complete the FAFSA because of privacy concerns, or¶
All of the following are met: ¶
After a good-faith effort, the student's parent refuses to sign the waiver, is unresponsive, or cannot sign the waiver;¶
¶
The student is unable to complete the FAFSA as an independent student;¶
¶
The student agrees to opt out of completing the FAFSA;¶
Other than the requirements in subsection (2) of Sec. 67f of Public Act 120 of 2024, the student is on track to graduate.¶

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Full-Time Status A student is considered to be full-time if s/he is enrolled as follows:

- For high school students: [number] courses, totaling at least [number] credits.
- For middle school students: [number] courses, totaling at least [number] credits.
- For elementary school students: [number] courses, totaling at least [number] credits.
- [If applicable, other programs, including alternative schools, and the number of courses/credits necessary for an enrolled student to be full-time].

Board-Approved Courses The School District will adopt a list of Board-approved courses offered for credit or grade promotion. The list will include traditional course offerings and courses offered through other means, such as experiential learning courses, online courses, courses offered in share time programs, etc. In addition, the list will include the extended learning opportunities associated with each course and a description of such opportunities.

The School District will maintain a document describing the content of each approved course as well as documentation related to course approval, including the list of Board-approved courses.

2003-AR Education Records

Creation and Retention The School District maintains records according to the Michigan Department of Technology, Management, & Budget General Retention Schedule #2 for Michigan Public Schools.

Cumulative File (CA-60) The Superintendent will create and maintain a Student Academic Records file (formerly CA-60) for each student who attends school in the School District. The cumulative file may be created and maintained digitally. The Superintendent will determine the contents of the Student Academic Records file including, at a minimum:

1. The student's Academic Records and other records showing enrollment, emergency contact information, photos, attendance records, disciplinary records, and other similar records;
2. The student's health records;
3. Personal protection order records related to the student;
4. The student's enrollment eligibility records;
5. The student's standardized testing data;
6. The student's work permit records
7. The student's transfer request records;
8. The students special program authorization records, like authorizations to allow a student to participate in federally or state-funded special programs; and
9. An eligible student's most recent IEP or Section 504 Plan, and other files that document the services provided to a special education student.

Special Services File The School District's Superintendent will publish legally compliant guidelines requiring School District personnel to create and maintain special education files for students who are eligible for special education and related services or accommodations under the Individuals with Disabilities

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in Education Act and Michigan special education law, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990. The special education file may be created and maintained digitally. Such files will be maintained for a period of seven (7) years, unless otherwise required by law. Files will not be destroyed without notice to parents/guardians. The guidelines are available here.

Directory Information and Access to Student Education Records

Family Educational Rights and Privacy Act (FERPA). This administrative regulation has been developed to comply with FERPA and does not, itself, confer enforceable rights to any person.

Access to Education Records.

Parental Access. The natural parents of minor and dependent students may inspect their children's education record, unless that right has been terminated by a court order.

Adult Students. Adult students may inspect their education record.

Board Members and School District Personnel. Board members and School District personnel may access a student's education record if they have a "legitimate educational interest" in doing so, within the meaning of FERPA.

Other Persons. Other persons may inspect student education records to the extent permitted by FERPA.

Time and Place of Inspection. Generally, a person authorized to access a student's education record, other than School District personnel, must make an appointment to review education records at the student's school with the building administrator, or designee, who will remain present during the inspection. An authorized person will be permitted to copy selected education records upon request and fees may be charged as permitted by law.

Access Log. The building administrator will include an access log in each student's CA-60 and Special Services file that will identify each person who accessed the education record, the date and time the education record was accessed, and the reason the education record was accessed.

Directory Information. Board Policy 2003 defines directory information that may be disclosed by School District Board members and personnel. The Superintendent designates each building principal to annually notify parents and adult students of their right to "opt-out" of the disclosure of directory information, the steps that must be taken to exercise that right, and to timely notify the building administrator when a parent or adult student has exercised that right.

Amendment of Education Records Parents and adult students may request the amendment of education records that are inaccurate, misleading, or in violation of the student's rights of privacy or other rights. The following procedure will be used in cases when parents or adult students request the amendment of education records:

1. The parent will request the amendment in writing, including: identifying the education record(s) in question and, the reason(s) the education record should be amended;

2. The building administrator, after conferring with his or her direct supervisor, may agree to amend the education record and do so;

3. The building administrator, after conferring with his or her direct supervisor, may decline to amend the education record and, if so, notify the parent or adult student of the reason(s) and the parent's right to a hearing.

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4. If a hearing is requested, the building administrator will immediately notify his or her direct supervisor and the Superintendent, who will arrange for a hearing consistent with FERPA requirements.

Other Agencies or Institutions. As permitted by FERPA, the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.

2004-AR Extracurricular Activities

School District Clubs and Other Activities On or before September 30 of each school year, each building administrator will forward to the Superintendent a complete list of the School District clubs and other activities offered in the building. Building administrators may not add new District clubs or activities that cost the District money without the approval of the Superintendent. The building administrator will also promptly notify the Superintendent of any changes during the school year.

Fundraising

Overview. Fundraising generally falls into two categories: fundraising by individual schools or student activity groups and fundraising by parent organizations (PTA, Booster Club, etc.). This administrative procedure governs fundraising by individual schools or student activity groups. Questions concerning fundraising by parent organizations should be directed to the School District's Business Office.

This administrative regulation does not apply to "fiduciary activities" as the phrase is defined under GASB 84.

General Guidelines. Requests to conduct fundraising must be submitted to the Superintendent and signed by the building administrator for approval. The distribution and posting of fundraiser flyers must also be approved by the Superintendent. If the fundraiser involves food items, items that do not meet USDA Smart Snack standards may not be sold to students or consumed by students on campus during school hours.

Contracts. Building administrators may not enter into contracts, including contracts related to fundraisers, without the prior approval of the Superintendent.

Accounting Procedures and Cash Management. Funds collected from fundraisers must be secured by the staff member in charge of the fundraiser at the end of every day and turned over to the building administrator at the end of the day or as soon thereafter as possible. The building administrator will verify the amount collected every day, notify the staff member in charge and the Superintendent of the amount collected every day, and deposit the amount collected every day in a bank account or a safe at the end of the day or as soon thereafter as possible.

Purchases may not be made from cash received through a fundraiser. Instead, purchases must be made using a School District purchase order, check, or credit card. If this is not possible, the School District will reimburse for purchases approved by the building administrator and the Superintendent.

The building administrator is responsible for maintaining all fundraising and related records for five years after the fundraiser is completed and such records are subject to internal audit and external audit by the District's independent auditing firm.

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2005-AR Communication

Memorials Generally, tributes, ceremonies, and memorials (collectively, memorials) recognizing an adult or student are not held or permitted on School District premises. A person who wishes to organize a memorial on School District premises must seek the permission of the building administrator, who will consult with the Superintendent before granting permission.

A student who dies during the school year will be acknowledged in his or her school yearbook that year in a manner within the discretion of the building administrator, unless the yearbook has already gone to print. The student's parents or friends may seek the permission of the building administrator to acknowledge the student in subsequent years.

A student who dies during the school year may also be acknowledged in the next edition of any official school newsletter or student publication. Any article concerning the student must be written with the assistance of the school's trauma team, if any, and approved by the building administrator and the student's parents. Such articles should be similar in content and length. The building administrator may also permit the dedication of a single program, playbill, book, or specific event related to the student's interests or activities no later than one calendar year of the student's death.

2006-AR Behavior

Student Code of Conduct The Superintendent has developed and promulgated the School District's Student Code of Conduct consistent with Board Policy 2006. The current Student Code of Conduct is posted on the School District's website and is also accessible by clicking [here]. Building administrators and teachers are responsible for enforcing the Student Code of Conduct in their buildings and classrooms.

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Student Bullying

Implementation.

Responsible School Official. The Principal of each school building is primarily responsible for implementing this administrative regulation and its corresponding policy for the school to which he or she is assigned.

Publication. The Superintendent will revise the School District's Student Code of Conduct, consistent with this administrative regulation, specifically, to prohibit bullying and cyberbullying, as defined below. The Superintendent is directed to post this administrative regulation and it's implementing policy on the School District's website.

Reporting. The Superintendent shall report to the Board of Education, on an annual basis, all verified incidents of bullying, and the resulting consequences that were imposed.

Definitions. The following definitions apply for purposes of this administrative regulation and its corresponding policy:

"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more School District students, either directly or indirectly, by doing any of the following:

(i) Substantially interfering with educational opportunities, benefits, or programs;

(ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;

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(iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or

(iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"At school" means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle, and at a school-sponsored activity or event, whether or not it is held on school premises. "*At school*" includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the School District.

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

(i) Substantially interfering with educational opportunities, benefits, or programs;

(ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;

(iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or

(iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Accountability. Each student in the School District is accountable for his/her own behavior, based on age-appropriate expectations. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

Retaliation. Retaliation against a target of bullying, a witness, another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

Complaint Procedure. In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes that he/she has been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or his/her designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally, such as through restorative practices. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based, in whole or in part, on the protected classifications of race, color, sex, national origin, or disability, the building principal will notify the School District's designated Compliance Officer or Coordinator pursuant to Board of Education Policy 8007.

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Step 1: Formal Investigation. The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce his/her response to writing and to produce any documents or other things supporting his/her response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

Step 2: Decision.

Complaint Found Valid. If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent;
- The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent will determine whether relief to the complainant is feasible and available.

Complaint Found Not Valid. If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent; and
- Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three years.

Positive Behavior Supports and Alternatives to Corporal Punishment Each building administrator will notify the Superintendent, or designee, of the positive behavior supports or positive behavior support plan available or implement in his/her building. Positive behavior supports and support plans are one of the School District's alternatives to corporal punishment. The School District's Student Code of Conduct is another alternative to corporal punishment.

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Athletic Code of Conduct The Superintendent has developed and promulgated the School District's Athletic Code of Conduct. The current Athletic Code of Conduct is posted on the School District's website and is also accessible by clicking [here]. Building administrators, teachers, club sponsors, and coaches are responsible for enforcing the Athletic Code of conduct in their buildings and programs.

Snap Suspensions If a student engages in conduct which unquestionably interferes with the education of him/herself or other students, or a teacher has good reason to believe a student has engaged in conduct which poses a clear and present danger to him/herself or other students, the teacher may suspend the student from a class, subject, or activity for one full school day.

Personal Electronic Devices Student use of a personal electronic devices during the school day is permitted only to comply with legal obligations pursuant to the Americans with Disabilities Act, Section 504, or a student's Individualized Education Plan, or any other purpose required by law.

Students may request permission to use a personal electronic device during the school day by submitting the request in writing to the building administrator. The written request must describe the required uses of the personal electronic device and appropriate documentation from a licensed physician or the student's case manager.

2007-AR Health and Safety

Medication

Administration of Medication by School District Personnel. School District personnel will not administer medication to students except according to this regulation.

The parent must submit a request to administer prescription or non-prescription medication to the building administrator on a form approved by the Superintendent and signed by both the parent and the student's physician. The request must include at least the following information: the name of the student, the name of medication, the dosage, the time and frequency of administration during the school day, and, other special instructions, if any. Upon approval by the building administrator, School District personnel will administer medication to students subject to the following conditions:

1. Medication must be submitted in its original container, whenever possible. If medication is not in its original container, the parent must label the container with the following information: the name of the student, the name of medication, the dosage, the time and frequency of administration during the school day, and other special instructions, if any.

2. Medication must be brought to and returned from the school by the parent for elementary students;

3. The parent must ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;

4. The parent must ensure that the school is informed in writing of any changes in medication instructions; and,

5. In the event a student refuses medication, the parent will be notified immediately.

Storage and Monitoring. The building administrator is responsible for properly storing and monitoring medications administered by School District personnel. Medications will be secured by lock and access to medication storage keys will be limited to the building principal and designated school staff. Following administration, the medication container will be properly sealed and returned to storage.

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Administration of Medication by Students. Students are prohibited from sharing or administering medication with or to each other, except in cases of a life-threatening emergency. The building administrator may grant a student permission to self-administer medication if the student's parent has provided written permission. For prescription medications, the parent must also provide the building administrator with written approval of the student's physician. A student who has been approved for self-medication may have in his/her possession only the quantity of medication needed for that school day, unless otherwise approved, in writing, by the building administrator.

Seclusion and Restraint Michigan law prohibits seclusion and restraint, except emergency seclusion and emergency physical restraint. The Superintendent designates the School District's Executive Director of Special Services to train staff consistent with Michigan law. Physical restraint or seclusion should not be used except in situations where the child's behavior poses imminent danger of serious physical harm to self or others and other interventions are ineffective and should be discontinued as soon as imminent danger of serious physical harm to self or others has dissipated. To provide clarity of expectations, the School District defines an imminent risk to safety as the reasonable expectation that serious physical injury will occur at any moment.

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Wellness The Superintendent will establish the School District's Wellness Committee. The Wellness Committee will participate in the development, implementation and periodic review and update of the School District's Wellness Policy, which includes this administrative regulation. At least every three years, the School District's nurse will post an invitation to the school community (including parents, students, school food authority representatives, PE teachers, school health professionals, school board members, school administrators and the general public), offering the opportunity to participate in the Wellness Committee. The Superintendent delegates to the School District's Director of Student Services the duty of appointing and coordinating the duties of the Wellness Committee, maintaining a regular meeting schedule, and ensuring that the Wellness Policy has been implemented within the School District. The School District's Wellness Policy will be posted on its website.

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The School District's Director of Student Services and Wellness Committee will comply with all applicable legal requirements including, but not limited to: proposing and, upon the Superintendent's approval, implementing School District nutrition and physical activity standards; integrating the School District's nutrition and physical activity standards into the School District's curriculum consistent with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education; assuring that School District staff professional development addresses nutrition and physical activity issues; assuring that food and nutrition services staff receive annual training in accordance with USDA Professional Standards; and assuring that School District students receive nutrition education and engage in vigorous physical activity. The School District will promote nutrition standards by ensuring all foods and beverages sold, marketed, made available or provided to students at any time at school meet the USDA Smart Snacks standards and National School Lunch and/or Breakfast standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8, as applicable. Free water will be available in the cafeteria during mealtimes. The School District will also ensure that students' eligibility for and/or participation in free or reduced priced meals will be kept confidential by not identifying students or otherwise singling them out.

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The Wellness Committee will also develop and deliver a regular report to the Superintendent, including: monthly School District menus and meal counts; a la carte, vending, and competitive foods sold on School District premises; and, physical activity and program opportunities for School District students. At least once every three years, the School District's Director of Student Services will report to the School District's Superintendent: the extent to which the Wellness Policy compares to model school wellness policies; the extent to which the School District's schools are in compliance with the Wellness Policy; and, the School District's progress in attaining the goals established by the Wellness Committee. The Wellness Committee will update the Wellness Policy, as necessary, based on the results of the report. The School District will make the report and any updates to the Wellness Policy available to the public.

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Epinephrine Auto-Injectors (Epi-Pens) and Opioid Antagonists

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Student Possession and Use. Students may possess and, if necessary, use epi-pens on School District premises and at school-related activities, programs and events if the following three conditions are met:

1. The student has permission to use the epi-pen from his or her physician and, if the student is a minor, from his or her parent(s);

2. The building administrator has received a copy of the necessary written permissions; and,

3. The school has on file a written emergency care plan (or IEP or 504 Plan that includes a written emergency care plan, however designated) prepared or approved by a licensed physician in collaboration with the student and the student's parent(s) that is updated as necessary to account for any change in the student's circumstances.

The building administrator will notify each teacher of each student in his or her classroom who is permitted to possess and use an epi-pen pursuant to this regulation.

Under no circumstances should School District students administer opioid antagonists to themselves or others.

District Acquisition and Maintenance. The School District will acquire and deliver at least two otherwise unassigned functioning epi-pens to each school building and at least one otherwise unassigned functioning package of an opioid antagonist. The building administrator is responsible for maintaining the epi-pens and opioid antagonists at his or her building, making them readily accessible to designated staff members, and notifying the Superintendent if the building administrator believes the necessary number of epi-pens or opioid antagonists is not available or functional.

Training and Designation. The School District is responsible for training (and maintaining a record of such training) a sufficient number of staff members in each school to properly administer epi-pens, as follows: at least one staff member if the instructional and administrative staff is less than 10; and, at least two staff members if the instructional and administrative staff is more than 10. For opioid antagonists, the School District is responsible for training at least two staff members in each building which stores an opioid antagonist. All training will be supervised, evaluated, and approved by a licensed registered professional nurse. The building administrator is responsible for designating the necessary number of staff members to administer epi-pen injections and opioid antagonists on school grounds. The building administrator is also responsible for informing other school personnel which staff members have been designated to administer epi-pen injections and opioid antagonists on school grounds and for notifying the Superintendent if there are an insufficient number of trained or designated staff members in the building.

Administration of Epi-Pen Injectors and Opioid Antagonists. Designated staff members who have been trained in accordance with these procedures are required to administer an epi-pen injection to any person on school grounds who is believed to be suffering an anaphylactic reaction or an opioid antagonist to any person on school grounds who is believed to be suffering from an opioid related overdose.

An anaphylactic reaction is a severe, potentially life-threatening allergic reaction that may occur within seconds or minutes of exposure to an allergen. Common allergens that cause anaphylactic reactions in school include, but are not limited to, peanuts and tree nuts and venom from bee stings. All administrators and teachers are required to notify a designated staff member in the event he or she believes an individual on school grounds is suffering an anaphylactic reaction.

An opioid-related overdose is a condition which includes, but is not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death that results from the consumption or use of an opioid or another substance with which an opioid was combined or that an individual who has received training approved by a licensed registered nurse in the administration of an opioid antagonist would believe to be an opioid-related overdose that requires medical assistance.

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Reporting. The building administrator is required to notify the parent of any student who receives an epi-pen injection or opioid antagonist at school and call 911 for any student believed to be experiencing an opioid related overdose. When notifying the parents about a student's opioid related overdose, the building administrator is required to encourage the parent to seek treatment for the student from a substance use disorder services program licensed under part 62 of the Public Health Code, 1978 PA 386. Notification is to be made to the Superintendent and the School District's nurse at the same time. The Superintendent designates School District's nurse to annually report to the Michigan Department of Education the number of epi-pen injections and opioid antagonists provided to students at school each year; the number of epi-pen injections and opioid antagonists to such students who were not previously known to have allergies; and, the number of students who were administered epi-pens from the School District's stock of epi-pens and opioid antagonists.

Cardiac Emergency Response Plan

Introduction. This regulation was adopted to comply with 2014 PA 12, 2024 PA 36, and 2024 PA 37. Sudden cardiac arrest is the sudden, unexpected loss of heart function, breathing and consciousness. Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. Sudden cardiac arrest symptoms are immediate and drastic and may include sudden collapse, no pulse, no breathing, or loss of consciousness. Sometimes sudden cardiac arrest is preceded by fatigue, weakness, palpitations, or vomiting. Other times, sudden cardiac arrest occurs without warning. Reference: Mayo Clinic Website. The School District's Executive Director of Student Services will be responsible for the periodic review and implementation of these regulations, including the cardiac emergency response plan for each building or facility.

Equipment. The District will make best efforts, based on funding, to purchase and maintain a sufficient number of automated external defibrillators (AEDs) so that an AED is available on school grounds and athletic facilities within one to three minutes of a sudden cardiac arrest at school. AEDs must be easily retrievable and may not be locked or otherwise secured against public access. AEDs will be purchased from or through a supplier listed on the Michigan Department of Education's (MDE) list of Approved Providers for First Aid and CPR. Each building principal will be responsible for: notifying his or her supervisor when a sufficient number of AEDs are not available or not in working order; and informing staff members where AEDs are located. Each building principal will be responsible for posting the locations of AEDs in a public place in the office and in the teachers' lounge.

Training. All building administrators, sports coaches, members of the cardiac emergency response team, 50% of physical education teachers, and 10% of other staff members will be trained and certified in cardiopulmonary resuscitation techniques (CPR), first aid, and the use of AEDs. The District will be responsible for securing and arranging the necessary training from or through a supplier listed on MDE's List of Approved Providers for First Aid and CPR. Each building principal will be responsible for informing all school staff members of the identities of trained staff members and the dissemination of the cardiac emergency response plan throughout their school's campus. Each building principal is required to continuously monitor and inform their supervisor if the number of trained staff members falls below the requirements of this regulation. The building principal will be responsible for conducting at least one cardiac emergency response drill per year. Members of the cardiac emergency response team are required to participate in at least one cardiac emergency response drill annually.

Emergency Response Team. Each school's cardiac emergency response team will consist of the building principal, and his or her designees.

Required Actions. An untrained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately: call 911 and notify the operator of the victim's name, sex, age or approximate age, condition, and location; notify the office; notify a trained staff member; and, retrieve the nearest AED.

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A trained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately: call 911 (and report to the operator as described above); notify the office; and, attend to the victim according to his or her training.

Building administrators, upon observing or being notified that a student or other person may be experiencing sudden cardiac arrest at school, must immediately: call 911 (and report to the operator as described above); secure the emergency card (in the case of a student); report to the scene of the emergency with an AED and any medication prescribed for the student; and, attend to the victim according to their training. The building principal must notify the family of any student who may have experienced a sudden cardiac emergency at school.

All staff members are responsible for removing students from the area of the emergency and taking steps to provide for their appropriate supervision.

Report. The building principal must report all incidents of suspected sudden cardiac arrest, in writing, to the Superintendent or his or her designee.

MI HEARTSafe School Award Program. Building principals may apply for, obtain, and maintain designation as a MI HEARTSafe School.

Annual Review and Evaluation. Annually, each building administrator will review this regulation with building staff and, if warranted, provide his or her supervisor with recommendations for revision.

Surveillance The Superintendent authorizes surveillance to improve the safety and security of School District staff, students, premises, and equipment. Surveillance may include: observation by School District staff; observation by law enforcement personnel; video surveillance devices; and, other monitoring School District equipment, including computers, and networks. School District surveillance will be within all applicable legal requirements.

Sports Concussions The School District's Executive Director of Student Services is responsible for making available to physical education teachers and the coaches of extracurricular athletic activities educational materials that address the signs, symptoms, and consequences of concussions. Students may not be permitted to participate in a physical education class or extracurricular athletic activity until the receipt of such education materials has been acknowledged by the student and his/her parents. The signed receipt will be maintained by the School District digitally.

Do-Not Resuscitate (DNR) Orders and POST Forms An individual who either determines a declarant is wearing a DNR identification bracelet or has actual notice of a declarant's DNR order is prohibited from attempting to resuscitate the declarant before a health professional, as defined under section 11 of the Michigan Do-Not-Resuscitate Procedure Act, MCL 333.1051, *et seq.* (Act), arrives at the declarant's location. This paragraph applies to declarants who are minor children enrolled and located at school.

Revocation. A declarant may revoke a DNR order executed by the declarant or a person acting on the declarant's behalf at any time and in any manner the declarant is able to communicate. If the declarant's revocation is not in writing, any person who observes the declarant's revocation will: sign a written statement describing the circumstances of the revocation; deliver a copy to the declarant's attending physician, or his/her delegate, as the terms are defined under section 2 of the Act and MCL 333.16215, respectively; and to the administrator, or his/her designee, of the declarant's school. A revocation of a DNR order is binding upon another person at the time that person receives actual notice of the revocation.

A parent may revoke an order on behalf of a declarant at any time by issuing the revocation in writing and providing actual notice of revocation by delivering the document to, among others, the administrator, or his/her designee, of the declarant's school.

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Probate Court Petition. In the event a person interested in the welfare of a declarant or ward believes a DNR order has been executed contrary to the wishes of the declarant or the best interests of the ward, the person may petition the probate court to have the order and the conditions of its execution reviewed.

Storage of DNR Orders. An administrator, or his/her designee, who receives a copy of a DNR order or a POST form, or a revocation of either, for an enrolled student will do all of the following:

- Immediately place the DNR order or revocation in a file created specifically for such documents and the POST form or revocation in a file created specifically for such documents, in the manner and location determined by the administrator.
- If the administrator, or his/her designee, receives a DNR order or POST form during the immediately preceding school year, the administrator, or his/her designee, must contact the student's parent at the beginning of the school year to determine if the DNR order or POST form is still in effect and, if applicable, request an updated POST form.
- Provide actual notice, of a DNR order or POST form, or the revocation of a DNR order, as defined under section 10 of the Act, or POST form to each teacher or other school employee who provides instructional or non-instructional services directly to the student.

Training. Upon a school's receipt of a DNR order, the Board will ensure timely and appropriate training regarding compliance with the order to teachers or other School District employees who provide services to the student, according to each employee's level of responsibility.

This administrative regulation is promulgated pursuant to the Act and sections 1180 and 1181 of the Revised School Code.

Definitions for this Administrative Regulation.

"Actual notice" for a DNR order includes the physical presentation of the order, a revocation of an order, or another written document authorized under the Act for a declarant. "Actual notice" for a POST form is defined under the Public Health Code, MCL 333.1101, *et seq.* and includes all of the following:

- The physical presentation of a form or revoked form.
- The electronic transmission of a form or revoked form, if the recipient sends electronic confirmation indicting it was received to the patient, patient representative, or attending health professional.
- Knowledge of an individual's intent to revoke the POST form by a health professional who is treating the patient, by an attending health professional, or by emergency medical services personnel.

"Declarant" means an individual who has executed a DNR order for him-/herself or on whose behalf a DNR order has been executed. "Declarant" includes a "ward," which means an individual for whom a guardian has been appointed.

"Parent" means the natural or adoptive parent of a minor child who possesses legal decision-making authority for important decisions affecting the welfare of the child and, for purposes of this administrative regulation, includes "guardian" as the term is defined under the Estates and Protected Individuals Code, MCL 700.1101, *et seq.*

"Physician orders for scope of treatment form" or *"POST form"* is the standardized POST form defined under section 5674 of the Public Health Code.

"Resuscitate" means to perform cardiopulmonary resuscitation or a component thereof, including, but not limited to: cardiac compression; endotracheal intubation or other advanced airway management; artificial ventilation; defibrillation; the administration of a cardiac resuscitation medication, and/or related

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procedures. “Resuscitate” does not include the Heimlich maneuver or a similar procedure used to expel throat obstructions.

“School” means a public or nonpublic school as those terms are defined under MCL 380.5.

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3000-AR CURRICULUM AND INSTRUCTION

The 3000 series of Board Policies permits or requires the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on July 1, 2026 and posted them on the School District website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent will review the 3000 series of Board Policies and these regulations at least annually and will consider legally compliant revisions and additions to the 3000 series of Board Policies and these administrative regulations.

3001-AR Curriculum Development

The curriculum identifies the School District's prescribed programs and courses. Ongoing review with input from School District personnel, other professional educators, and parents is necessary to assure the curriculum remains relevant and up to date. The School District's Superintendent will be responsible for overseeing the ongoing review of the curriculum and equivalence among schools in the provision of curriculum materials and instructional supplies as required by law. The Superintendent will form a curriculum committee and serve as its chairperson. Any revisions to the curriculum that are recommended by the committee will be reported to the Superintendent for review. The Superintendent will report all revisions to the Board for review, consideration, and possible adoption.

3002-AR Parent and Family Engagement

Generally The Board of Education has adopted Policy 3002, Parent and Family Engagement, to express its strong support for the involvement of parents and families in their children's education. The Policy was adopted, in part, to meet the requirements of Title I of the Elementary and Secondary Education Act of 1965. The purpose of this administrative regulation is to assure that Policy 3002 is fully implemented and all legal requirements are met.

For purposes of this administrative regulation, the School District will follow the statutory definition of parent and family engagement:

> Parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving students' academic learning and other school activities, including ensuring – (A) that parents/families play an integral role in assisting their child's learning; (B) that parents/families are encouraged to be actively involved in their child's education at school; (C) that parents/families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and, (D) the carrying out of other activities such as those described in 20 USC 6318 on parent and family engagement.

To implement parent and family engagement, the School District's Assistant Superintendent of Teaching and Learning will develop a joint Districtwide Parent and Family Engagement Plan in the following manner: the School District will hold meetings with parents and families, at least semi-annually, to jointly develop, review, and modify the Parent and Family Engagement Plan; send periodic communications addressed to parents and families through the School District's website and other media; and, circulate a draft Parent and Family Engagement Policy to parents and families before it is adopted.

The School District's Assistant Superintendent of Teaching and Learning will also undertake school review and improvement in the following manner: a consolidated local improvement plan meeting will be held annually, typically during the month of March (the purpose of the meeting will be to determine the assistance

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that will be offered to individual schools to develop parent and family engagement activities to improve their children's academic achievement); parents and families will be provided with interpreters or translators during the meeting, as necessary, to permit meaningful participation; and, parents and families will be encouraged to provide comments about School District and individual school practices, as well as educational programs and activities, throughout the year, by contacting the School District's Curriculum Director.

Improving Student Academic Achievement and School Performance The building principal will be the primary contact person to receive parental input and provide building level staff with assistance in implementing suggested improvement activities and processes.

Program Supports The Superintendent will receive parent input with respect to various School District programs and coordinate implementation activities. An essential part of this process will be collecting information from parents in terms of personal experiences with the processes and fully considering suggestions for improvement. Support will be offered to individual schools within the School District to explore and utilize effective communication strategies, particularly for parents from diverse cultural, socio-economic, and language backgrounds.

Supporting and Training – Parents In order to assist parents with meaningful involvement in their children's education, the following activities will be coordinated by the School District's Assistant Superintendent of Teaching and Learning: periodic meetings to discuss academic content standards, student assessments and achievement standards, monitoring academic progress and communication with teachers and building level personnel; and, materials and training to assist parents in understanding areas such as literacy and technology. Building principals will also provide parents with grade-level materials and training to help them support their children's learning at home.

Supports and Training – Staff In order to assist School District staff with the meaningful involvement of parents in the educational process, building principals will offer staff supports and training, including suggestions for: reaching out to and communicating with parents; understanding the importance of parental involvement; implementing and coordinating parent programs; and, working with parents as partners.

Coordination of Parental Involvement with Community Programs The School District will make efforts to coordinate parental involvement programs with programs in the local community.

Evaluation of Parental Involvement Policy An annual evaluation of the School District's Parental Involvement Policy will be conducted with parental participation. The evaluation process will be coordinated by the Superintendent and will include the identification of any perceived obstacles to parental participation and the effectiveness of the Policy in improving academic quality. Revisions to the Policy will be made, as needed.

3004-AR Textbooks and Other Instructional Materials

The School District will select and use instructional materials, including textbooks that are compatible with the School District's curriculum. Such materials should assist students in reaching State standards and in meeting School District grade level expectations and course requirements. The Superintendent may, from time to time, appoint an *ad hoc* committee of School District administrators and teachers to assist in the selection of instructional materials. The committee will recommend instructional materials that: are consistent with and provide support and enrichment for the School District's adopted courses of study and curricular goals; meet high standards of quality in factual content and educational significance; present with readability and organization; are appropriate for the ability level, learning styles, and emotional and social development of the students for whom the materials are selected; and, support a balanced approach to controversial issues that include representations of various points of view.

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3005-AR Selection of Media Center Materials

Media Center materials will: support and be consistent with the general educational goals of the School District; meet high standards of quality in factual content, artistic and literary value, and presentation; be appropriate for the age, emotional development, ability level, and social development of students for whom materials are selected; have aesthetic, literary, scientific, or social value; be current and up-to-date; and, be selected to reflect our diverse society. The selection of materials on controversial issues will be directed towards maintaining a diverse collection representing various points of view.

3006-AR Parental Objections

Parents who object to instructional or media center materials may present their objection(s) to the Superintendent in writing. Objections must specifically state which instructional, or media center materials are at issue, the specific reason for the objection, and any requested accommodations for their child. The Superintendent may review the parents' objection(s) with others. The Superintendent, based on this review, will: sustain the objection, in whole or in part, or deny the objection and notify the parents with a brief explanation of the decision. Before granting any requested accommodation, the Superintendent will consider, at a minimum, the student's age, the reason for the requested accommodation, and any disruption, interference, or burden that the requested accommodation may cause. Superintendent may also consider whether other reasonable accommodations are available. If the objection is sustained in whole or in part, the Superintendent will take action consistent with their decision. The decision will be final and binding.

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3010-AR Field Trips

School District Sponsored Field Trips

The School District may, from time to time, sponsor field trips as one method of implementing the School District's curriculum. Proposed field trips must be approved by the building principal and Superintendent. Guidelines, forms and timelines must be adhered to for all field trips, extended field trips, and extended international field trips.

Students may not participate in field trips without parental consent. Field trips will be supervised by School District staff and/or School District-approved chaperones. No other persons may supervise or accompany students on a field trip.

The School District may, or may not, ask parents or other responsible adults to serve as field trip chaperones. The School District may require adult chaperones to complete background checks as deemed appropriate by the School District. Adult chaperones may not engage in illegal activities or drink alcoholic beverages on School District sponsored field trips.

Students who participate in School District sponsored field trips are subject to the same rules as when they are in school, including the District's Student Code of Conduct.

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4000-AR PERSONNEL

The 4000 series of Board Policies permits or requires the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on July 1, 2026 and posted them on School District website. All School District personnel and students are required to follow these administrative regulations.

The Superintendent will review the 4000 series of Board Policies and these regulations at least annually and will consider legally compliant revisions and additions to the 4000 series of Board Policies and these administrative regulations.

4001-AR Administrative Staff and Organization

The Superintendent, in consultation with the Board of Education, will determine the overall structure and staffing level of the School District's administration and other professional and non-professional staff.

4002-AR Employment Considerations

Recruiting Job postings will be published online with an application and application procedure approved by the Superintendent. Job postings will provide, at a minimum, a job description, necessary qualifications and the time period, and methodology for submitting an application. Job postings will be available on the School District website and/or the Oakland Schools website. If an enforceable provision of a collective bargaining agreement or employment contract requires notice of posting, the job must be posted accordingly. The Superintendent may choose an outside agency or other method to recruit employees.

Applications Applications should be submitted consistent with job postings. The failure to do so may result in the applicant not being considered for employment.

Physicals and Drug Tests An applicant who has been offered employment may be required to take a pre-employment physical and drug test.

Hiring and Recommendations for Hiring The Board of Education hires the Superintendent. The Board of Education hires other professional and non-professional staff at the recommendation of the Superintendent. In the Superintendent's discretion, an individual may begin employment pending approval by the Board of Education.

Criminal Background Checks The School District will have the Michigan State Police (MSP) obtain criminal history record information (CHRI) from both the state and the Federal Bureau of Investigation (FBI) for all individuals listed in Board Policy 4002 (Criminal Background Checks) and MCL 380.1230(1)-(2) of the Revised School Code. Employees who fail to comply with this regulation and related policy will be subject to discipline, upon review and approval by the Superintendent. The School District agrees to enter into any agreements as required by the MSP necessary to access CHRI information and maintain the School District's legal obligation to perform such checks.

Local Agency Security Officer (LASO). The School District will appoint the Superintendent as its LASO. The LASO will be designated on the appropriate form as provided by MSP and the School District will submit an updated form for each newly appointed LASO. The LASO will be responsible for ensuring compliance with these regulations and relevant laws. The LASO will also be responsible for ensuring personnel security screening procedures are being followed, appropriate security measures are in place for the protection of CHRI, MSP is informed of any security breaches, and only approved School District personnel have access to and are using the CHRI in a manner compliant with the law.

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Access to CHRI.

Background Checks. The School District will conduct a state and national fingerprint-based criminal history record check within 30 days of hiring or assignment of personnel that require access to CHRI or are involved in the configuration or maintenance of computer systems and networks with access to CHRI. Additional background checks should be performed once every five years. A felony conviction of any kind will disqualify a person from access to CHRI. If results other than a felony conviction are returned, the LASO will review the results and determine whether appointment is nevertheless appropriate. If approved personnel are subsequently arrested or convicted, the LASO or, in the event the LASO is arrested or convicted after appointment, the Superintendent, shall suspend approval until he or she reviews the arrest and/or conviction and determines whether continued approval is appropriate.

The School District will provide consent forms, such as the Livescan form (RI-030) found on the MSP website, to all personnel requested to undergo fingerprint-based criminal background checks. School District personnel should be provided the opportunity to contest or appeal their CHRI results.

This procedure should also be used for information technology contractors and vendors with the exception that approval should not be granted to contractors and vendors with outstanding arrest warrants. Non-information technology contractors or vendors will not have access to CHRI.

Incidental Personnel. Any persons, such as custodial staff, visitors, or remote IT personnel, who may, by function of their job or volunteer duties, be around CHRI information or computer systems used to access CHRI information will be physically or virtually escorted by approved personnel.

List of Approved Personnel. The LASO will maintain a list of all personnel approved to access CHRI. The list will also include the reason each person was approved. The LASO will provide the list to the MSP upon request. In the event of termination, re-assignment, or transfer of approved personnel to a position that does not require access to CHRI, the LASO will take whatever measures are necessary to block such personnel from continued access.

Access to Digital CHRI. If the School District maintains CHRI digitally, the LASO will provide a unique password to each approved personnel with access to computer or networks from which CHRI is obtained. This provision does not apply to districts that maintain physical or e-mail-only copies of CHRI. Pursuant to AG 8321, the password must be at least eight characters long, not be a proper name or word found in the dictionary, not be the same as the username/user identification, must expire and be changed every 90 days, and must not be the same as any 10 prior passwords for each user.

Reassignment/Transfer. The LASO will review the reassignment or transfer of all School District personnel with access to CHRI to determine whether access remains appropriate and, if access is no longer appropriate, will suspend access within 24 hours of the employee's reassignment or transfer. The person responsible for approving the reassignment or transfer will provide notice to the LASO that an employee has been reassigned or transferred as soon as possible. In addition, the School District will follow the bulleted steps identified under "Termination," below.

Termination. Within 24 hours of receiving notice that a School District staff member with access to CHRI has terminated their employment with the School District, the LASO will remove the employee's access to CHRI. The LASO will notify all current and new personnel that s/he should be informed of a staff member's termination via email as soon as possible. In addition:

- The IT Department will disable the employee's digital accounts and accesses.
- The LASO will collect all physical keys and/or key cards from the employee.

The LASO will inactivate the employee on the Criminal History Record Internet Subscription Service system. If the employee is the LASO, a new LASO will be appointed immediately following the steps set forth by the Michigan State Police.

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Security Awareness Training. In accordance with the MSP template located on its website, the School District will provide all approved personnel with basic security awareness training within six months of approval and every year thereafter. The LASO will maintain records of all personnel who have completed training.

Dissemination of CHRI. In the event the School District disseminates CHRI to another authorized agency, as defined in the Revised School Code, the School District will maintain a record of such disseminations. The record must include the date of release, the records released, the method of sharing, the School District personnel who disseminated the CHRI, whether authorization for dissemination was obtained, and the agency and agency personnel to whom the CHRI was disseminated. If CHRI is received from another school district or outside agency, the School District will perform an additional background check using MSP's Internet Criminal History Access Tool (ICHAT) to ensure the information received is accurate.

Media Containing CHRI. Only School District personnel who have undergone CHRI training will have access to digital and physical media containing CHRI. The School District will either: ensure all media is stored in a physically secure location which can only be accessed by approved persons; or encrypt all CHRI data consistent with the most recent FBI CJIS Security Policy and store the data on a server only accessible to approved School District personnel. Cloud storage is not permitted.

The School District will note via posters, signs, or other indicators, the perimeter of the physically secured location in which CHRI data is maintained and ensure it remains separate from non-secure locations. In addition, the School District will control all items entering and exiting the physically secure location to ensure CHRI is not removed.

Transportation of Media. CHRI media will not be transported without approval by the LASO. The LASO will not grant approval unless transportation is reasonably justified. Physical media must be transported in sealed, locked, or secured containers and/or envelopes and, to the extent possible, digital media must be encrypted and/or password-protected prior to and during transportation.

Destruction of Media. Upon approval in writing by the LASO and the Superintendent, CHRI media no longer needed by the School District will be destroyed as follows: digital media will be deleted by either overwriting the media at least three times or by degaussing (demagnetizing), prior to disposal or reuse of the media. Physical media must be cross-cut shred or incinerated by approved personnel only. The LASO will maintain records of all CHRI media approved for destruction for five years and written documentation of the steps taken to destroy any media for 10 years. Such records must include the date the media was destroyed and the signatures of the approved personnel performing and/or witnessing the media's destruction.

Incident Handling Capabilities. The following table describes the various means by which the School District is required to handle storage and breaches of CHRI information.

	Physical/Hard Copy CHRI	**Digital CHRI**
Preparation	The container in which the CHRI is stored will be locked at all times in the HR office. The office will be locked when staff is not present.	Firewalls, virus protection, and malware/spyware will be maintained. Computer monitors will be positioned so only the person accessing the CHRI can view it.
Detection	Physical intrusions into the building will be monitored by means of a building alarm and by ensuring the building is locked at night.	Electronic intrusions will be monitored by virus and malware/spyware protections.

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Analysis	The LASO will work with local law enforcement officers to determine how the subject incident occurred and the data affected.	The IT Department will determine what systems were compromised and what data was affected.
Containment	The LASO will lock uncompromised CHRI information in a secure container or transport CHRI to a secure location.	The IT Department will stop the spread of any intrusion to prevent further damage.
Eradication	The LASO will work with local law enforcement officers to remove any threats that compromise CHRI data.	The IT Department will remove the intrusion before restoring the system. All steps necessary to prevent recurrence of the intrusion will be taken before restoring the system.
Recovery	The local law enforcement agency will handle and oversee recovery of stolen CHRI data. The LASO may contact MSP for assistance in re-fingerprinting, if necessary.	The IT Department will restore the agency information system and data to a safe environment.

Incident Response. For information security incidents, defined as major incidents that significantly endanger the security or integrity of CHRI, the LASO will draft a written incident report and provides copies to the Superintendent and the head of the IT Department. The LASO will also gather evidence of the breach, including: how the breach was initiated, any information that was disseminated, and steps the School District will take to prevent recurrence of the breach.

The School District will report incidents to the local police department and the District's legal counsel. Reported incidents will be tracked and documented on an ongoing basis. When an incident involves the breach of CHRI, the School District will report the security breach to the MSP ISO by use of the "Information Security Officer (ISO) Computer Security Incident Response Capability Reporting" form (CJIS-016). A copy of any completed forms will be retained and kept by the LASO.

Audit Records of Events. The School District shall generate audit records for the events listed below, either via an automated process or, if an automated process is not used, a manual process. The event records must contain: the date and time of each event, the type of event, the user who initiated and/or ended the event, whether the event involved use or access of software and/or hardware, and whether the event was successful or unsuccessful. For automated processes, the School District will set up and maintain an alert system which informs the School District each time an audit attempt fails. The events to be recorded are all successful and unsuccessful:

- Log-on attempts.
- Attempts to access, create, write, delete, or change permission on a user account, file, directory, or other system resource.
- Attempts to change account passwords.
- Actions by privilege accounts.
- Attempts for users to access, modify, and destroy the audit log file.

The School District will appoint a person to review the audit records at least once per week for unusual or inappropriate activity, to investigate suspicious activity, to report findings to the appropriate person, and to take necessary corrective action.

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4003-AR Conditions of Employment

Purposes of Conditions of Employment School District employees are public servants who are expected to put the interests of the students and community they serve above their own personal or professional interests. At the same time, the School District's administration must, consistent with Board of Education policies, resolutions, resources, and directives, create a positive and supportive work environment for School District personnel who are meeting or exceeding expectations.

Transportation Employees School District employees who operate commercial motor vehicles or who are required to hold a commercial driver's license (CDL) as part of their District employment (Driver(s)) must be medically certified as physically qualified to do so and are subject to the School District's alcohol and controlled substances testing program[3]. Prospective employees for Driver positions must agree to pre-employment testing and pre-employment query via the Motor Carrier Safety Administration (FMCSA) National Drug and Alcohol Clearinghouse (Clearinghouse). For purposes of this part, "alcohol" and "controlled substances" are defined by 49 C.F.R. § 382.107. Unless excepted by law, no Driver may operate a school vehicle if their blood alcohol concentration is 0.04 or higher or if they are under the influence of a controlled substance. Drivers are subject to the other use restrictions set forth in 49 C.F.R. Part 382. The School District will select the vendor to provide drug and alcohol testing under this section. Self-administered tests do not meet the requirements of this procedure. Drivers should direct questions regarding this Regulation to the Supervisor of Transportation.

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Drivers who refuse to participate in the testing program will be dismissed or have their job offer revoked.

Pre-Employment Testing and Query. Prior to beginning work for the School District, Drivers must submit a verified, negative alcohol and controlled substance test results, which must have been taken within thirty days prior to hire or assignment. This requirement applies both to prospective new employees and current employees reassigned to Driver positions. Employment or promotion offers for Driver positions are conditioned on negative alcohol and controlled substances test results.

The School District may, at its discretion, choose not to require pre-employment controlled substances testing if the applicant has undergone drug testing for another employer or prospective employer within thirty days of hire or assignment. Any decision not to require testing will be made in strict compliance with FMCSA regulations.

Within fourteen days after the first time a Driver performs work required a CDL ("Drive," "Drives," or "Driving"), the School District must obtain and review any FMCSA-mandated positive alcohol tests with results of 0.04 or higher, controlled substance test, and/or refusal to test from any employer for which the Driver performed safety-sensitive functions in the previous two years. The School District will conduct a full pre-employment query via the Clearinghouse for all prospective Drivers. As a condition of employment, prospective Drivers must provide the School District with a release for such information and submit electronic consent through the Clearinghouse granting the School District access to their records.

Annual Query[4]. The School District must annually conduct a limited or full search of the Clearinghouse for all employee school bus drivers each Driver as required by law. If, as part of its annual search, the District locates Driver records of which it was not aware, it must address the failure to report as appropriate with the relevant Driver.

Random Testing. Throughout each twelve-month period, the School District will conduct random alcohol testing of at least 10% of the average number of Driver positions. The School District will conduct random controlled substances testing at an annual rate equal to at least 50% of the number of Driver positions. These required random testing rates are set by the FMCSA and are subject to change.

[3] MCL §§ 257.1849, 257.1853 (citing 49 C.F.R. Parts 40 and 382).

[4] 49 C.F.R. § 482.701(b)

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Drivers will be randomly selected for testing by a scientifically valid method so that each Driver will have an equal chance of being tested each time selections are made. Random tests will not be announced in advance and will be spaced throughout the calendar year.

Upon notification of being selected for random testing, Drivers must proceed immediately to the testing site. The School District will arrange for substitute employee Drivers so selected Drivers may attend the testing.

Drivers will only be randomly tested for the presence of alcohol immediately prior to Driving, when they are Driving or preparing to Drive, or immediately after Driving for the School District.

If a Driver who is selected for alcohol and/or controlled substances testing is absent from work on the day or time of the scheduled test, the School District may select another Driver for testing. If the Driver is absent when the testing selections are announced but is expected to be available for testing during the current designated testing period, the School District may keep the original selection confidential until the Driver returns to duty.

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Reasonable Suspicion Testing. Drivers must submit to alcohol or controlled substances testing where a School District supervisor [recommend including specific title] has reasonable suspicion that the Driver has violated alcohol or controlled substances prohibitions. Any employee may report suspicion of a violation; however, only a School District supervisor or administrator who has received mandated training[5]. may make the reasonable suspicion determination. The person making the reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the Driver. Reasonable suspicion for controlled substances use may also be based on indications of chronic and withdrawal effects of the controlled substances.

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Within twenty-four hours of the observations or before the results of an alcohol or controlled substance reasonable suspicion test are released, whichever is earlier, the School District will record in writing the observations leading to the reasonable suspicion test, which record must be signed by the supervisor or School District administrator who made the observations.

The School District will remove the Driver from driving functions at least until the verified test results are reported or as specified below. All tests should be administered as soon as practicable in the particular circumstances.

Reasonable Suspicion Alcohol Testing[6]**.** Reasonable suspicion alcohol testing observations must be made during, just before, or just after the period of the workday in which the Driver is subject to alcohol prohibitions. Simply possessing alcohol is not enough to required reasonable suspicion testing. The test must be administered as soon as practicable following the observation, but no later than within eight hours of the observation. If a reasonable suspicion alcohol test cannot be administered within two hours following the observation, the District must create and maintain a record explaining why.

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If reasonable suspicion exists, the Driver shall not drive for the School District until an alcohol test is administered and the Driver's blood alcohol concentration measures less than 0.02, or at least twenty-four hours have elapsed following the reasonable suspicion determination.

A Driver with a blood alcohol level equal to or greater than 0.02, but less than 0.04, may not return to duty until the start of the Driver's next regularly scheduled duty period, but not less than twenty-four hours from administration of the test. [7]

[5] 49 C.F.R. § 382.603 (at least sixty minutes of training on alcohol misuse and at least an additional sixty minutes of training on controlled substances use).

[6] 49 C.F.R. § 382.307.

[7] 49 C.F.R. § 382.505(a).

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Post-Accident Testing[8]**.** Unless excepted by law, where a commercial motor vehicle being operated for the School District is involved in an accident, the School District shall, as soon as practicable under the circumstances, test the following Drivers for alcohol and controlled substances; any Driver who was driving, if the accident involved the loss of human life; any Driver who receives a citation for a moving traffic violation arising from the accident.

Immediately following an accident, the Driver must inform their supervisor or a School District administrator of the accident. The Driver must remain available for testing, except that Drivers may leave the scene of an accident to seek necessary medical attention for injured persons, to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The School District must order the Driver to complete post-accident alcohol and controlled substances testing as soon as reasonably possible under the circumstances. If an alcohol test is not administered within eight hours following the accident, or a controlled substances test is not administered within thirty-two hours following an accident, the School District will not continue to request or administer the test. In either instance, the School District will prepare and maintain a record of any reasons why a test is not administered within two hours of the accident.

Breath or blood test results for alcohol use, or urine test results for controlled substances use that are administered by federal, state, and/or local officials having independent authority to conduct the test, meet the requirements of this procedure if the results are released to the School District.

Return to Duty Testing[9]**.** Any Driver who has tested positive for alcohol or controlled substances, or has otherwise violated this Regulation, will be subject to testing before they may return to Driving for the School District. The Driver may be subject to additional testing after returning to duty.

Before returning to duty, any Driver who has violated the alcohol use prohibition must have a verified test indicating a blood alcohol concentration of less than 0.02. A Driver who has violated the controlled substances prohibition must have a verified negative return to duty test result before returning to duty.

In order to return to Driving at the School District, and prior to taking any required return-to-duty alcohol or controlled substance test, the Driver must be evaluated by a substance abuse professional ("SAP") and successfully participate in any prescribed assistance program. Before the Driver may return to work, the School District must receive a written statement from the SAP that the employee has been evaluated and has complied with any prescribed rehabilitation. Notwithstanding this provision, and subject to any applicable Collective Bargaining Agreement, the School District is not required to return the Driver to work after they meet these requirements.

Follow-Up Testing[10]**.** Following a determination by a SAP that Driver needs assistance resolving problems associated with alcohol misuse and/or controlled substances use, the School District will conduct unannounced follow-up alcohol and/or controlled substances testing of that Driver as directed by the SAP. The District shall conduct at least six unannounced tests during the first twelve months following the Driver's return to Driving. The District will conduct follow-up alcohol testing of Drivers only immediately prior to Driving, when they are Driving or preparing to Drive, or immediately after Driving for the School District. The District's random testing program and/or any cancelled tests may not be used to meet this requirement.

Refusal to Test.[11] As set forth by federal regulations and subject to any limitations therein, a Driver has refused to take a controlled substance or alcohol test if they: fail or decline to take an employer required test; fail to appear for any test within a reasonable time (as determined by the School District); fail to remain at the testing site until the testing process is complete (except for pre-employment testing); fail to provide a

[8] 49 C.F.R. § 303(d).

[9] 49 C.F.R. § 382.309 (citing 49 C.F.R. Part 40, Subpart O).

[10] 49 C.F.R. § 382.311 (citing 49 C.F.R. Part 40, Subpart O).

[11] 49 C.F.R. §§ 40.191, 40.261.

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specimen; fail to permit observation or monitoring of providing the specimen or fail to follow an observer's instructions; fail to provide a sufficient amount of specimen when directed; fail to undergo a medical examination or evaluation as part of insufficient specimen procedures; fail to cooperate with any part of the testing process; admit to the collector that they used an adulterated or substituted specimen. For alcohol tests, refusal to test also includes refusal to complete Step 2 on the alcohol test form (ATF).

Reporting Requirements. The School District will report necessary Driver information to the Clearinghouse consistent with applicable laws.

Recordkeeping[12]. If the School District maintains a valid Clearinghouse registration, it is not required to maintain physical records of queries conducted and information received from the Clearinghouse. The School District shall maintain all other records relating to its alcohol misuse and controlled substance use prevention programs as required by state and federal law.

Staffing, Layoff, and Recall of Teachers This administrative guideline applies to those individuals whose employment is regulated by the Teachers' Tenure Act, MCL 38.71 *et seq*. As used herein, the term "effectiveness" is based on the effectiveness label given a teacher in their most recent year end evaluation pursuant to the School District's evaluation system. The term "qualification" as used herein includes, but is not limited to, an individual's: areas of certification, level of degree attained, type of degree attained (major, minor, or area(s) of focus), relevant previous experience, grade level of relevant experience, relevant classes or training, previous ratings, effectiveness and overall performance as a teacher, or past disciplinary or other employment concerns.

HIPAA The School District is committed to compliance with the health information privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The School District currently offers its employees HIPAA-compliant plans. These are considered "health plans" within the meaning of HIPAA and the School District is the "Plan Sponsor." In order to assure compliance with HIPAA, the following Administrative Safeguards have been established.

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Administrative Safeguards. The following safeguards will be implemented to ensure the confidentiality of protected health information, whether created, received, maintained, or transmitted by the Plan. This includes information in electronic form, whether it is being stored or transmitted.

Authorization. The Superintendent appoints the Director of Human Resources to serve as the School District's HIPAA Privacy and Security Officer. Only School District employees designated by the Privacy and Security Officer as requiring access to protected health information for Plan administration purposes will be given access to protected health information. These employees may view protected health information necessary to perform their duties without express authorization from the Plan member.

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Training. School District employees authorized to have access to protected health information will receive training on an annual basis. Each such employee will be provided with a copy of the privacy policy and required to affirm, annually, in writing, that they have received the policy.

Security Incidents. Suspected or known security incidents will be identified, responded to, and documented in writing. The harmful effects of such security incidents, known to the Plan, will be mitigated to the extent practicable.

Physical Safeguards. Plan members' protected health information will be stored in a locked file cabinet used solely for this purpose. Paper documents containing protected health information will be shredded before being discarded. Electronic files containing protected health information, if any, will be password protected. A facsimile machine used to transmit and receive protected health information will be in a secure location.

[12] 49 C.F.R. §§ 382.401, 382.701(e).

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Technical Safeguards. To the extent protected health information is maintained electronically, access to electronic information systems or software programs will be provided to only those persons who have been granted access rights to protected health information. Procedures for controlling and tracking the handling of hardware and software, data backup, storage, and disposal will be implemented. This includes the receipt, handling, and disposal of protected health information. Employees will be required to close files when leaving their workstations to protect confidentiality.

The HIPAA Privacy and Security Officer will develop a contingency plan to maintain the continuity of operations in an emergency or disaster and to enable recovery of data following disaster. An annual internal audit of data security will be conducted, including the evaluation of security measures to protect data and review of personnel compliance with the Policy and procedures.

Remote Work

Accommodation Request. Employees may request to work remotely in unique circumstances or when an employee with a qualifying disability believes that working remotely would allow them to perform the essential functions of their job. The Superintendent will review such requests consistent with all applicable legal standards.

Remote Work Considerations. Generally, the Superintendent will consider requests to work remotely when: working remotely is appropriate considering the nature and essential functions of the employee's job; the employee has demonstrated sustained high performance and the Superintendent believes the employee can maintain the expected quantity and quality of work while working remotely; and the employee has a suitable off-site work location.

Conversely, the Superintendent will generally not approve requests to work remotely when: the nature of the employee's job requires their physical presence in the workplace, such as when the employee must supervise the work of other employees or be present to interact with other employees, students, or third parties; the employee has received disciplinary action within the last 24 months; the employee has a demonstrated attendance problem; the employee requires close supervision; and the employee has been employed for less than six (6) months.

Remote work requests that are granted may be withdrawn at the School District's sole discretion. If a remote work request is approved, employees must comply with all School District and building policies, procedures, and safety standards to the same extent as if they were working in person.

Family and Medical Leave Act (FMLA)

Eligibility. School District employees may be eligible for up to 12 weeks of unpaid leave under the Family and Medical Leave Act (FMLA). Employees are eligible if they: have at least 12 months of service with the School District; and, have worked for the School District for at least 1,250 hours within the preceding 12-month period. The 12-month period will be calculated separately for each employee. It will be determined based on a rolling calendar, looking backward from the commencement of the FMLA leave.

Qualifying Events. FMLA leave may be taken: for the birth of a child and to care for a newborn child; for the placement of a child with the employee for adoption or foster care; to care for a child, spouse, or parent of the employee who has a serious health condition; for the employee's own serious health condition which causes the employee to be unable to perform the essential functions of his or her job; where the employee experiences a qualifying exigency arising out of the fact that the employee's spouse, parent, or child is a covered military member on active duty or has been called to or on covered active duty status in the National Guard or Reserves; or, to care for an armed forces member or qualified veteran who is a spouse, parent, child, or next of kin of the employee and who is injured while on covered active duty, including an injury that manifests itself after completion of active duty.

Serious Health Condition. A "serious health condition" for purposes of this administrative regulation is an illness, injury, impairment, or physical or mental condition that involves: an overnight stay in a hospital, hospice, or residential medical care facility; a period of incapacity for more than three consecutive days,

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Deleted: Voluntary Request. Employees may submit a written remote work request to their building administrator. Building administrators may grant or deny employee requests at their sole discretion. ¶

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combined with continuing treatment or supervision by a health care provider; a period of incapacity due to pregnancy or for prenatal care; a period of incapacity due to a chronic serious health condition; a period of incapacity that is permanent or long term; or**,** a period of absence during which the employee will receive multiple treatments from a health care provider for restorative surgery or for a condition that would likely result in a period of incapacity of more than three full calendar days in the absence of medical treatment (e.g. chemotherapy, physical therapy or radiation).

Applying for a Leave under the FMLA. An employee who plans to take FMLA leave must provide the School District with written notice at least 30 days in advance. If the FMLA leave is not foreseeable, and 30 days' notice cannot be given, the employee must submit the request for leave as soon as possible (within two working days of learning of the need for leave, absent extenuating circumstances). Where an employee fails, or is unable to provide thirty 30 days' notice of a foreseeable leave, the School District may delay the commencement of the leave for up to 30 days after the employee provides the required notice.

The School District will provide employees requesting FMLA leave with written notice specifying the expectations and obligations of the employee while on leave and explaining the consequences of failure to meet those obligations.

Intermittent Leave. FMLA leave taken to care for a family member with a serious health condition or due to the employee's own serious health condition may be taken intermittently or on a reduced schedule, when medically necessary.

FMLA leave requested for the birth of a child, to care for a newborn child or for the placement of a child with the employee for purposes of adoption or foster care may not be taken intermittently or on a reduced leave schedule unless the employee and School District agree.

Instructional employees who request intermittent leave or a reduced schedule FMLA leave that constitutes more than 20% of the working days in the period during which the leave would extend may be required to choose either to: take FMLA leave for all or part of the FMLA leave period; or, transfer temporarily to an alternative position with equivalent pay and benefits that better accommodates the School District's needs during the leave.

Instructional employees who request FMLA leave that will end near the conclusion of an academic term may be required to continue the leave until the end of the term.

Group health plan benefits will be maintained for the employee during the FMLA leave and the School District will contribute the same portion of the premium as it did while the employee was working. If the employee fails to make timely payment of his/her portion of the premium, the School District reserves the right to cease to maintain the employee's health benefits, provided the School District notifies the employee in writing at least 15 days before health coverage will lapse. If the employee fails to return from leave, the employee may be required to reimburse the School District for all premiums paid by the School District during the leave.

FMLA leave is generally unpaid. The employee may choose, or the School District may require, that any of the employee's available accrued paid vacation or personal leave be substituted for any part of the twelve (12) week FMLA leave period. An employee may choose, or the School District may require, that an employee's available sick leave be substituted for any part of the FMLA leave if the employee or a family member of the employee has a serious health condition for which sick leave is otherwise available. FMLA leave may run concurrently with workers' compensation or disability insurance coverage for a serious health condition.

The School District may require that any FMLA leave request be supported by certification (and, in appropriate cases, by periodic re-certifications) from a health care provider. The certification should be provided before the leave begins, if foreseeable, and must, in any event, be provided within 15 calendar

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days of a request made by the School District. The failure to provide a required medical certification in timely fashion may result in denial of the leave until the certification is provided.

An employee is not entitled to the accrual of any seniority or employment benefits that would have otherwise accrued during the period of leave unless specifically provided by the applicable collective bargaining agreement or an individual contract of employment.

The School District is prohibited from terminating or in any other manner discriminating against an employee for exercising rights under the FMLA.

Return from Leave. The School District may require that an employee returning from FMLA leave due to a serious health condition obtain certification from his/her health care provider that the employee is able to resume his/her duties and responsibilities.

Upon returning from FMLA leave, the employee may be returned to the same position he/she previously held or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. However, an employee on FMLA leave has no greater right to reinstatement or other benefits than if he or she had been continuously employed during the leave period. An employee on FMLA leave remains subject to legitimate job changes and reductions in force that occur during the leave, and such changes may result in the employee being denied reinstatement. The School District may, after notice, deny reinstatement to the highest paid 10% of all employees ("key employees") where necessary to prevent substantial and grievous economic injury to the School District.

Earned Sick Time Unless specifically enumerated by a collective bargaining agreement, contract, or handbook, eligible full-time employees will be provided 72 hours or more of sick time (EST) which may be used consistent with the Earned Sick Time Act (ESTA) per benefit year. The School District's benefit year begins on July 1. Eligible employees hired after the beginning of the benefit year and part-time employees will be provided EST on a pro-rata basis depending on the month hired or position full-time-equivalent. Eligible employees may not carry over EST from one benefit year to the next. Days when school is closed will not be considered closed due to a public health emergency unless specifically designated as such by the School District's Superintendent. EST must be used in one hour increments, unless otherwise specified by contract. Eligible employees are required to follow all rules for calling in to report absences, tardiness, or leaving early. When foreseeable, employees must provide at least seven days' notice, or as soon as practicable if such notice is impossible. Eligible employees who use or wish to use EST may be required to provide documentation acceptable to the School District after more than three consecutive absences to determine EST is being used only for reasons permitted by Michigan law. EST has no cash value and accrued but unused time shall be forfeited upon separation from employment.

Positions Ineligible for ESTA. In addition to unpaid trainees or interns, individuals employed in accordance with the Youth Employee Standards Act, and public officials, the Superintendent may designate certain positions as ineligible to earn EST because they are permitted to schedule their own working hours. The School District is prohibited from taking adverse personnel action against an employee in these positions for the sole purpose that the employee does not schedule a minimum number of working hours. The following positions are ineligible to earn EST:

- Coaches
- Game Workers
- Daily Substitutes

Aiding or Abetting All state educational agencies, local educational agencies, and all employees, contractors, and agents of state and local educational agencies are prohibited from recommending for employment any person the recommender knows or has probable cause to believe has engaged in sexual misconduct with a student or minor in violation of the law.

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[**Hourly Accrual Method**]¶
Earned Sick Time Unless specifically enumerated by a collective bargaining agreement, contract, or handbook, eligible employees will accrue earned sick time (EST) at the rate of one hour for every 30 hours worked. Eligible employees may not use more than 72 hours of EST during a benefit year. The School District's benefit year begins on [insert date]. Eligible employees may carry over up to 72 hours of accrued and unused EST from one benefit year to the next, but in no case may an employee use more than 72 hours of EST in any benefit year. Days when school is closed will not be considered closed due to a public health emergency unless specifically designated as such by the School District's Superintendent. EST must be used in one hour increments. Eligible employees are required to follow all rules for calling in to report absences, tardiness, or leaving early. When foreseeable, employees must provide at least seven days' notice, or as soon as practicable if such notice is impossible. Eligible employees who use or wish to use EST will be required to provide documentation acceptable to the School District after more than three consecutive absences to determine EST is being used only for reasons permitted by Michigan law. EST has no cash value and accrued but unused time shall be forfeited upon separation from employment.¶
Positions Ineligible for ESTA. In addition to unpaid trainees or interns, individuals employed in accordance with the Youth Employee Standards Act, and public officials, the [Position Title] may designate certain positions as ineligible to earn EST because they are permitted to schedule their own working hours. The School District is prohibited from taking adverse personnel action against an employee in these positions for the sole purpose that the employee does not schedule a minimum number of working hours. The following positions are ineligible to earn EST:¶
Coaches¶
Game Workers¶
Daily Substitutes¶

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4003.1-AR Teacher Placements

Definition. Teacher placement is the determination of the classroom teaching assignment for a teacher.

Teacher placement shall be executed in the manner prescribed by the Master Agreement between the School District and the Hazel Park Education Association.

4003.2-AR Teacher Vacancies

Definition. A teacher vacancy does not exist unless all the following criteria are met:

- The position is subject to Section 1249 of the Revised School Code;
- The vacancy is posted by the School District in a manner which invites applicants.

Teacher vacancies will be addressed in the manner prescribed by the Master Agreement between the School District and the Hazel Park Education Association.

4003.3-AR Staffing Reductions

Definition. A staffing reduction is the decision to eliminate curricular sections or positions that will result in a reduction in the hours worked (FTE) of one or more teachers.

Staffing reductions shall be executed in the manner prescribed by the Master Agreement between the School District and the Hazel Park Education Association.

4003.4-AR Program Reductions

Definition. A program reduction is the decision to eliminate curricular courses or courses of study.

The Superintendent has the sole authority to determine and conduct a program reduction.

Program reductions will be carried out in the following manner:

- Upon the decision to implement a program reduction, the Superintendent will review impacted staff and evaluate whether they are qualified, as defined by the Teacher Placement Procedure. Teachers with an effectiveness rating of effective or highly effective will displace others in another School District program with a rating other than effective or highly effective.

4003.5-AR Recall Process

Definition. A recall is when teachers that are placed on layoff become eligible to return to work at the School District.

Teacher recall shall be executed in the manner prescribed by the Master Agreement between the School District and the Hazel Park Education Association.

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Deleted: In order to be eligible for a teaching assignment, the teacher must be qualified for the teaching assignment, based on the criteria set by the Superintendent, and have the appropriate certification. In the absence of a qualified teacher with appropriate certification, the School District may consider the ability to obtain an appropriate permit. ¶
Between qualified candidates, teacher placement will be based on the following criteria, in order:¶
Teacher certification, including whether such teacher placement decision will result in a classroom section not having a certified teacher.¶
The school schedule;¶
The prior year effectiveness of teachers qualified for the assignment,¶
The teacher's disciplinary record;¶
The teacher's attendance record;¶
Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;¶
The recency or relevance of a teacher's experience in a grade level or subject area¶
The teacher's length of service in a grade level or subject area. Length of service in a grade level or subject area will be made up of two components:¶
Current length of service in the assignment, and;¶
Lifetime length of service in the assignment. ¶
Teachers with no relevant special training, or service time with a particular teaching assignment are not qualified candidates for purposes of teacher placement and will only be considered for placement in the teaching assignment if there are no other qualified candidates. ¶
[OPTION B]¶
May also add the below bullet to the list of criteria. There is some potential risk in doing so as it may be considered overly subjective to be "clear and transparent."¶
A review of the domains or sub-parts of a teacher's prior year evaluation for ratings relevant to a specific placement;

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Deleted: A teacher vacancy may be created by the following, subject to approval by the Superintendent:¶
Transfer of an internal teaching candidate to a vacant position;¶
A leave of absence is extended beyond sixty school days;¶
An unplanned resignation or departure occurs which will require a substitute for sixty or more school days;¶ ... [2]

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Deleted: The Superintendent has the sole authority to determine and conduct a staffing reduction. The Superintendent will conduct any staffing reduction based on the department and location, using following criteria, in order:¶
The District shall reduce staff starting with the teacher w ... [3]

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The right to recall expires three years after the layoff becomes effective. Only teachers on layoff that are qualified for a vacancy are eligible for recall. ¶
The right to recall is different based on the teacher's mo ... [4]

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4004-AR Evaluations, Discipline and Discharge, Resignations

Evaluations

Effective July 1, 2024, the evaluation tools for both administrators and teachers will be reclassified to have three ratings: effective, developing, and needing support. Student growth components for both administrators and teachers will be calculated based on the requirements of the Revised School Code. Any disputes regarding evaluations will be subject to the dispute process in Section 1249 of the Revised School Code.

Administrators. The Superintendent will evaluate administrators annually using the School Advance. Beginning in the 2024-2025 school year, for the first three years a school administrator is in a new administrative position, the Superintendent will assign a mentor to the school administrator. The Superintendent will, for each year the administrator is evaluated, conduct a midyear progress report.

Teachers. Building principals will evaluate teachers annually using the Danielson framework. All teacher evaluations require at least two observations and at least one observation will be unscheduled. Any midyear progress meetings conducted by Administrators will review relevant student achievement data. The evaluation system will rate teachers with ratings as required by Section 1249 of the Revised School Code. Administrators will provide written feedback to teachers as required by law.

Beginning in the 2024-2025 school year, classroom observations must be for a minimum of fifteen minutes but need not be an entire class period. One observation will be unscheduled. Building principals will meet with teachers following observations and provide written observation feedback within ten (10) days of the observation.

Employees Whose Evaluations are Not Governed by Section 1249 of the Revised School Code. The Superintendent will determine the manner in which such employees are evaluated.

Discipline and Discharge

Voluntary Discipline and Discharge. Voluntary discipline and discharge should be documented in an agreement approved by the School District's Superintendent.

Involuntary Discipline and Discharge.

Due Process. Involuntary Discipline and Discharge should be preceded by such due process as is required by the law and the employee's individual employment contract or collective bargaining agreement.

Authority. The School District's Superintendent have authority to approve involuntary discipline or discharge. Involuntary discipline and discharge (as well as other actions) that trigger the requirements of the Teachers' Tenure Act may only be taken in conformity with the Act's requirements.

Retirement and Resignation School District employees may retire or resign at any time in conformity with any applicable individual employment contract or collective bargaining agreement. Retirements and resignations must be submitted to the School District's Superintendent. The Superintendent has the authority to accept resignations on behalf of the Board of Education.

4005-AR Other Matters of Employment

Whistleblowers' Protection Act A person who reasonably believes a violation of the law, Board policy, or these administrative procedures has or is about to occur should submit their concern, in writing, to the School District's Superintendent or, if the School District's Superintendent is involved in the violation, the

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President of the Board of Education. Such concerns will be investigated and resolved, to the extent possible.

An employee of the School District who becomes aware of conduct on the part of another employee of the School District that is thought to be in violation of law, Board of Education policy or administrative regulation, shall bring the matter to the attention of his/her immediate supervisor. The reporting employee shall also complete and file with the supervisor a Whistleblower Complaint Form. Where the immediate supervisor is the person whose conduct is in question, the written Complaint shall be filed, instead, as follows:

Person Who is the Subject of the Complaint	Complaint to Be Filed With
Immediate Supervisor	Director of Human Resources
Central Office Administrator/Employee	Superintendent of Schools
Superintendent of Schools	President of the Board of Education

The person receiving the Complaint shall review the document to determine whether the Complaint arguably alleges a violation that is within the scope of Board Policy 4005. If so, the Complaint shall be forwarded to the Superintendent or his/her designee.

Upon receipt of a Complaint, the Superintendent shall determine whether the Complaint alleges a violation that is within the scope of Board Policy 4005. If so, the Superintendent shall investigate the Complaint and determine whether a violation has occurred. The decision shall be made within 15 school days and the complaining employee shall be advised of the outcome. The name or identity of an individual filing a Whistleblower Complaint shall remain confidential.

An individual who, in good faith, reports conduct that is thought to be a violation of law, Board of Education Policy, or administrative regulation shall be fully protected against actual or attempted retaliation, intimidation, threats or similar acts.

Employment Contracts and Collective Bargaining Agreements District administrators and teachers are usually employed by the School District pursuant to individual employment contracts. The Superintendent is authorized to work with the School District's attorney to create legally compliant individual employment contracts for administrators and teachers that provide the School District with the flexibility to assign and re-assign staff as necessary to promote the School District's teaching and learning objectives. Individual employment agreements are not binding on the School District unless and until they are approved by the Board of Education in open session.

The Superintendent is directed to review and understand the teaching, staffing, and financial implications of all collective bargaining agreements into which the School District may have entered and, prior to each round of collective bargaining, to propose to the Superintendent necessary and desirable changes to improving teaching and learning in the School District given the School District's financial resources and other limitations. The [Superintendent, should also police the implementation of the School District's collective bargaining agreements in a legally compliant manner and in the interest of improving teaching and learning in the School District consistent with the School District's financial resources and other limitations.

Negotiations. The Superintendent will, in consultation with the Board of Education, appoint a negotiating team for each round of collective bargaining with each labor organization. The Superintendent will, confidentially in closed session: consult with and inform the Board of Education, of the School District's objective in collective bargaining; how the School District objectives affect teaching and learning in the School District given the School District's financial resources and other limitations; the position of the bargaining unit in collective bargaining; periodically, the progress of negotiations; and, any tentative

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agreement(s). Tentative agreements and collective bargaining agreements are not binding on the Board unless and until they are approved by the Board of Education in open session.

Interpretation. Individual employment contracts and collective bargaining agreements may not be, or be interpreted, in a manner that is inconsistent with the laws and regulations of the United States or the State of Michigan. Individual employment contracts and collective bargaining agreements may not, and may not be interpreted to, implicitly restrict the legal authority and prerogatives of the Board of Education and the School District, except by clear and unambiguous language approved by the Board of Education in open session.

4006-AR Appeals

A School District employee may appeal a decision arising under or relating to the 4000 series Board policies and administrative procedures. Such an appeal must be submitted to the School District's Superintendent, in writing, no later than 10 calendar days after the employees becomes aware of the grounds for appeal. Such appeals will be investigated and resolved using the process set forth in the ***Employment Decision Appeal Form***.

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5000-AR BUSINESS

The 5000 series of Board Policies requires or permits the Superintendent, or his/her designee, to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on July 1, 2026 and posted them on the School District website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent will review the 5000 series of Board Policies and these regulations at least annually and will consider legally compliant revisions and additions to the 5000 series of Board Policies and these administrative regulations.

5001-AR General

The administrative regulations which follow are supplemented by the *Business Office Manual*, which is maintained and updated periodically by the Business Office, under the direction of the Assistant Superintendent for Finance and Operations. Its contents are hereby incorporated by reference.

5002-AR Budget Planning and Adoption

The Superintendent designates the School District's Assistant Superintendent of Business as the administrator with primary responsibility for developing and proposing the District's annual budget and any necessary or prudent budget revisions. The District's Assistant Superintendent of Business will also be the District administrator with primary responsibility for preparing and delivering such reports and data as may be required by the State of Michigan, the Board, or the Superintendent.

The Assistant Superintendent of Business will develop and present the Superintendent with a proposed annual budget on or before June 1 of each school year. The proposed annual budget will meet all applicable legal requirements and, in addition, will be consistent with Board policy and administrative procedures and best practices, including GASB 54 and subsequent guidance/circulars. The Assistant Superintendent of Business will develop and present to the Superintendent, in a timely fashion, such proposed amendments to the District's annual budget as may be warranted by the District's financial circumstances.

In a timely fashion, the Assistant Superintendent of Business will prepare the reports and data that the District is required to file with the State of Michigan and/or post on its website. These reports will be submitted to the Superintendent for review and approval before they are filed or posted. The Assistant Superintendent of Business will also prepare and deliver such other reports and data as may be requested by the Board or the Superintendent.

5003-AR Purchasing

The School District must procure supplies, equipment, and services to carry out its educational mission. The Superintendent is the School District administrator with primary responsibility for ensuring School District procurement is: consistent with the District's educational mission; as efficient and effective as possible, given the circumstances; and, consistent with all legal requirements and Board policies.

Procurement Using Federal Grants and Awards The following procedures must be followed with respect to federal grants and awards.

Cash Management. Cash management procedures are governed by 2 CFR 200.305. The regulation permits the School District to make payments to vendors by electronic funds transfer, check, warrant, or

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other means that minimize the time that elapses between the transfer of federal funds to the School.

Disbursements to School District Vendors. Advance payments of federal grants and awards to the School District must be deposited and maintained in insured accounts, whenever possible. Advance payments of federal grants and awards to the School District must be deposited in interest bearing accounts, unless: the School District receives less than $120,000 in federal awards and grants per year; the best reasonably available interest-bearing account would not be expected to earn interest in excess of $500 per year on federal cash balances; the depository requires an average or minimum balance so high it would not be feasible given federal and non-federal case resources; or, a foreign government or banking system prohibits or precludes interest-bearing account. Interest earned amounts up to $500 per year may be retained by the School District for administrative expense. Interest earned over $500 must be returned according to the procedures described in the regulation.

Allowability. The allowability of costs posted against federal grants and awards is governed by the program legislation, pertinent federal agency regulations, including those referenced in 2 CFR 200.302(b)(7), and the terms and conditions of the grant or award. School District personnel are also expected to comply with the December 2013 OMB Supercircular, entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," applicable Michigan law, and applicable School District policies and administrative regulations.

The School District's Assistant Superintendent of Business must approve all costs posted against federal grants and awards and, then, only after the School District's grant or award manager has approved a received bill or invoice. Payroll costs will be documented according to the December 2013 OMB Supercircular. When permitted by the grant or award, indirect costs will be charged using the rate approved by Michigan Department of Education.

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Conflicts of Interest. Conflicts of interest are governed by 2 CFR 200.318. School District Board members, employees, and agents engaged in the selection, award, or administration of contracts paid for, in whole or in part, by federal grants and awards may not have a prohibited conflict of interest. A prohibited conflict of interest exists when a School District Board member, employee, or agent (or any members of his or her immediate family) has a financial interest in or has or would receive a tangible personal benefit from a firm considered for such a contract. A School District Board member who violates this administrative regulation is subject to discipline by the Board of Education or the Governor. A School District employee or agent who violates this administrative regulation is subject to discipline, up to and including discharge. This administrative regulation does not, and should not be interpreted to, supersede or diminish other laws, Board policies, or administrative procedures concerning prohibited conflicts of interest.

Procurement Procedures. School District procurement procedures are governed by 2 CFR 200.319. School District procurement solicitations must: include a clear and accurate description of the technical requirements for the material, product, or service to be procured that does not, in competitive procurements, contain features that unduly restrict competition by prospective vendors; and, identify all requirements prospective vendors must fulfill and all other factors the School District will use in evaluating bids or proposals.

Evaluations of Proposals. Most, but not all, solicitations for supplies, materials and services paid for, in whole or in part, by federal grants and awards involve competitive bidding. 2 CFR 200.320, 2 CFR 200.321, and/or 2 CFR 200.323(a) are applicable to such situations. Among other things, the regulation requires the School District to create a written description of the manner in which the School District will conduct its technical evaluation of proposals by prospective vendors.

Travel. See 2 CFR 200.474. The travel costs (i.e., transportation, lodging, subsistence, and related costs) for School District Board members, employees, and agents may not be paid from federal grants and awards unless: they would be reimbursed pursuant to applicable School District policies and procedures; and, the individual's participation is necessary to the federal grant or award.

Construction. As reflected in the Board of Education Policies, the School District will construct new

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buildings and add to or renovate existing buildings through competitive bidding as required by law. The School District will also purchase materials, equipment, and supplies for School District operations on a competitive basis as required by law.

Procedures.

- Any construction of new buildings or additions or renovations of existing buildings will, to the extent required by law, be based on competitive bidding, typically through an RFP approved by the School District's Superintendent and the Board of Education.

- All purchases of materials, equipment and supplies will be made through the issuance of a purchase order signed by the School District's Assistant Superintendent of Business.

- Prior to issuing a purchase order, competitive pricing is to be pursued, as follows:

  1. *Competitive Bids.* The competitive bidding process will be followed, where required by law.

  2. *Purchases Not Subject to Competitive Bidding.* In all other instances, the School District shall use measures, considered reasonable under the particular circumstances, intended to secure the highest quality product at the lowest possible price.

- Generally, orders or contracts will be awarded to the lowest, responsible, qualified vendor, considering the following factors: price, quality, conformance to specifications, identified needs, service and maintenance, and vendor reliability.

Procurement of Professional Services Professional services, such as architectural, legal, engineering, consulting, and auditing services, frequently requires familiarity with School District personnel, practices, and facilities. The School District recognizes there are advantages in maintaining continuity in the provision of these services and does not require bidding or annual re-bidding, except in cases where the Superintendent or Board of Education considers it in the School District's best interest. Periodically, the School District may competitively bid such services to ensure that service and pricing are aligned with the School District's best interests and industry norms. The criteria for awarding contracts for professional services will be determined by the Board of Education, following recommendations from the Superintendent, on an *ad hoc* basis.

Bid Protest A vendor who has actually submitted a bid may file a bid protest if that bid is not selected and otherwise conforms with the requirements for a complete bid under the solicitation documents. The bid protest must: contain a complete statement of the basis for the protest and all supporting documentation, including identifying information for the project (e.g., title, bid/RFP date, requisition number); refer to the specific portion(s) of the solicitation or other documents upon which the bid protest is based; and, include the name, address, and telephone number of the person representing the protesting vendor.

A bid protest must be filed in writing with the Superintendent within three (3) business days after the opening of the bid protested. Failure to strictly comply with any requirements for a bid protest will constitute waiver of protest proceedings.

Within five (5) business days after receipt of a bid protest, the Superintendent will review the bid protest. The Superintendent will within a reasonable time thereafter issue a written decision on the bid protest, and the decision will be final. The Superintendent may notify the Board of Education of the bid protest and the Superintendent's decision.

5004-AR Surplus Property

Generally The Superintendent, or designee, will develop a process for the periodic review of all real and

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personal property owned by the School District to determine whether any property is no longer needed for School District purposes. This may be due, in part, to the fact that the property is outdated or broken and beyond repair.

Disposal of Real Property Real property consists of School District land and buildings and fixtures. The Superintendent, or designee, will periodically review the real property owned by the School District to determine whether any such property is believed to be no longer needed for School District purposes. The Superintendent, or his/her designee, will, based on this review, recommend to the Board that it consider disposing of any real property that has been identified as no longer needed for School District purposes. The recommendation may include the estimated value of the property and possible means of disposition. In cases when the Board authorizes the sale or other disposition of real property, the Superintendent may, with concurrence of the Board, establish the asking price and other minimum terms. This information may be disseminated to real estate brokers, agents, and other persons who have indicated an interest in acquiring the property and the property may be listed or advertised for sale.

If the Board resolves to dispose of surplus real property by seeking bids or offers, the Superintendent, or designee, will solicit bids by publishing a notice including the following information and conditions:

- That sealed offers (or bids) are being solicited;
- The date for submission of offers (or bids) with a statement that late offers (bids) will not be considered;
- The type of offers desired – cash, lease, or exchange;
- The amount of an earnest money deposit which must accompany an offer;
- That the property is offered "as is," unless otherwise authorized by the Board;
- That the person seeking to acquire the property will be given an opportunity, at the prospective purchaser's sole expense, to inspect and perform testing customarily required in connection with the purchase of similar property during a period of not more than ninety (90) days (unless otherwise authorized by the Board) and that restoration of the premises and indemnity will be required to be provided by the person or entity seeking to acquire the property;
- That title insurance will be provided by the School District;
- That the offer must be irrevocable for ninety (90) days;
- That a contract to dispose of real property owned by the School District shall not be binding upon the School District unless and until approved by the Board of Education through resolution at a public meeting and executed by the person or persons specifically authorized to do so by the Board; and,
- That the School District reserves the right to accept or reject any and all offers, in whole or in part, and reserves the right to negotiate the terms and conditions of any offer deemed to be in the best interest of the School District. Bids or offers solicited in this fashion will be forwarded to the Board with the recommendation of the Superintendent.

Disposal of Personal Property The Superintendent, or designee, will periodically prepare a list of the personal property of the School District that is found to be no longer needed for School District purposes. The property shall be classified within broad groupings.

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The list shall be submitted to the Board of Education with a recommendation for disposal of the same. If the Board approves the disposal of some or all of the property, the Superintendent or his/her designee may proceed with the sale or other disposition of the property. The method of sale or disposition shall depend on the nature of the property and other circumstances. All determinations shall be made based upon what is considered to be in the best interest of the School District.

5005-AR Investments

Operating Procedures The Superintendent designates to the School District's Finance Manager primary responsibility for the investment of School District funds. The Finance Manager will publish operating procedures that will be delivered to the Superintendent and Board of Education for approval. These procedures will include: the specific delegation of authority to persons responsible for investment transactions; and, a system of controls to regulate investment activities, to be reviewed annually by the School District's independent auditor. The controls will include:

- Control against improper collusion;
- The separation of transaction authority from accounting and record keeping;
- Custodial safekeeping;
- The written confirmation of transactions for investments and wire transfers; and,
- The development of a form wire transfer agreement.

Reporting Requirements The Superintendent will make a quarterly report to the Board concerning the District's investments. The Finance Director will prepare a quarterly report for the Superintendent concerning the District's investments and deliver it to the Superintendent at least two weeks before the end of each quarter. Each of the Finance Director's quarterly reports to the Superintendent will include detailed information concerning: portfolio diversification; maturity structure; potential risk; and, a comparison of the performance of the School District's portfolio with generally followed market measures.

Separately, the Superintendent will make an annual report to the Board concerning the District's investments. The Finance Director will prepare an annual report for the Superintendent concerning the District's investments and deliver it to the Superintendent on June 1 of each school year. The Finance Director's annual report will include a list of all of the institutions the School District used to make investments during the school year and the types of investments made by each institution. The Finance Director may not use institutions or make investments prohibited by law and may not authorize investments in derivatives, leveraged investments, or other instruments with significant risk of price volatility. The Finance Director, when considering a particular investment, should consider the following criteria, in the following priority: preservation of principal; School District cash flow needs; yield; and, coordination with other available financial services and School District needs.

5006-AR Risk Management

The School District promotes safety and accident prevention for its students and employees in consultation with its insurer(s). The following on-going measures are designed to further this undertaking: building principals will regularly report to the Superintendent or his/her designee all accidents, injuries, and property loss or damage within their school buildings and perceived risks of future harm, with recommendations to minimize such risks; and, the Finance Manager, or his/her designee will arrange for education of students and in-service for employees on matters of school safety and review all School District insurance policies and recommend to the Superintendent and the Board of Education areas in which modifications in coverage are warranted.

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5008-AR Meal Charge / Food Services

This administrative regulation gives effect to the Board of Education's Meal Charge/Food Services Policy.

Free School Lunch and Breakfast The School District shall provide reimbursable breakfasts and lunches at no cost to all students in the School District's breakfast and lunch program. [Responsible Administrator] shall submit information regarding the number of reimbursable breakfasts and lunches served as prescribed by the Department of Education, maximize federal reimbursement by operating as if it is eligible for the Community Eligibility Provision of the Richard B. Russell National School Lunch Act, meet the all applicable state and federal standards in the School District's breakfast and lunch programs, make all efforts to maximize and implement policies that require parents or guardians to fill out relevant family income information for the purpose of determining student eligibility for federal free or reduced cost meal reimbursement rates and Community Eligibility Provision eligibility determinations.

Due to the School District's participation in the Community Eligibility Program, many aspects of meal program operation are not applicable to the School District, including consideration of meal account balances, bad debt, notification of same, and collections. For additional information and resources about CEP, please visit https://www.michigan.gov/mde/services/food/cep.

Competitive Foods Competitive foods means all food and beverages other than meals reimbursed under programs authorized by the National School Lunch Act and the Child Nutrition Act of 1966, which are available for sale to students on District campuses during the school day. The District is responsible for maintaining records in compliance with the nutrition standards for all competitive foods, as defined under 7 CFR 210.15(b). The District is also responsible for ensuring departments or third-party organizations responsible for food service at its schools maintain records documenting compliance with the nutrition requirements for the foods and beverages sold to students. At a minimum, such records must include receipts, nutrition labels and/or product specifications for the competitive food available for sale.

5014-AR Post-Issuance Tax Compliance

This regulation establishes guidelines and procedures in connection with tax-exempt or tax-advantaged bonds and other debt obligations issued by the School District (generally referred to as "Obligations"). Tax exempt borrowings and other borrowings of the School District, including but not limited to tax-exempt bonds, refunding bonds, tax credit bonds, installment and lease purchase agreements, lines of credit, and state aid notes (SAN) and tax anticipation notes (TAN), and are collectively referred to as "obligations".

The School District intends to ensure that all tax-exempt obligations issued by the District satisfy all requirements of the Internal Revenue Code of 1986, as amended (the "Code") and regulations there under (the "Regulations"). The Internal Revenue Service (IRS) has recommended that issuers of tax-exempt and tax-advantaged obligations have written procedures in place to enable the issuer to effectively monitor the post-issuance compliance requirements outlined in the IRS Code. Accordingly, the School District will maintain a procedure for post-issuance compliance that encompasses the following key elements: due diligence review at regular intervals; identifying the District official or employee responsible for review; training of the responsible District official or employee; retention of adequate records to substantiate compliance (e.g. records relating to expenditure of proceeds); procedures reasonably expected to timely identify noncompliance; and, procedures that the issuer will take steps to timely correct noncompliance

The School District reserves the right to use its discretion as necessary and appropriate to make exceptions or request additional provisions as circumstances warrant. The School District also reserves the right to amend this policy and all related procedures from time to time as deemed necessary in the District's sole discretion. In addition, this policy is subordinate to the Code and any regulations thereto and is subject to amendment or deletion depending on the content of any new regulations or Code amendments promulgated by the United State Treasury.

Deleted: ***Requests for Reduced-Price or Full-Price Meal Benefits*** Parents may request reduced-price or full-price meal benefits by submitting [the appropriate form] found at [link], or by contacting [person, title or department] at [contact information].¶
Meal Account Balance Payment for school meals, other than those provided for free by law, is expected at the time of purchase. Parents are expected to regularly monitor their child's meal account balance online, at [link]. ¶
Positive Balances. Any unpaid meal charges or money remaining in a student's meal account balance will be carried over, one time, to the next consecutive school year. The School District will refund balances in excess of $5.00. The District does not refund balances of $5.00 or less due to the administrative costs associated with creating a refund. ¶
Insufficient Funds. The School District recognizes that, at times, students may come to school without sufficient funds in their meal account. If so, students will be provided breakfast and lunch consistent with applicable law. The School District does not permit charging for breakfast.¶
Notification and Collection ¶
Low Account Balances. The School District will notify the student's household, by email or, if the District does not know the parent's email address, by telephone, when a student's meal account balance falls below $[X] for [number] consecutive days. The notification will include the current account balance. The District may choose to use the following sample email and/or robo call:¶
Hello [parent/guardian]. This is [name]. I am the [position/title] at [school]. I am calling to let you know that [student] has a low balance of $[X] in their school meal payment account. To ensure your child has enough money to purchase school meals, please add funds to their account as soon as possible. You may do so by going to [link] and using a debit or credit card. If you have any questions, please call us at [general contact information]. Thank you.¶
District personnel shall keep records of all such phone calls or emails sent which will include the date and time of the phone call or email, and the telephone number or email address used.¶
Negative Account Balances. If a student has a negative balance, they will be provided a reimbursable meal, even if they have incurred a negative account balance. The School District will not use funds students have in-hand to repay a negative balance or other unpaid meal charge debts Students with negative account balances will not be permitted to purchase additional cafeteria items above and beyond the reimbursable meal provided.¶
The School District expects all delinquent debts will be paid in full on the last day the student will be in attendance for the relevant school year. Before uncollectable/delinquent debt can be reclassified as bad debt, the [department] must make reasonable efforts to collect on the debt and keep detailed records showing the efforts made, as follows:¶
Once a student's meal account balance becomes negative for [number] consecutive days, the [department] will contact the household by email or, if the parent's email address is not known, by telephone to request payment. The [department] will also inform the parent of the School District's reduced-price and full-price meal program. The [department] will inform the parent that the matter will be turned over to the building principal if no payment is received within [one week].¶
¶
If no payment on a student's negative meal account balance is received within [number of days/weeks], the [department] will contact the building principal. The principal (or his or her designee) will contact the student's parents by email or, if the parent's email address is not known, by telephone, to ... [5]

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6000-AR FACILITIES AND OPERATIONS

The 6000 series of Board Policies requires or permits the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on July 1, 2026 and posted them on the School District website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent will review the 6000 series of Board Policies and these regulations at least annually and will consider legally compliant revisions and additions to the 6000 series of Board Policies and these administrative regulations.

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6002-AR Safety and Security

Deleted: The Superintendent designates the School District's [position] to review the 6000 series of Board Policies and these regulations at least annually. The [position] is also expected to recommend to the Superintendent legally compliant revisions and additions to the 6000 series of Board Policies and these administrative regulations.¶

Facilities Inspection and Maintenance Program A comprehensive facilities inspection and maintenance program will assure that School District facilities and grounds are kept safe, clean, and attractive. The Superintendent will coordinate an inspection program that includes, at a minimum: mechanical systems (heating, ventilation, and air conditioning); electrical (interior and exterior); roofs; windows and doors (interior and exterior); gates and fences; interior surfaces (floors, ceiling, walls); fire equipment; restrooms (accessibility, functionality, and cleanliness); sewers; playground and other school grounds; and, overall cleanliness. As necessary, the Supervisor of Building and Grounds will prepare and submit to the Superintendent a report of desirable or necessary repairs and improvements.

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School Safety Commission Liaison Pursuant to Section 1241 of the Revised School Code, the Board appoints the Executive Director of Student Services as the School District's school safety commission liaison. The liaison will work with the statewide School Safety Commission and the Office of School Safety to identify model practices for determining school safety measures.

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Threat Assessment and Suicide Intervention

Policy 6002 provides for the development of a threat assessment and suicide intervention protocol intended to assist school staff in responding the situations that arise in the operation of the school which pose a threat to the health, safety, and welfare of the school community. This administrative regulation is intended to outline that protocol and the expectations of staff.

1. The Superintendent shall establish, for each school, a threat assessment and suicide intervention team, for the assessment of and intervention with individuals whose behavior may pose a threat to themselves or the safety of school staff or students.

2. The Superintendent shall develop or acquire a threat assessment and suicide intervention tool or form to guide threat assessment and suicide intervention which is consistent with the U.S. Secret Service and Department of Homeland Security's "Enhancing School Safety Using a Threat Assessment Model."

3. A threat assessment team may serve one or more schools as determined by the Superintendent.

4. Each team shall include persons with expertise in school administration, counseling, instruction, and law enforcement and, in the case of any school in which a school resource officer is employed, at least one such school resource officer. The team may include persons with other areas of expertise. Members of the threat assessment and suicide intervention team will be provided training in the use of any threat assessment tool.

5. Each team shall:

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a. Provide guidance and training to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self, including training that a student's communication or behaviors *might suggest* either that an individual may cause physical harm or presents a potential threatening situation and that the threat assessment and suicide intervention team must inquire about the student's access to weapons with the student and when contacting the parent;

b. Identify one or two members of the threat assessment and suicide intervention team who can, if necessary, operate or use any video surveillance system, and obtain training for that team member if necessary;

c. Identify one or two members of the threat assessment and suicide intervention team who can, if necessary because of the volume of threat assessments, filter reports of concerning conduct with authority to elevate concerns to the full threat assessment and suicide intervention team for review;

d. Identify members of the school community to whom threatening behavior should be reported; and

e. Recommend school board policies for the assessment of and intervention with individuals whose behavior poses a threat to the safety of school staff or students.

6. The Superintendent may establish a committee charged with oversight of the threat assessment and suicide intervention team(s). An existing committee may be designated to assume the oversight responsibility. Any such committee established for oversight of the threat assessment team(s) shall include individuals with expertise in human resources, education, school administration, mental health, and law enforcement.

7. All school division employees, volunteers, and contractors are required to report any expressed threat(s) or behavior(s) that may represent a threat to the community, school, or self.

8. In cases where determined to be appropriate, teams shall follow established procedures for referrals to community services boards or health care providers for evaluation or treatment.

9. Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur as required by school board policy and Michigan law.

10. Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, the threat assessment team shall immediately report its determination to the Superintendent. The Superintendent shall immediately attempt to notify the student's parent or legal guardian.

11. Nothing in this regulation shall preclude school division personnel from acting immediately to address an imminent threat.

12. Nothing in this policy regulation preclude the threat assessment and suicide intervention team from notifying the Superintendent of any individual (other than a student) who poses a threat of violence or physical harm to self or others.

13. Upon a preliminary determination by the threat assessment and suicide intervention team that an individual poses a threat of violence to self or others, exhibits significantly disruptive behavior, or has a need for assistance, members of the threat assessment and suicide intervention team may request and obtain criminal history record information (of adults and juveniles) and health records.

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14. Unless required by law, no member of a threat assessment and suicide intervention team shall re-disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

15. The threat assessment and suicide intervention team may not maintain the criminal history record printed from the system access terminal, nor may they make copies of it.

16. Juvenile delinquency or criminal history information may not be placed in a student's central educational/scholastic record unless the school is taking disciplinary action related to the incidents. School staff (including members of the threat assessment team) with a legitimate educational interest may store information about such incidents in records they maintain that are separate from the student's educational/scholastic record.

6004-AR School Crisis, Response, and Closure

The Superintendent will appoint a District Crisis Response Team. The Team will meet during the month of August, each year, to review and consider revisions to the School District's School Crisis Response Plan. The Superintendent authorizes and directs the Principal of each building to appoint a School Crisis Team to respond to coordinate the response to crises that may arise at the building. The principal of each building will notify the Superintendent of the members of the building's crisis team no later than September 15 of each school year. In addition, the Board will develop and adopt an Emergency Operations Plan pursuant to MCL 380.1308b.

6005-AR Hazardous Chemicals and Substances

Hazardous chemicals and other substances are present in school buildings and other School District facilities. In order to maintain a safe environment for students, staff and other members of the school community, the following measures will be taken:

Hazard Communication Program The Supervisor of Building and Grounds will have primary responsibility for conducting an annual review and making recommendations to the Superintendent for revisions to the School District's Hazard Communication Program. The Program will include, at a minimum: container labeling; safety data sheets; employee information and training; and, the identification of hazardous substances known to be present within the School District.

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Procedures for Storage and Disposal of Chemicals The Supervisor of Building and Grounds will develop procedures for the storage and disposal of chemicals used within the School District.

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6007-AR Integrated Pest Management

The School District will provide students, staff and members of the school community with a school environment that is free of pests while reducing the use of harmful pesticides. The Supervisor of Building and Grounds is designated the Integrated Pest Management manager for the School District. He/she will: review and recommend to the Superintendent revisions to the School District's Integrated Pest Management Plan; develop and implement specific procedures to identify pest problems, review control options and application strategies and select, in each particular instance, the least toxic control method to manage problems; and, educate and train staff on pest identification and safe application strategies.

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6008-AR Transportation

As determined by the School District, school buses will be acquired, operated, secured, and maintained by the School District or its contracted provider for the transportation of eligible children between their home and school of attendance and for school-related trips.

School District Discretion The School District will select bus stops at its discretion. Disabled students will be transported in the manner required by law. The District will determine, on a case-by-case basis and in the Superintendent's discretion, the extent to which students and others (such as chaperones) are eligible for transportation to or from field trips and extra-curricular activities. Non-public student transportation will be provided in accordance with the laws.

Use of School Buses for Non-School Functions School buses will not be loaned or rented to commercial, private, or non-profit organizations, or any other organization, with the following exceptions: the local Parks and Recreation department, if approved by the Superintendent; field trips within District boundaries during normal school hours for District private and parochial schools, as long as the field trip does not conflict with the transportation needs of the K-12 program; and, participation in local disaster plans.

Transportation Fees A fee may be collected for transporting students enrolled in the District's K-12 program providing students are being transported to or from a non-mandatory and non-credit event(s) sponsored by the School District and/or other activities permissible under state law. Fees charged shall cover trip expenses.

Travel Reimbursement District employees will be reimbursed for reasonable expenses incurred for pre-approved District-related travel but will not be reimbursed for alcoholic beverages. District employees will be reimbursed at the then prevailing IRS rate for out-of-District mileage incurred on pre-approved District-related travel.

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6011-AR Surveillance of and in School District Buildings and Facilities

The Director of Technology, with the Superintendent's approval, may promote school safety by employing surveillance of and in School District Buildings and Facilities. In the event of routine and on-going recorded electronic surveillance of the general public or students, the Supervisor of Building and Grounds will post conspicuous notice that surveillance may be taking place. Recorded electronic surveillance will not take place inside bathrooms, locker rooms, or other places where recorded electronic surveillance would compromise reasonable standards of modesty.

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Recorded electronic surveillance may be or become subject to a FOIA request, a subpoena or may be or become an education record within the meaning of FERPA. In such cases, person receiving the FOIA request or subpoena or the building principal (in the case of an education record) will notify the Superintendent that it is or may be necessary to save the recorded electronic surveillance consistent with law and Board policy and administrative regulations.

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6012-AR Stormwater Discharge

The Superintendent appoints the School District's Supervisor of Building and Grounds to determine whether the School District is required to obtain an NPDES Municipal Separate Storm Sewer System (MS4) discharge permit and, if so, to obtain a permit and create a Stormwater Management Program Plan (SWMP) or any other mechanism that implements and carries out those inspections, procedures, and best practices necessary to comply with permit requirements.

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7000-AR SCHOOL-COMMUNITY RELATIONS

The 7000 series of Board Policies requires or permits the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on July 1, 2026 and posted them on the School District website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent will review the 7000 series of Board Policies and these regulations at least annually and will consider legally compliant revisions and additions to the 7000 series of Board Policies and these administrative regulations.

7001-AR Michigan Freedom of Information Act

Introduction This Regulation is published by the School District to inform the public of its rights under the Michigan Freedom of Information Act ("FOIA" or "the Act"). The regulation and guidelines, below, are not intended to, and should not be read to limit the rights actually created by FOIA. Accordingly, to the extent this regulation or the guidelines are found to be inconsistent with FOIA, or inconsistent with a future amendment to FOIA, the Act governs. The School District retains the right to revise this regulation and the guidelines.

Requesting Public Records Under FOIA, the Superintendent is the School District's "FOIA Coordinator." Public records may be requested by providing the School District's FOIA Coordinator with a written request that identifies the public records with enough specificity to permit the School District to locate them. For requesters other than indigent persons, the request must also include the requester's complete name, address, and contact information or, if the requester is other than an individual person, such as a company or organization, the request must also include the complete name, address, and contact information of the requester's agent who is an individual person. The written request may be on paper or it may be electronic or digital.

A person may subscribe to public records that are created, issued or disseminated on a regular basis. A subscription is valid for up to six months and may be renewed.

The School District will not accept or respond to a verbal request for public records. However, where a School District employee receives a verbal request and is aware the public records are available on the District website, the School District employee may notify the requestor of the website address.

Response to Request for Public Records The District is required to respond, in writing, to a written request for public records. The District may grant the request, deny the request, or grant the request in part and deny the request in part.

Timeline The District has five (5) business days to respond to a written request for public records. Requests sent by email or other electronic transmission are not considered "received" until the first business day after the email or electronic transmission was sent. If the email or electronic transmission was delivered to the District's spam or junk mail folder, the request is not considered received until the District actually becomes aware of the request. The District may extend the time for responding by ten (10) business days if the nature of the request justifies an extension by so notifying the person who made the request, in writing, and within the original five business day response window.

Types of School District Responses

Granting a Request. The District's FOIA Coordinator will grant a request for public records by so notifying the requestor in a timely manner and in writing. The District will also provide notice if some or all of the public records are available on its website and will include a specific website address, if practicable.

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Denying a Request. The District's FOIA Coordinator may deny a request if the request is not specific enough to allow the District to locate the public records in question by so certifying that fact to the requestor in writing. The District's FOIA Coordinator may also deny a request if the requested public records are exempt from disclosure under the Act. If only part of a public record is exempt, the FOIA Coordinator will redact the exempt part and, otherwise, grant the request.

Allowable Fees FOIA allows the District to charge the following fees incurred for processing and responding to FOIA requests, as stated below.

Labor Costs.

Searching for, Locating, and Examining Public Records. The District may charge labor costs directly associated with searching for, locating, and examining requested public records in conjunction with receiving and fulfilling a granted request. Except as provided by the Act, the District will not charge labor costs for searching for, locating, and examining public records that are on the School District's website at the time the request is made.

Separating or Deleting Exempt Information. The District may charge labor costs directly associated with separating or deleting information that is exempt from disclosure under the Act, unless the District has previously redacted the public record(s) and the redacted version is still in the District's possession. The District will not charge for separating documents that are available on its website.

Reproducing Information. The District may charge labor costs directly associated with duplicating or publishing public records. This includes the time spent making paper copies, making digital copies, and transferring public records to non-paper physical media or through the internet, if so requested.

Limitations on Labor Costs. Subject to the Itemization of Allowable Fees section of this Guideline, the District may charge no more than the hourly rate and actual fringe benefits of the lowest paid employee capable of performing the particular task for which the District may charge labor costs, even if the District assigns a more highly paid employee to perform the task. The charge for fringe benefits may not exceed 50% of the employee's hourly rate. The District may not charge overtime except at the request or stipulation of the requestor. If the District's FOIA administrator determines that no District employee is capable of separating or deleting exempt information with respect to a particular request, the District may hire contracted labor to perform the task. In such cases, the District will calculate the time spent by the contracted labor in the same manner it calculates the time of its own employees and the charge for the contracted labor will not exceed six times Michigan's minimum wage. In all cases, labor costs will be charged and estimated in increments of fifteen (15) minutes, with all partial time increments rounded down.

Reproduction Costs.

Non-Paper Physical Media. The District may charge the actual and most reasonably economical cost of reproducing public records on non-paper physical media (e.g., computer discs, computer tapes, or other digital or similar media). The District is not required to reproduce public records on non-paper physical media if it does not have the technology necessary to do so.

Paper Copies. The District may charge the actual incremental cost of reproducing paper copies of public records using the most economical means available (e.g., double sided copies, if double sided copies are available and more economical than single sided copies). In no case will the District charge more than 10 cents per sheet. The District will not charge copying costs for copying documents on its website or the on-site inspection of public records unless the requestor requests paper copies.

Mailing. The District may charge the actual cost of mailing requested public records and the least expensive method of confirming delivery. The District may not charge for expedited shipping or insurance unless specifically requested by the requestor.

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Waiver, Reduction, or Discount of Allowable Fees. The District may waive or reduce allowable fees if the District determines a waiver or reduction is in the public interest.

Indigence. The District will discount allowable fees by $20.00 to a requestor who submits an affidavit stating that he or she is indigent and on public assistance or, if not receiving public assistance, stating facts showing inability to pay full allowable fees due to indigence. If the District determines a requestor who submits such an affidavit is not eligible for the discount, the District's written response will inform the requestor of the reason(s) for its determination. The District will not provide an indigence discount to an otherwise eligible requestor if: the requestor has already received discounted copies from the District twice during the calendar year; or, the requestor has been offered or received payment or other remuneration by or from another person.

Protection and Advocacy. The District will discount allowable fees and costs by $20.00 if the requestor is a non-profit agency designated by the Governor under Section 931 of the Michigan Mental Health Code, MCL 330.1931, and the following additional conditions are met: the request is made on behalf of the agency or its clients; the request is made for reasons wholly consistent with the agency's mission, as described in Section 931; and, the request is accompanied by documentation of its designation, if so requested by the District.

Itemization of Allowable Fees. The District will itemize allowable fees on a Detailed Itemization of Allowable FOIA Fees form.

Good-Faith Deposit. The District may require a good-faith deposit from a requestor before providing public records if the total allowable fees exceed $50.00 and the District provides the requestor with an estimate of total allowable fees using the Itemization of Allowable Fees and Costs form. The good-faith deposit may not exceed 50% of the total allowable fees and costs. The District's request for a good-faith deposit will include a reasonable and best efforts estimate of the time frame within which the District will provide public records after receiving the good-faith deposit, along with notice that the good-faith deposit is due within 48 days of when the request was sent or else the request will be considered abandoned. The School District is not required to fulfill abandoned requests. Requests are not considered abandoned if the requester has filed an appeal of the good-faith deposit request within the 48-day timeframe. The District may charge an increased good-faith deposit of up to 100% of the estimated fee before it begins a full public record search for a person who has previously failed to pay allowable fees in full if: the final allowable fees were not more than 105% of the total estimated fees; the public records provided contained the information sought in the prior request and are still in the District's possession; the public records were provided within the School District's reasonable best efforts estimate for the prior request; ninety (90) days have passed since the District notified the requestor the public records were available for pickup or mailing; the requestor is not able to show proof of prior payment; and, the School District provides a completed Detailed Itemization of Allowable FOIA Fees form that is the basis of the increased good-faith deposit. However, the District may not insist on an increased good-faith deposit if: the requestor shows proof of prior payment; the District is paid in full for the prior request; or, three hundred and sixty-five (365) days have passed since the requestor made the request for which full payment was not remitted.

Reduction of Labor Charges for Untimely Response. The District will reduce otherwise permitted labor charges by 5% per day (to a maximum of 50%) for each day the District's response is untimely if: the late response was willful and intentional; or, the written request conveyed a request for information within the first 250 words or the request included the words, characters or abbreviations for "freedom of information," "information," "FOIA," or a recognizable misspelling of such, or appropriate legal code reference on the front of the envelope or the subject line of the request.

Appeals The requestor may appeal the denial of all or part of a request in two ways: submit an appeal to the District's Superintendent or file a civil action in the circuit court where the District is located. The requestor may also appeal an allowable fee calculation that violates the Act or this administrative regulation.

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Appeal to Superintendent. An appeal to the Superintendent must include the word "appeal" and identify the reason(s) the Superintendent should reverse the denial or reduce the allowable fee calculation. The Superintendent will respond to the appeal, in writing, within ten (10) business days by reversing the denial or calculation, upholding the denial or calculation, or reversing the denial or calculation, in part, and upholding the denial or calculation, in part. In unusual circumstances, the Superintendent may issue not more than one notice extending his/her time for responding by not more than ten (10) additional business days. If the appeal is based on the District's calculation of fees and the Superintendent upholds the calculation, in whole or in part, the Superintendent must certify and explain the District's calculation.

Civil Action. The requestor may, in addition to appealing to the Superintendent, file a civil action in the circuit court where the District is located. The civil action may be based on the District's failure to timely provide public records or the District's calculation of allowable fees. If the requestor prevails in a case concerning the timely provision of public records, he or she is entitled to reasonable attorneys' fees, costs, and disbursements. If the requestor or the District prevails in part the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. Additionally, if the court determines the District has arbitrarily and capriciously violated the Act by refusing or delaying the request, the court will order the District to pay a fine of $1,000.00, which will be deposited in the Department of Treasury's general fund, and, in addition to any actual or compensatory damages, punitive damages to the requestor in the amount of $1,000.00.

If the requestor prevails in a case concerning the District's calculation of allowable fees by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award the requestor all or an appropriate portion of his or her attorneys' fees, costs, and disbursements. If the court determines the District has arbitrarily and capriciously violated the Act by charging an excessive fee, the court will order the District to pay a fine of $500.00, which will be deposited in the Department of Treasury's general fund, and, in addition to any actual or compensatory damages, punitive damages to the requestor in the amount of $500.00. Separately, if the court determines the District willfully and intentionally failed to comply with the Act or has otherwise acted in bad faith, the court will order the District to pay a civil fine of not less than $2,500.00 and not more than $7,500.00 per occurrence, which will be deposited in the Department of Treasury's general fund.

A civil action based on a denial of public records must be filed within one hundred and eighty (180) days after the District's final determination. A civil action based on the District's calculation of allowable fees must be filed within forty-five (45) days of receiving the completed Detailed Itemization of Allowable FOIA Fees form or within forty-five (45) days of the Superintendent's decision concerning an appeal. If the requestor files a civil action based on the District's calculation of allowable fees, the District is not required to continue processing the request until the court resolves the fee dispute.

7002-AR Community Use of School District Facilities

Generally The School District's buildings, facilities, and property were acquired to support its educational programs and activities. To the extent individual groups or organizations want to use those buildings, facilities, or property for a purpose that is consistent with the School District's mission, educational programs, and activities, the School District, in its discretion, may approve that use. The Superintendent may develop and implement additional administrative procedures permitting the use of District buildings, facilities, and property.

Agreements The individual, group, or organization requesting use of a School District building, facility, or property will complete and execute an Agreement for the Use of School District Buildings and Facilities, or its equivalent. That Agreement will address, at a minimum: the fee the School District will receive, which will be at least sufficient to cover all marginal costs associated with the use; the liability or other insurance the user will carry and the fact the School District will be named as an additional insured; a release of the School District (including School District board members, agents, employees, and volunteers) for any injuries or damages that occur during the use; and, an agreement to indemnify and hold harmless the School District against such injuries, damages, and actual attorneys' fees and costs arising or relating to

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the use or any related litigation. The Superintendent may waive the requirement for such an agreement for School District-related users.

Facility Rental The School District facilities currently in use for the K-12 instructional program are made available to responsible groups and organizations in the Superintendent's discretion. Groups and organizations requesting the use of District facilities may do so pursuant to the requirements outlined in the FACILITY RENTAL PACKET.

Regulations Pertaining to Rental of School District Facilities

- Those in attendance must confine themselves to the area rented by the organization.
- The use or sale of intoxicating beverage, tobacco, or controlled substances is not permitted on the premises. Violators will be subject to removal and possible prosecution.
- School District facilities are not available for private parties.
- The sale of food or any commodity requires prior approval from the School District. A request must be included on the reservation request form at the time the reservation form is submitted.
- All current fire and safety regulations must be strictly observed.
- An employee of the School District may be on site during events.
- Users of School District facilities will be fully responsible for damage to school property occasioned by the group's use of School District property. The renting organization will be required to replace damaged property at its sole cost and expense.

7003-AR Gifts, Bequests, and Donations

The School District appreciates the generosity of donors who wish to recognize the School District with monetary donations or gifts of property. In order to assure that the School District does not incur a cost as a result of the gift that approaches or exceeds its value, all gifts, bequests, and donations will be submitted to the Superintendent of Schools for approval. As reflected in Board of Education Policy 7003, the Superintendent, or his/her designee, will review an offered gift to assure that the gift: is free of any restriction that is contrary to law or inconsistent with Board policy; is, in the opinion of the Superintendent, fitting and appropriate for District use; does not require excessive installation, alteration or maintenance costs, or otherwise require a large commitment of District resources; and, contains no commercial advertising.

7004-AR Distribution of Information / Materials

The School District periodically receives requests from various organizations to distribute informational or promotional materials on District property. In order to minimize intrusions on the time of students and employees that result from such distribution, the following will apply:

Review Process Organizations must submit the following information for review and approval prior to distribution: a final pdf version of the flyer; and, a cover sheet with the following information: name and phone number of contact person; the method by which the organization wishes to be contacted following review; the target audience to receive the materials (i.e. students, parents, staff, or some combination thereof); and, the name of the school buildings where it is contemplated that the materials will be distributed. The Superintendent will review and approve materials for which a request for distribution has been received before distribution occurs.

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[insert fee table]¶
Building or Facilities Permit Procedures A group or organization that wishes to use a School District building or facility must obtain a permit from [insert position]. To obtain a permit, the group or organization must:¶
Complete and submit a Facility Use Permit form, or its equivalent, to the Operations Department at least one (1) week prior to the activity. **Payment is due when the building request is made. A $10.00 late fee will be charged for requests not submitted with the one (1) week time limit. Refunds will be given if cancellation is made five (5) days or more before the event.**¶
Fees will be charged for additional service from school personnel on weekdays, weekends, or holidays and/or after 10:00 p.m. Monday through Thursday and for any event held on Friday.¶
Space will be tentatively reserved pending approval of the Building Principal/Supervisor and the Operations Department.¶
Upon approval, the space will be reserved and a confirmation will be communicated to the applicant. The applicant must have the permit with them at the time of building use.¶
All permits are subject to cancellation for school activities.

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Deleted: ***Insurance*** The Board of Education requires all users of School District facilities to carry comprehensive general liability insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 annual aggregate. Furthermore, the Board of Education, its individual board members, officers, and agents, and the School District, as well as its employees and volunteers, shall be named as additional insureds.¶

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Content In order to be accepted for distribution, materials may not: be obscene, indecent, or vulgar; advocate illegal activities, violence, or hate; contain libelous or defamatory information; discriminate or contain bias toward any individual's race, gender, sexual orientation, or religious or ethnic identity; be likely to cause substantial disruption of or material interference with discipline or the education of students in the school in which the material is posted or distributed; promote, favor, or oppose a candidate for elected office or a ballot measure; or, advocate religion or a particular faith or religious viewpoint.

Disclaimer All materials that will be distributed on District property must include the following statement:

> This event/activity/offer is not sponsored by the School District. The School District assumes no responsibility for the conduct or safety of persons attending or participating in the event/activity/offer.

7005-AR Public Complaints

Citizens who have concerns with District staff, programs, or practices are encouraged to bring their concerns to the person in charge at the closest point of origin. In most cases this will be the building principal. Where the matter is unresolved at that level, the following formal complaint procedure may be utilized:

Complaint Procedure A complaint will: be in writing; be signed by the complaining parties; set forth the specific acts, conditions, or circumstances of concern; identify the relief being requested that is within the authority of the District to grant; and, be submitted to the person in charge at the closest point of origin (typically the building principal)

The building administrator will offer to meet with the complainant to discuss the complaint. Following the meeting, if there has not been a satisfactory resolution, the building administrator will, within five school days after receipt of the complaint, send the written complaint to the Superintendent, together with the outcome at the building level.

The Superintendent will designate a central office administrator to conduct or coordinate an investigation of the complaint and reach a decision within fifteen (15) school days after receipt of the complaint. The decision of the Superintendent's designee shall be communicated in writing to the parties involved. Should a complaint be submitted with less than fifteen (15) school days remaining within the school year, a reasonable extension of this timeline may be taken, as deemed necessary by the person conducting the investigation.

If the complaint has been investigated by the Superintendent's designee, and has not been resolved to the citizen's satisfaction, the citizen may request, within five (5) school days, that the complaint be referred to the Superintendent.

The parties involved in the complaint may request to meet with the Superintendent within five (5) school days of referring the complaint to the Superintendent. Any such meeting must occur fifteen (15) school days after the Superintendent receives the designee's decision.

The Superintendent will make a decision and notify the citizen, in writing, within: fifteen (15) school days after: receiving the complaint and the designee's decision, if the parties involved in the complaint have not requested a meeting with the Superintendent; or, within ten (10) school days of meeting with the parties involved in the complaint. The response of the Superintendent will: deny the allegations contained in the complaint and/or identify corrective measures deemed necessary to resolve the complaint.

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7007-AR District Support Organizations

Except for student-initiated organizations, all district support organizations must be recognized by the Internal Revenue Service as non-profit, 501(c)(3) charitable organizations prior to engaging in any activity. The Board expects all organizations to operate in a manner consistent with public expectations for the School District and reserves the right to prohibit organization activities at its sole discretion or at the sole discretion of the appropriate building principal. All district support organizations are expected to abide by the Board's policies and these administrative regulations

Except for student-initiated organizations, each district support organization will submit a copy of its bylaws and/or Articles of Incorporation and proof of 501(c)(3) status to the appropriate building principal for review and approval. Each organization will also notify the building principal of any upcoming district support events. Each organization is required to timely inform the building principal in the event the Internal Revenue Service revokes the organization's 501(c)(3) status.

District Support Organizations are entities, groups, or other organizations formed to support the School District or its programs or activities.

The Board expects all District Support Organizations to operate in a manner consistent with public expectations for the School District. All District Support Organizations are expected to abide by the Board's policies and these administrative regulations and District Support Organizations are responsible for their own compliance.

District Support Organizations must use their own accounting and bookkeeping procedures and maintain accounts for income and expenses that are separate from School District accounts. District Support Organizations may not use School District funds, and the School District is not responsible for any purchases or procurements made by District Support Organizations. Under no circumstances may a District Support Organization use the School District's tax identification number. District Support Organizations are encouraged to obtain 501(c)(3) status, where applicable, in order to receive a charitable tax-deduction.

District Support Organizations may not use the School District's name, logo, or mascot without prior approval by the Superintendent, and the Superintendent may revoke any approval previously granted.

District Support Organizations may hold fundraising activities on School District property consistent with applicable policies and administrative regulations and with prior approval by the Superintendent. District Support Organizations must comply with policies and administrative regulations pertaining to the use of School District facilities and property. District Support Organizations may not commingle any funds with other School District funds. All funds and other donations must comply with School District policies and administrative regulations.

Except for student-initiated organizations, each District Support Organization will submit a copy of its bylaws and/or Articles of Incorporation and proof of 501(c)(3) status to the Superintendent for review and approval, to the extent such documents exist. Each District Support Organization will also notify the Superintendent of any upcoming district support events.

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7008-AR Advertising

Approval In accordance with relevant laws, the Superintendent reserves the right to approve or deny any and all requests for advertising on a case-by-case basis, including whether the advertisement is consistent with the educational objectives of the School District. The Superintendent may request that samples of the proposed advertisement be made available for inspection.

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Content Advertisements may not: be obscene, indecent, or vulgar; advocate illegal activities or violence; contain libelous or defamatory information; illegally discriminate on the basis of race, color, national origin, religion, sex, language, disability, or any other basis prohibited by law; be likely to cause substantial disruption of or material interference with discipline or the education of students in the school or facility in which the advertisement is posted or distributed; promote, favor, or oppose a candidate for elected office or a ballot measure; or advocate religion or a particular faith or religious viewpoint.

Manner of Advertising Advertising on School District premises or by School District students or personnel is prohibited unless, in the sole judgment of the Superintendent, the advertisement: benefits the School District, school, student population, or specific student activity; is consistent with the School District's Wellness policy; and/or is consistent with an exclusive agreement entered into between the School District and the advertiser.

7010-AR School Visitors

In addition to typical visitors to a school building, officials/agents from federal agencies such as Immigration and Customs Enforcement (ICE) or Homeland Security (HS) may appear on school grounds for purposes of engaging in enforcement activity. If an ICE or HS official/agent arrives at the school to engage in enforcement activity, building staff should adhere to the following protocol:

Initial Interaction:
- Politely greet the law enforcement officer at the school's main entrance.
- Request to see official identification and inquire about the purpose of their visit.
- Inform the officer that you will need to notify the school administrator for supervisory review.

Obtain Documentation:
- Ask the officer to provide any legal documents authorizing their action, such as a warrant. Make photocopies for review process.
- Obtain officer name, contact, agency, badge number (do not attempt to photocopy an official badge or Government ID).
- Do not share information or consent to access without legal review.

Contact School Administration:
- Politely ask officer to wait while you notify school administration.
- Immediately contact the principal or designated administrator to apprise them of the situation and provide documentation for legal review process.

Legal Consultation:
- The administrator should promptly reach out to the Superintendent for guidance on how to proceed, ensuring that all actions comply with current laws and district policies.
- The Superintendent will contact legal counsel with any questions/clarifications.

Maintain Confidentiality:
- Do not disclose any information about students or staff without proper authorization.
- Ensure that any intake process discussions regarding the situation are conducted discreetly to protect the privacy of individuals involved.

Await Further Instructions:
- Politely inform the officer that the school is consulting with legal counsel and that they will receive a response shortly.
- Explain that school procedures and federal privacy laws (e.g., FERPA) require verification before sharing any information.
- Do not give consent to the officer to proceed with any enforcement action on school premises until authorized by the school administration in consultation with legal counsel.

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Post-Interaction:
Record the details of the interaction in a written summary, including reference to any legal documents presented. Retain officer's name, badge number, agency, and stated reason for visit.

7012-AR Media Utilization

The School District will: post information on the School District website; consider School District-wide mailings on issues of importance; schedule public forums for the dissemination of information and to receive feedback from the community; and, work with local and other media outlets to share School District information with the community.

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8000-AR GENERAL ADMINISTRATIVE REGULATIONS

The 8000 series of Board Policies requires or permits the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on July 1, 2026 and posted them on the School District website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent will review the 8000 series of Board Policies and these regulations at least annually and will consider legally compliant revisions and additions to the 8000 series of Board Policies and these administrative regulations.

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8001-AR Acceptable Use

The School District encourages and promotes the use of technology in our schools and for school operations. To ensure students, staff and parents take full advantage of the technologies available, but in compliance with applicable law, all uses of technology in the School District must have proper authorization and adhere to School District policies. The use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the School District. There are no inherent warranties for technological resources that the School District is providing. The School District will monitor all network activity by, for example, ensuring the presence of a teacher or other appropriate School District staff personnel when students are accessing the internet at school, installing filtering or blocking software on School District computers to restrict unauthorized websites, and monitoring access logs to keep track of websites visited by students in order to restrict access to newly-created or previously unknown websites harmful to minors.

Guidelines Students will use technology as authorized by appropriate school personnel. Only software legally owned and/or authorized by the School District may be put on School District computers. All network activities will be legal and of an appropriate use. Prior approval of the building principal and District web manager is needed to place anything on the building or District web pages.

Technology Users Will:

- Comply with School District policies, rules, and regulations.
- Use networks and technology in support of the School District's educational goals.
- Obey all School District, state, and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use School District equipment responsibly.
- Respect individual work, files, programs, and security.
- Hold harmless the School District from any and all claims or damages of any nature arising from access, use, or inability to access or use the technology or network system.

Technology Users Will Not:

- Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.

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- Access, vandalize, or modify anyone else's account, data, files, and/or passwords without authorization of the network administrator or building principal.
- Use School District technology for commercial or "for profit" purposes.
- Use School District technology to impersonate another, or to obtain illegal copies of software or audio, text, or video materials for which the School District does not have ownership.
- Use School District technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist, or otherwise inappropriate.
- Disclose confidential information, passwords, or access codes.
- Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information.
- Use School District technology to distribute and/or access materials that:

    1. Violate FERPA, or any other law which affords students certain rights with respect to their education records;
    2. Jeopardize the health and safety of students;
    3. Are obscene, pornographic, or libelous;
    4. Cause disruption of school activities;
    5. Plagiarize the work of others;
    6. Are commercial advertisements; or
    7. Have not been approved by the building administrator, network administrator, or web master.

Any attempt at performing one of the aforementioned prohibited acts is also prohibited.

Internet Safety The School District will implement software and/or other safeguards on School District-owned technology which protects adults and students from accessing images or other online depictions that are obscene, contain child pornography, and, with respect to students, are harmful to minors.

The School District will educate students about appropriate online behavior, including: interacting with other individuals on social networking websites and chat rooms, and cyberbullying awareness and response, in accordance with Board policy 2006 and any implementing regulations.

Artificial Intelligence

The School District's Assistant Superintendent of Teaching and Learning will be responsible for overseeing the ongoing review of Artificial Intelligence tools. The School District will comply with industry-standard data protection when engaging with any contractor which will use school district data. The use of all tools is subject to the terms of the District's Acceptable Use Agreement. Student use of such tools, even when off campus, may be subject to the terms of the Student Code of Conduct. Student creation of deepfakes which violate the Student Code of Conduct is strictly prohibited.

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The School District's Assistant Superintendent of Teaching and Learning will provide appropriate training to staff in the use of large language models and generative artificial intelligence. Training will provide guidance on the risks of using AI tools and acceptable uses.

The use of large language models or generative artificial intelligence by staff is prohibited until the staff receives appropriate training.

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8002-AR Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504)

The ADA and Section 504 prohibit illegal discrimination on the basis of disability. ADA and Section 504 also require the School District to provide a free appropriate public education (FAPE) to eligible students. The manner in which the School District provides FAPE to eligible students and related issues are described in the School District's 504 Handbook. This regulation sets forth a procedure for addressing complaints of illegal discrimination arising under the ADA and Section 504.

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Procedure

Step 1. A person who believes that he/she has been discriminated against by the School District may discuss the matter informally with the immediate supervisor in the case of an employee, or the building principal, in the case of a student, or, instead, proceed directly to Step 2. (NOTE: If the immediate supervisor or building principal who is the subject of the complaint, the employee or student may instead contact the School District's Section 504 Compliance Officer, identified below.) The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within ten (10) days.

NOTE: The informal complaint procedure is provided as a less formal option for a person who believes s/he has been discriminated against or harassed. This informal procedure is **not** required before filing a formal complaint. Moreover, a student who seeks resolution through the informal process may request, at any time, that the matter be moved to the formal complaint process.

Step 2. If the informal Step 1 process does not resolve the matter, or, if the employee or student chooses not to use the informal procedure, a written complaint may be submitted to the employee's immediate supervisor (to the school's principal if by a student). A complaint may also be filed directly with the applicable School District Section 504 Compliance Officer. The complaint shall include: (1) the employee's or student's name; (2) the facts of the incident or action complained about; (3) the date of the incident or action giving rise to the complaint; (4) the type of discrimination alleged to have occurred; and, (5) the specific relief sought. A Step 2 meeting shall be conducted within ten (10) days following the submission of the written complaint. Within the next ten (10) days, the immediate supervisor or principal shall issue a written disposition, with copies to be given to both the person who alleged the violation and the person who is the subject of the complaint.

Step 3. If the supervisor or principal's reply does not resolve the matter, a written complaint may be submitted to the applicable District Section 504 Compliance Officer within ten (10) days of the Step 2 disposition. A meeting shall be conducted at which both parties shall have the right to present witnesses and offer other evidence. Following the meeting, the Section 504 Compliance Officer shall reply in writing to the complainant and the person who is the subject of the complaint within ten (10) days.

Step 4. If the complainant wishes to appeal the decision of the Section 504 Compliance Officer, he/she may submit a written appeal to the Superintendent of Schools within ten (10) days after receipt of the Section 504 reply. The Superintendent, or his/her designee, shall meet with all parties involved and respond to the complaint, in writing, within ten (10) days of the date of the appeal. Copies shall be provided to both the complainant and the person who is the subject of the complaint.

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Prohibition Against Retaliation The District hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Complaint Procedure.

Service Animals A service animal, as defined by the ADA, means a dog (or in some instances, a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or mental disability, or a veteran diagnosed with post-traumatic stress disorder, traumatic brain injury, or other service-related disabilities. A service animal in training means an animal accompanied by an animal raiser or trainer with the intent that animal is being raised, socialized, and trained to become a service animal, and for the purposes of this administrative regulation, is considered a service animal. A service animal is generally allowed in any District-controlled space in which an individual with a disability is allowed. Service animals are not required to have any specific identifying license, paperwork, or harness.

If not obvious, the District may ask whether a service animal is required because of a disability. The District may also ask what work or task the animal has been trained to perform. The District may not ask what disability requires the use of the service animal. Issues or questions related to service animals may be directed to the Superintendent.

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A service animal shall be under the care and control of its handler and shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether; or the use of such restraint would interfere with the service animal's safe, effective, performance of work or tasks. In such cases, the handler shall control the service animal through other means (e.g. voice control, signals, or other effective methods).

The District may ask an individual to remove a service animal from campus if: (1) the animal is out of control and the animal's handler does not take effective actions to control it or (2) the animal is not housebroken. Though the District may exclude a service animal for these reasons, it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the District's property.

Therapy Dogs Therapy animals are professionally trained dogs for, and are actively used for, therapy purposes. Their responsibility is to provide psychological or physiological therapy to individuals other than their handlers. These animals have stable temperaments and friendly, easy-going personalities. Therapy animals are encouraged to interact with a variety of people while they are on duty.

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- Therapy animals may be used in well-defined and very limited instances when a clear benefit for students can be demonstrated. Such instances shall normally be non-reoccurring.

- All therapy animals and owners shall be tested and accredited by a credible authority as determined by the Administration.

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- Employees of the District wishing to use a therapy animal must provide, on an annual basis, the following to the Superintendent/Designee:

    - Proof of current inoculations;
    - Proof of health, such as a current health certificate from a veterinarian;
    - Documentation of adequate liability insurance.

Animal Control Requirements All service animals must be properly vaccinated, licensed, and otherwise compliant with all state, county, and/or local animal control or public health requirements.

Approval Employees wishing to use a therapy animal must obtain the approval of the building principal, and adequately document the specific and appropriate educational purpose to be fulfilled through the use of the therapy animal, the frequency of visits, and the anticipated timeframe for the activity.

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Therapy animals are not considered a reasonable accommodation under the Americans with Disabilities Act (ADA).

Requests for the use of a therapy animal on District property must, whenever possible, be made no less than three (3) weeks prior to the proposed use of the therapy animal. Under no circumstances may a therapy animal be on District property without the prior approval of the Superintendent's Office.

The Building Principal shall notify parents on an annual basis regarding the presence of therapy animals in the school building.

Supervision and Care The owner or handler of a therapy animal is solely responsible for all aspects of the animal's supervision and care, including feeding, exercising, and clean up. Therapy animals must wear proper identification and must be harnessed, leashed, or other form of restraint mechanism. The handler or designated employee is responsible for the disposal of any animal waste.

Removal or Exclusion The District retains discretion to exclude or remove a therapy animal from its property if:

- the therapy animal is out of control and /or the animal's handler does not effectively control the therapy animal's behavior, or
- the therapy animal is not housebroken; or
- the therapy animal's presence or behavior fundamentally interferes with the function of the School, or
- the therapy animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.

Injuries or Damage to School District Property The therapy animal's owner or handler is solely liable for any damage the animal might cause to School District property or injury to personnel, students, or others caused by the therapy animal.

General Provisions Whenever an animal will be in a school, the school nurse shall be contacted to determine whether there are students with known allergies in the areas where the animal will be. If allergies exist, parents/guardians must be contacted for further direction.

No animals, other than service animals, may be transported on school buses.

Employees or students who have been bitten by an animal shall report such incident to the principal and the nurse immediately. The principal shall notify the Health Department if the injury merits medical follow-up. The Health Department should determine appropriate actions to be followed if a serious injury results.

Wild animals may not be brought on District premises unless the animal is under the direct supervision of a trained representative of a conservation agency or public zoo.

The Superintendent must approve any classroom pets and visits to the school by any other domesticated animal.

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8003-AR Web Accessibility

With regard to the District website and any District web presence which is developed by, maintained by, or offered through third party vendors and open sources, the District is committed to compliance with Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 so that students, parents, employees, and members of the public are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same

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timeframe as those without disabilities, with substantially equivalent ease of use. The District further seeks to ensure that those individuals with disabilities are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online. All existing, new, or updated web content produced by the District will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, as soon as practicable.

With respect to third-party content, the District, through its Web Accessibility Coordinator, will confirm the accessibility of such content before posting/linking to the District's web presence, to the extent possible, by testing same through a web accessibility checker or similar resource and/or manual checking. If the accessibility of third-party content cannot be verified prior to posting/linking, the District shall avoid posting/linking of same.

If third-party content is verified and posted but is later identified as not being accessible **after** posting/linking occurs, the District, through its Web Accessibility Coordinator, will endeavor to determine the basis of the issue by contacting the third-party provider and/or requesting information regarding the accessibility of their products. To the extent possible, the District will determine if an alternate way to provide the third-party content exists. If it is ultimately determined that the third-party content cannot be made accessible – either because it represents an undue burden or would require a fundamental alteration – the District shall keep a record of the inaccessible third party content. A determination of undue burden or fundamental alteration will be made by the Superintendent and/or his/her designee after considering all resources available for use in the funding and operation of the service, program, or activity and will be accompanied by a written statement outlining the reasons for such conclusion.

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Website Audit The District's Web Accessibility Coordinator will be responsible for reviewing all areas of the District's website and evaluating its accessibility on a semester basis or as close thereto as possible. The contemplated review will be completed, subject to District discretion, utilizing free online resources available to the District, a platform audit resource (if applicable), and/or a third-party vendor resource. The District's Web Accessibility Coordinator will also conduct a manual check of the website as part of the contemplated semester review. The results of all reviews/audits will be documented and evaluated. Identified issues will be remediated within a reasonable period of time under the direction of the Web Accessibility Coordinator.

District Training The District will provide annual training for any staff (e.g. administrators, faculty, support staff, student employees) responsible for creating or distributing information with online content. The training will be facilitated, in whole or in part, by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standard(s) adopted by the District. The training will include training on the Web Accessibility Policy, the Administrative Regulation, and staff roles and responsibilities to ensure that web design, documents, and multimedia content are accessible. The District will provide periodic updates to staff, as appropriate, should technology standards change in a readily discernable way. The District will also ensure that new staff are timely provided training consistent with the above expectations. With regard to staff who have already been fully trained at least once on the Web Accessibility Policy, the annual-training requirement may be satisfied by disseminating notice that includes the Web Accessibility Policy (e.g., via e-mail with a link to the policy), highlights any Policy updates, and provides the name and contact information of the Web Accessibility Coordinator to serve as a resource for staff with questions about the accessibility of online content.

Report of Accessibility Concerns/Issues In contacting the District's Web Accessibility Coordinator to report any issues or concerns associated with the accessibility of online content, reporting individuals are encouraged to provide the following information:

- Name;
- Contact information (phone or email);

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- Type of information that was inaccessible (PDF, video, etc.);
- Specific web page the user was on (URL or page title);
- Date the user was unable to access the information; and
- Any other information the user believes might be helpful to the District in resolving the issue.

Upon report of a concern regarding the accessibility of online content, the Web Accessibility Coordinator will, consistent with District policy, provide the requested information in an alternate format and, as soon as reasonably practical, make the necessary improvements to make the information accessible online.

Formal Discrimination Complaint A student, parent, or member of the public who wishes to submit a formal complaint regarding a violation of Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 related to the accessibility of any District web presence that is developed by, maintained by, or offered through the District, third party vendors, and/or open sources, may utilize the District's established complaint procedures are contained in administrative regulation 8007-AR.

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Irrespective of the submission of a formal complaint, once the District has been notified of inaccessible content, the reporting party should be provided with access to the desired information in a prompt manner. In this regard, the Complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was unsuccessful in accessing through the District's web presence.

8005-AR Communicable Diseases

Where a student or staff member has been diagnosed with a communicable disease, the School District administration will consult the most recent County Health Division Reference Chart (CHD COMMUNICABLE DISEASE REFERENCE CHART) to determine and implement exclusion and re-admittance of individuals. Oakland County Health Division staff will be contacted as needed for consultation and clarification.

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Communicable Diseases Known Not to Be Spread by Casual Contact Communicable diseases that are known not to be spread by casual contact, within the meaning of this regulation include Hepatitis B, HIV infections, ARC (AIDS Related Complex), AIDS, and other diseases that are transmittable by blood, other body fluids, and other body products, which present potentially serious health problems for those who contract the disease. The following procedure is intended to assure that both the rights of the individual and the school community at large are protected, and that each case will be determined on an individual basis.

HIV, ARC, or AIDS When a District employee reasonably suspects that a student or staff member is infected with HIV, ARC, or AIDS, he/she must notify the Oakland County Health Division, if such action is reasonably thought necessary to: protect the health of the student or staff member; prevent further transmission of the disease; or, diagnose and care for the student or staff member. The District employee shall not provide the Oakland County Health Division with the name of the student or staff member unless such information is determined by the employee making the disclosure to be reasonably necessary to accomplish the above-mentioned purposes.

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Request the permission of the affected student's parent or guardian, or the staff member, to inform the Superintendent and other necessary persons of the suspected illness. If such consent cannot be obtained, the employee shall inform the Superintendent of the matter in such a way that the identity of the affected person is not discernible. The Superintendent may then seek a court order permitting the Superintendent to obtain the information and disclose it to Board of Education members and other necessary persons.

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Communicable Disease Review Committee. Upon receipt of the consent of the affected student's parent or guardian, or the staff member, or a court order permitting the review process to proceed, the Superintendent shall select a Communicable Disease Review Committee and direct the Committee to meet within five (5) school days. The Committee may be comprised of the following individuals:

- An official representative of the District, designated by the Superintendent, who will chair the Committee.
- The principal of the school of the affected student or staff member.
- A physician who is treating the affected individual.
- A physician appointed by the Superintendent to represent the District.
- A representative of the Oakland County Health Division.
- A parent if the affected individual is a student, the affected individual, and/or his/her representative if the affected individual is a staff person.
- A special education teacher, when the affected student is a special education student.
- Other persons designated by the Superintendent, the Committee, or the court.

Committee Recommendations. The Committee shall make a written recommendation to the Superintendent, based on the affected student or staff member's neurological and physical condition and the expected type of interaction with others in the affected student or staff member's school or employment setting, as to whether the person should be excluded from the school or employment setting and all school sponsored activities, restricted in his/her activities in the school or employment setting, or remain in an unrestricted school or employment setting.

If the Committee recommends that the student or staff member remain in his/her present school or employment setting, but that he/she are restricted from participating in certain activities, or that consideration be given to an alternate setting within the District, the Committee shall further set forth, in writing, the precautionary/sanitary measures, if any, that should be taken to protect the health and welfare of the student or staff member and the school community.

If the Committee recommends that the student or staff member remain in an unrestricted school setting, the Committee must so state in writing, and further state what precautionary/sanitary measures, if any, should be taken to protect the health and welfare of the student or staff member and the school community.

If the Committee recommends that the affected student or staff member be totally excluded from his/her former school or employment setting based upon his/her neurological and physical condition and expected type of interaction with others in that setting, the Committee must so state in writing. The Committee shall also state the conditions under which it would consider the student or employee's return to a restricted or unrestricted school or employment setting.

The Committee shall provide the Superintendent with its written recommendation within ten (10) school days of its meeting, unless the Committee determines that additional time is necessary in order to obtain pertinent medical information regarding the student or staff member's condition and/or that additional diagnostic testing is necessary for a thorough review of the matter.

In the event that the Committee's decision is not unanimous, the dissenting member(s) shall be given the opportunity to attach a written dissenting report to the Committee's recommendation within twenty-four (24) hours of the presentation of the Committee's report to the Superintendent.

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Upon the Superintendent's receipt of the Committee's written report, the Superintendent shall, within five (5) school days, make a determination regarding the student or employee's status. The Superintendent's decision will be based upon whether, with reasonable accommodations, the student or staff member can remain in the school or employment setting without posing a health risk to himself/herself or others in the school community. In the event that the Superintendent determines that a student or staff member should be excluded from the school setting, he/she shall so advise the affected person, and, where a student is involved, his/her parent or guardian.

Where the Superintendent determines that a staff member who has been affected with HIV, ARC, or AIDS should be excluded from employment, the Superintendent shall attempt to obtain the affected person's permission or petition the circuit court for an order permitting the District to proceed pursuant to the provisions of the applicable collective bargaining agreement, board policy and/or applicable laws. If the employee in question is certified, the Superintendent shall, pursuant to Article V, Section 2 of the Michigan Teacher's Tenure Act, either obtain the person's consent to be placed on a medical leave, or, if consent cannot be obtained, file tenure charges with the Board of Education seeking to place the person on an involuntary medical leave of absence.

Appeals. If the affected student or staff member disagrees with the determination of the Superintendent, he/she may file a written appeal to the Board of Education within ten (10) school days. The Board shall receive and review all necessary and pertinent materials provided by the Committee and the student or employee and provide an opportunity to both the Superintendent and student or employee to provide additional pertinent information. In its discretion, the Board may grant the student or employee a hearing.

The Board of Education may affirm, modify, or revise the decision of the Superintendent within ten (10) school days of the receipt of an appeal. The affected student or staff member shall have the right to remain in the school setting during the tendency of any such appeal, unless an appropriate medical professional confirms that there are clearly documented risks to the infected individual or others in the school setting that could pose an immediate health threat.

Where an affected student or staff member is permitted to remain in either a restricted or unrestricted school setting, the Superintendent shall designate a school representative to monitor changes in the student or staff member's medical status on a monthly basis, or more frequently if deemed appropriate. The Superintendent shall seek written permission from the affected person or parent prior to designating the responsible school representative. If the written authorization cannot be obtained, the Superintendent shall seek an order from the court permitting such. The Superintendent, with input from the Committee, shall reassess the status of the student or staff member at not less often than annual intervals.
All time lines set forth herein may be extended where required by the individual circumstances of the case.

Communicable Diseases Known Not to Be Spread by Casual Contact, Other Than HIV, ARC, or AIDS
For communicable diseases which are known not to be spread by casual contact, other than HIV, ARC, or AIDS, the identical procedures set forth above will be followed, except that there will be no necessity of court involvement to obtain the infected person's consent to disclosure of his/her identity to the Superintendent and other necessary persons.

If the District employee determines that disclosure of such information is reasonably necessary to: (1) protect the health of the student or staff member; (2) prevent further transmission of the disease; or, (3) diagnose and care for the student or staff member, the District employee may advise his/her supervisor that a student or staff member may have a serious communicable disease known not to be spread by casual contact. The identity of the student or staff member *SHALL NOT BE* disclosed unless written authorization is obtained from the affected student's parent or the staff member, or is otherwise necessary to satisfy the requirements of this section. The supervisor shall immediately inform the Superintendent or his/her designee.

Confidentiality All persons involved in these proceeds and in the education of an affected student shall respect the student's right to privacy, including maintaining student records and information in accordance

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with the requirements of the Michigan Public Health Code, MCL 333.5101 *et seq.* and the Family Educational Rights and Privacy Act, 20 USC 1232g. The privacy rights of affected staff members shall be similarly affected including maintaining employment records and information in accordance with the requirements of the Michigan Public Health Code, MCL 333.5101 *et seq.*, the Bullard Plawecki Employee Right to Know Act, MCL 421.501 *et seq.*, any applicable contractual provisions, and Board of Education policy and regulations.

8006-AR Copyrighted Works

Generally The guidelines, below are intended to assist staff in determining the permitted use of copyrighted materials within the School District. The guidelines apply to materials used within the classroom, as well as in staff members' instructional and research activities. Before beginning or authorizing a reproduction, a School District employee will determine whether the copying is expressly permitted within the guidelines. If copying is not expressly permitted, or if there are any questions, the matter must be brought to the attention of the building principal before any copying is done. Should there be a question about whether a particular use is permitted, staff members are not to proceed without consulting their building principal.

Single Copying for Teachers' Use A single copy may be made of the following by or for a teacher for use in teaching or for research purposes:

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay, or short poem, whether or not part of a collective work; and/or
- A chart, graph, diagram, cartoon, or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use Multiple copies (not to exceed one copy per student in the class) may be made by or for the teacher for classroom use as follows:

- A complete poem if less than 250 words and if printed on not more than two pages;
- An excerpt from a longer poem, containing not more than 250 words;
- A complete article, story or essay of less than 2500 words;
- An excerpt from any prose work of not more than 1000 words or 10% of the work, whichever is less.

  (Each of the numerical limits, above, may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
- Certain "special works" in poetry, prose, or in "poetic prose" which may combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Such "special works" may not be reproduced in their entirety but an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

All copies must include a notice of copyright.

Additional Permitted Use – Spontaneity

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- The copying is at the instance and inspiration of the individual teacher, and
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Copying, as detailed above, is not intended to serve as a substitute for the purchase of books or periodicals.

8007-AR Discrimination and Harassment

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations ("Title IX sexual harassment"). All other complaints of discrimination, harassment or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2-AR. The District will work to address and remedy any violations of this regulation that prevent individuals from equal access to an education and to the workplace.

Compliance Officer and Title IX Coordinator The Director of Human Recourses, whose telephone number is (248) 658-5241 and whose email address is kristy.cales@myhpsd.org, is the School District's Title IX Coordinator for purposes of reports made under 8007.3-AR and the School District's Compliance Officer when addressing other reports made under this Administrative Regulation.

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Days As used in 8007.1-AR through 8007.3-AR, the word "days" means school days during the school year when school is in session and business days during the summer break.

8007.1-AR Discrimination and Harassment (Non-Title IX) – Students

Generally Any person who believes that a student has been subjected to discrimination or harassment (or retaliated against for opposing discrimination or harassment) should report it to the School District's Compliance Officer. That report will be resolved through the informal or formal procedures described in this Administrative Regulation.

Definitions for 8007.1-AR

"Complainant" means the student who is reported to have been discriminated against or harassed based on a legally protected characteristic. Complaints of Title IX sexual harassment will be addressed under 8007.3-AR.

"Respondent" means the person who is reported to have discriminated against or harassed Complainant.

"Investigator" means the person investigating a formal complaint of discrimination or harassment.

"Discrimination" means unequal treatment based, in whole or part, on Complainant's race, color, national origin, religion, sex, marital status, genetic information, disability, or other legally protected characteristic,

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which adversely effects Complainant's educational opportunities or participation in the School District's educational program or activities.

"Harassment" means behavior based, in whole or in part, on Complainant's race, color, national origin, religion, sex, marital status, genetic information, disability or other legally protected characteristic, which is sufficiently severe and pervasive that it:

- Affects Complainant's ability to benefit from the School District's educational programs or activities;
- Creates an intimidating, threatening, or hostile educational environment;
- Has the effect of substantially or unreasonably interfering with Complainant's academic performance; or,
- Otherwise adversely affects Complainant's educational opportunities.

Informal Complaint Resolution Procedure The informal complaint resolution procedure is a less formal option for Complainants who believe they were subjected to discrimination or harassment. Resorting to the informal procedure is not required before filing a formal complaint. Moreover, at any time during the informal complaint resolution procedure, Complainant may request that the matter be moved to the formal complaint process. The informal complaint resolution procedure will not be used for complaints against District employees or other District-affiliated adults.

Step 1. A student, or any other person, may report discrimination or harassment to any School District employee whose primary responsibility includes student supervision or discipline, including a teacher, counselor, building administrator or central-office administrator, including the Compliance Officer.

If not reported directly to the Compliance Officer, all informal complaints received by School District employees must be reported to the Compliance Officer within two (2) days. The Compliance Officer will either facilitate an informal resolution, as described below, or appoint another person to facilitate an informal resolution.

Step 2. Depending upon the facts, circumstances, and wishes of the Complainant and Respondent, informal resolution may involve, but not be limited to, one or more of the following:

- Counseling Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.
- Distributing a copy of the School District's anti-discrimination and anti-harassment policy and this Administrative Regulation as a reminder to Respondent and other individuals.
- If both parties agree, the Compliance Officer and Title IX Coordinator may arrange and facilitate a meeting between the Complainant and Respondent to work out a mutual resolution. Such a meeting may include some or all of the features of the restorative practices process described in the Revised School Code, MCL 380.1310c.

Step 3. The Compliance Officer will endeavor to complete the informal complaint resolution procedure within ten (10) days of receiving the informal complaint. If Complainant is dissatisfied with the process at any time prior to agreeing on a mutual resolution, the Complainant may file a formal complaint.

All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer in accordance with the Board of Education's records retention and/or Student Records policies.

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Formal Complaint Resolution Procedure

Step 1. A student, or any other person, may file a formal complaint of discrimination or harassment with any building-level or central-office administrator, including the Compliance Officer. If not reported directly to the Compliance Officer, all such complaints must be forwarded to the Compliance Officer within two (2) days.

All formal complaints must include the following information, to the extent it is available:

- The name of Complainant and, if different, the name of the person reporting the allegation;
- The allegation, including a description of relevant incident(s), date(s), and time(s) (if known);
- The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,
- The name(s) or description/identifying information of all known witnesses.

If Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer will ask for the information in an interview. Thereafter, the Compliance Officer will prepare a written summary of the interview and ask Complainant to verify the accuracy of the summary by signing it.

Step 2. Typically, within two (2) days of receiving the formal complaint, the Compliance Officer or designee (the Investigator) will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.

NOTE: Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken during the investigation to protect Complainant and Respondent from discrimination or harassment, including, but not limited to, a no-contact order or a change of schedule for Complainant or Respondent. In making such a determination, the Compliance Officer will consult the parties to assess their reaction to the proposed action. If Complainant or Respondent disagree with the proposed action, the Compliance Officer may nevertheless, following consultation with the Superintendent, take whatever actions deemed appropriate and in the best interests of Complainant, Respondent, and the integrity of the investigation.

The Compliance Officer will inform Respondent that a complaint has been received. Respondent will be informed of the nature of the allegations and be provided with a copy of the Board's anti-discrimination and anti-harassment policy and this Administrative Regulation. Respondent will also be provided an opportunity to submit a written response to the complaint within five (5) days. Throughout the course of the process, the Compliance Officer and/or Investigator will keep both parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within thirty (30) days of receiving the formal complaint. The investigation will include:

- Interviews with Complainant and Respondent;
- Obtaining and reviewing any written statements of Complainant, Respondent, and any other witnesses;
- Interviews with other witnesses who may have information relevant to the allegations; and,

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- Consideration of any relevant documents or other information presented by Complainant, Respondent, or other witnesses.

Step 3. At the conclusion of the investigation, the Compliance Officer and/or Investigator will prepare and deliver a written report to the Superintendent, summarizing the information gathered during the investigation and, if applicable, the date of any report to the police. The report will also provide recommendations based on the evidence, including whether the complaint should be substantiated based on a preponderance of the evidence ("more likely than not") standard. The recommendations should consider the totality of the circumstances, including the ages and maturity levels of those involved. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent the recurrence of discrimination or harassment and should consider the factors set forth in Section 1310d of the Revised School Code. Disciplinary recommendations may range from counseling to permanent expulsion, in the case of a student; counseling to discharge, in the case of an employee; and recommendation for censure or a complaint to the Governor, in the case of a Board member. The report will be provided to the Superintendent within sixty (60) days after the formal complaint was made, unless there is good reason for the process to take longer.

Step 4. Absent extenuating circumstances, within ten (10) days of receiving the Compliance Officer and/or Investigator's report, the Superintendent will issue a final written decision or request further investigation. A copy of the Superintendent's final written decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent will specify the additional information that is to be gathered, and absent extenuating circumstances, the additional investigation will be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.

Filing a Complaint with the Office for Civil Rights Complainant, or any other person, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

U.S. Department of Education
Office for Civil Rights
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

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Cooperation with Law Enforcement Agencies In certain instances, an allegation of discrimination and harassment may be investigated as a criminal matter. To the extent permitted by law, the District will comply with law enforcement requests for cooperation.

Retaliation Retaliation against a Complainant, a person who filed a complaint alleging discrimination or harassment, or a person who participates in an investigation under this Administrative Regulation, is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.

Maintenance of Records All materials generated as a part of the formal complaint process will be retained in a single location under the control of the Compliance Officer and Title IX Coordinator in accordance with the Board of Education's records retention and/or Student Records policy.

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8007.2-AR Discrimination and Harassment (Non-Title IX) – Employees

Generally Any employee who believes that they have been subjected to discrimination or harassment not covered by Title IX (or retaliated against for opposing discrimination or harassment) should notify the School District's Compliance Officer and seek resolution of the matter through the informal or formal procedures described below.

Definitions for 8007.2-AR

"Complainant" means the employee who reported that they have been subjected to discrimination or harassment. Complaints of Title IX will be addressed under 8007.3-AR.

"Respondent" means the person who was reported to have discriminated against or harassed Complainant.

"Investigator" means the person investigating a formal complaint of discrimination or harassment.

"Discrimination" means taking an adverse employment action against an employee based, in whole or in part, on the employee's race, color, national origin, religion, sex, marital status, genetic information, age, height, weight, disability or other legally protected characteristic.

"Harassment" means unwelcome physical acts, attempted acts, statements, gestures, jokes, written or graphic material, or other conduct or communications that are both:

- Based on race, color, national origin, religion, sex, marital status, genetic information, age, height, weight, disability or other legally protected characteristics; and

- Sufficiently severe or pervasive to create a hostile working environment.

Harassment may also include sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, where submission to this conduct becomes a condition of any person's continued employment or the basis for employment decisions. To the extent sexual harassment occurs within any educational program or activity of the School District and is covered by Title IX, the matter will be resolved through 8007.3-AR.

Informal Complaint Resolution Procedure The informal complaint resolution procedure is a less formal option for a Complainant who believes they were subjected to discrimination or harassment. Resorting to the informal procedure is not required before filing a formal complaint. Moreover, at any time during the informal complaint resolution procedure, Complainant may request that the matter be moved to the formal complaint process. The informal complaint resolution procedure will not be used for complaints alleging sexual violence.

Step 1. The Complainant may make an informal complaint, orally or in writing, to: the building administrator of the building to which the employee is assigned; the Superintendent or other central-office administrator; or the Compliance Officer.

If not made to the Compliance Officer, all informal complaints must be reported to the Compliance Officer within two (2) days. The Compliance Officer will facilitate an informal resolution, as described below, or appoint another individual to facilitate an informal resolution.

Step 2. Depending upon the facts, circumstances, and wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

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- Advising Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.

- Distributing a copy of the anti-discrimination and anti-harassment policy and this Administrative Regulation to Respondent and other individuals.

- If both parties agree, the Compliance Officer and Title IX Coordinator may arrange and facilitate a meeting between the Complainant and the Respondent to work out a mutual resolution. However, such a meeting will not be held where sexual violence has been alleged.

Step 3. The Compliance Officer will endeavor to complete the informal complaint resolution procedure within ten (10) days of receiving the informal complaint. If Complainant is dissatisfied with the informal complaint resolution process at any point prior to agreeing to a mutual resolution, the Complainant may file a formal complaint.

All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer and the Title IX Coordinator in accordance with the Board of Education's records retention policy.

Formal Complaint Resolution Procedure

Step 1. Complainant may file a formal complaint with: the building administrator of the building to which they are assigned; the Superintendent or other central-office administrator; or the Compliance Officer. If not filed directly to the Compliance Officer, the person with whom a complaint is filed must report it to the Compliance Officer within two (2) days.

All formal complaints must include the following information to the extent it is available:

- Complainant's name and, if different, the name of the person reporting the allegation;

- The allegation, including a description of relevant incident(s), date(s) and time(s) (if known);

- The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,

- The name(s) or description/identifying information of all known witnesses.

If Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer will ask for the details in an interview. Thereafter, the Compliance Officer will prepare a written summary of the interview, and Complainant will be asked to verify the summary by signing it.

Step 2. Typically, within two (2) days of receiving the formal complaint, the Compliance Officer or designee (the Investigator), will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.

NOTE: Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken during the investigation to protect Complainant and Respondent from discrimination or harassment, including, but not limited to, a change of work assignment or schedule for Complainant or Respondent. In making such a determination, the Investigator will consult the parties to assess their reaction to the proposed action. If Complainant or Respondent are unwilling to consent to the proposed change, the Compliance Officer may nevertheless, after consulting with the Superintendent, take whatever actions deemed

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appropriate for the protection of Complainant, Respondent, and the integrity of the investigation.

The Investigator will inform Respondent that a complaint has been received. Respondent will be informed of the nature of the allegations and be provided with a copy of the Board's anti-discrimination and anti-harassment policy and this Administrative Regulation. Respondent will also be informed of the opportunity to submit a written response to the complaint within five (5) days. Throughout the course of the process, the Compliance Officer or Investigator will keep the parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within thirty (30) days of receiving the formal complaint. The investigation will include:

- Interviews with Complainant and Respondent;
- Obtaining and reviewing any written statements of Complainant, Respondent, and any other witnesses;
- Interviews with any other witnesses;
- Relevant documents and other information presented by Complainant, Respondent, or any other witnesses.

Step 3. At the conclusion of the investigation, the Compliance Officer and/or Investigator will prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and, if applicable, the date any incident was reported to the police. The report will provide recommendations, including whether the complaint should be substantiated based on a preponderance of the evidence ("more likely than not") standard. The recommendations should consider the totality of the circumstances. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent recurrence of illegal discrimination or harassment. Disciplinary recommendations may range from: counseling to discharge, in the case of an employee; and censure to a complaint to the Governor, in the case of a Board member. The report will be provided to the Superintendent within sixty (60) days after the formal complaint was made, unless there is good reason for the process to take longer.

Step 4. Absent extenuating circumstances, within ten (10) days of receiving the report, the Superintendent will either issue a final written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final written decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and absent extenuating circumstances, such additional investigation must be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.

Filing a Discrimination or Harassment Complaint with State or Federal Agencies An employee alleging discrimination or harassment, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

United States Department of Education
Office for Civil Rights
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303;
TDD: 800-877-8339

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Email: OCR.Denver@ed.gov
Web: http://www.ed.gov/ocr

A complaint may also, or instead, be filed with:

United States Department of Labor
Equal Employment Opportunity Commission
Detroit Field Office
477 Michigan Avenue, Room 865
Detroit, Michigan 48226

or

State of Michigan
Department of Civil Rights
Cadillac Place, Suite 3-600
3054 West Grand Boulevard
Detroit, Michigan 48202

Cooperation with Law Enforcement Agencies In certain instances, an allegation of discrimination or harassment may also be investigated as a criminal matter. To the extent permitted by law, the School District will comply with law enforcement requests for cooperation.

Retaliation Retaliation against a person who files a complaint alleging discrimination or harassment, or participates in an investigation, is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.

Maintenance of Records All materials generated as a part of the formal complaint process will be retained in a single location under the control of either the Compliance Officer or the Title IX Coordinator in accordance with the Board of Education's records retention policy.

8007.3-AR Sexual Harassment Under Title IX Employees and Students

Generally This Administrative Regulation sets forth the procedure the School District follows to investigate and resolve complaints of sexual harassment made against School District employees or students within any education program or activity of the School District, as required by Title IX. Administrative Regulations 8007.1-AR and 8007.2-AR apply to discrimination and harassment on other bases.

The School District's Title IX Coordinator is responsible for implementing 8007.3-AR. The Title IX Coordinator will ensure his/her contact information is posted on the School District's website, included in the School District's annual notifications document, and published in every handbook and catalogue distributed to parents and students.

Definitions for 8007.3-AR

"Complainant" means an individual who is reported to have experienced conduct that could constitute sexual harassment under Title IX.

"Respondent" means the person who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

"Investigator" means a person the Title IX Coordinator has appointed to investigate allegations of sexual harassment against Respondent.

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"Sexual Harassment" means conduct on the basis of sex that falls within one or more of the following categories:

- An employee of the School District conditioning an aid, benefit, or service on Complainant's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies Complainant equal access to the School District's education program or activity; or,
- "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

"Supportive Measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Any supportive measures provided to the complainant or respondent will remain confidential, to the extent that maintaining such confidentiality would not impair the ability of the School District to provide the supportive measures.

Duty to Respond to Known or Reported Sexual Harassment The School District has a duty to respond to allegations of sexual harassment any time a School District employee has notice of sexual harassment or receives a report of alleged sexual harassment. All School District employees are required to promptly report all incidents and/or allegations of sexual harassment to the Title IX Coordinator.

Absent extenuating circumstances, within two (2) days, the Title IX Coordinator will contact Complainant (and/or Complainant's parent/guardian(s), as appropriate) to discuss how to resolve their concerns, including the option and process for filing a formal complaint. The Title IX Coordinator will also discuss the availability of supportive measures, with or without the filing of a formal complaint. The Title IX Coordinator will consider Complainant's wishes with respect to supportive measures as well as whether supportive measures are reasonably available and appropriate to restore or preserve Complainant's access to the School District's programs or activities without unreasonably burdening Respondent. When the Title IX Coordinator notifies Respondent (and/or Respondent's parent/guardian) of Complainant's allegations, the Title IX Coordinator will also discuss the availability of supportive measures with Respondent and consider Respondent's wishes with respect to supportive measures as well as whether supportive measures are reasonably available and appropriate to restore or preserve Respondent's access to the School District's programs or activities without unreasonably burdening Complainant. The Title IX Coordinator will be responsible for offering and coordinating effective implementation of supportive measures.

Action to remove a student-Respondent from the School District's program or activity prior to a final decision is not a supportive measure. However, the Title IX Coordinator may temporarily remove a student-Respondent from the School District on an emergency basis if, after an individualized risk assessment takes place, the Title IX Coordinator determines that the student-Respondent poses an immediate threat to the physical health or safety of Complainant or any other person. In such cases, upon removal, the Title IX Coordinator will provide the student-Respondent with notice and an opportunity to challenge the temporary removal at the earliest possible date. Any removal of a student-Respondent with a disability

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shall also comply with federal law, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.

When the Respondent is an employee, the Title IX Coordinator may, after consulting with the School District's chief human resources officer, place the Respondent-employee on temporary administrative leave. A temporary removal or administrative leave will end when a final decision is reached.

If, as an initial matter, it is clear that the reported sexual harassment is not covered by Title IX because (1) the allegations, even if true, do not rise to the level of sexual harassment; (2) the alleged sexual harassment occurred outside of the School District's program or activities; or (3) the alleged sexual harassment occurred outside of the United States, the Title IX Coordinator will explain how that could impact disposition of a formal complaint as well as how other School District policies, administrative guidelines, or codes of conduct may apply.

Formal Complaint. A Complainant (or parent/guardian of a student-Complainant) may file a formal complaint. The Title IX Coordinator may file a formal complaint even if Complainant declines to do so. The formal complaint will include: the names of Complainant and Respondent, or identifying information if Respondent's name is unknown; as complete a description of the alleged sexual harassment as is available, including dates, times, and places; actual and potential witnesses; actual and potential relevant documents, data, and other items; and the signature of the person making the complaint or the Title IX Coordinator.

Response to Formal Complaint and Grievance Procedure.

Generally. The Title IX Coordinator will ensure that, at every step of the Grievance Procedure, the parties are treated equitably; all information and evidence is evaluated objectively; and, there are no conflicts of interest affecting the Title IX Coordinator or any informal resolution facilitator, Investigator, Decision-Maker, or any individual resolving an appeal.

Notice. Upon receiving or filing a formal complaint, the Title IX Coordinator will issue a notice to Complainant and Respondent. The notice will include:

- Information about the School District's grievance procedure, including any informal resolution process;
- Notice of the allegations potentially constituting sexual harassment, including sufficient details and time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Notification that the parties may have an advisor of their choice, who may (but is not required to be) an attorney and who may inspect and review evidence.
- Notification of any provision in the School District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the investigation, the School District decides to investigate allegations that were not included in the original notice, the Title IX Coordinator will notify Complainant and Respondent of the additional allegations.

Dismissal. The Title IX Coordinator must dismiss a formal complaint if the allegations: do not establish sexual harassment under Title IX, even if they are true; did not occur in connection with the School District's

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programs and services; or, did not occur in the United States. The Title IX Coordinator may dismiss a formal complaint, in whole or in part, if: Complainant withdraws some or all of the allegations; Respondent's employment or enrollment in the School District ends; or specific circumstances prevent the School District from gathering sufficient relevant evidence to reach a decision on the formal complaint. The School District's Title IX Coordinator will notify Complainant and Respondent, in writing, if a formal complaint is dismissed, including an explanation for the dismissal. The Complainant or Respondent may appeal the dismissal.

Informal Resolution At any point between the filing of the formal complaint and the decision-maker reaching a determination of responsibility, the parties may voluntarily agree to participate in an informal resolution process. The informal resolution process must be completely voluntary, and may not be initiated until:

- the parties have been provided notice of their rights by delivery of the applicable anti-harassment policy and 8007.3-AR;
- the parties have been informed of the consequences of informal resolution, including that it may preclude the resumption of a formal complaint investigation arising from the same allegations and that records may be maintained and shared; and
- the parties have voluntarily consented to informal resolution, in writing.

Any informal resolution process will be completed within fifteen (15) days of the parties' agreement to participate, absent good cause or written agreement of the parties and the Title IX Coordinator to extend the timeline.

Investigation The Title IX Coordinator or designee (the Investigator) will investigate a formal complaint. The burden of undertaking and completing the investigation rests on the School District. The Investigator will presume Respondent is not responsible unless a final decision against Respondent is reached. The Investigator will not require, seek, or rely on privileged information without consent of the privilege-holder.

Within five (5) days after the Investigator provides Respondent with notice of the formal complaint, Respondent may file a written response. The Investigator will provide a copy of any written response to the Complainant. Regardless of whether Respondent files a written response, the Investigator will undertake an investigation that will include, but not be limited to:

- interviewing Complainant and Respondent, unless they refuse to be interviewed or fail to timely respond to the Investigator's interview request;
- interviewing relevant witnesses and other potentially relevant witnesses who Complainant or Respondent request, unless the witness refuses to be interviewed or fails to timely respond to the Investigator's interview request;
- obtaining, to the extent they are available, all relevant documents, data, and other items identified by Claimant, Respondent, and witnesses;
- preparing an investigative report that fairly summarizes the interviews and relevant evidence; and,
- providing the investigative report to the parties simultaneously.

Neither Complainant nor Respondent are required to participate in the investigation process, including interviews. The Investigator will not draw any negative inferences based solely on a Complainant's or Respondent's lack of participation, but participation is encouraged so that the Investigator has the benefit of hearing the perspective of all parties. The School District will not interfere with the parties' ability to discuss the allegations or gather and present evidence.

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Prior to finalizing the investigative report, the Title IX Coordinator or Investigator will send each party and their advisor(s) a copy of all of the evidence directly related to the allegations of sexual harassment in the formal complaint. The parties will have up to ten (10) days to review the evidence and submit a written response, which the Investigator will consider prior to completing the investigation report. Absent good cause, the investigation report will be completed with sixty (60) days. The Title IX Coordinator will, upon completing or receiving the Investigator's Report, simultaneously send a copy to Complainant, Respondent, and their advisors, if any, and allow for a written response.

The Title IX Coordinator will also send a copy of the Investigation Report to the Decision-maker, and notify the parties of their right, within ten (10) days, to: submit relevant written questions that the party wants the Decisionmaker to ask a party or witness; receive answers to any such written relevant questions; and allow for additional, limited follow-up questions from each party. Any questions or evidence about Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they are offered to prove that someone other than Respondent committed the conduct alleged by Complainant; or they concern specific incidents of Complainant's prior sexual behavior with respect to Respondent and are offered to prove consent. If the Decision-maker declines to ask a party or witness a question, the Decision-maker will provide a written explanation to the party who posed the question.

The Title IX Coordinator may permit a delay or extension of the investigative timelines for good cause. If this occurs, the Title IX Coordinator will notify Complainant and Respondent of the delay or extension and reason for it. Separately, if Respondent is a School District employee, the Title IX Coordinator will review any applicable collective bargaining agreement and grant any required adjournment of the investigative timelines.

Decision. The Title IX Coordinator will appoint a Decision-Maker, who is not the Title IX Coordinator or Investigator. The Decision-Maker will objectively review the investigation report and relevant evidence gathered through the investigation process. Credibility determinations, if any, will not be based on an individual's status as Complainant, Respondent, or witness. The Decision-Maker will not hold Respondent responsible unless a preponderance of the evidence establishes Respondent sexually harassed Complainant. Absent extenuating circumstances, the Decision-Maker will issue a decision within ten (10) days of receiving the investigation report and evidence and will provide the decision to Complainant and Respondent simultaneously. The decision will include: Complainant's allegations; procedural steps taken with respect to the allegations; findings of fact; the application of the applicable anti-harassment policy, this 8007.3-AR, and the School District's Student Code of Conduct to the facts; and a statement of all rationale for the result as to each allegation, including determinations of responsibility, disciplinary sanctions, whether Complainant will be provided remedies to restore or preserve equal access to the School District's education programs and activities, and the procedure and bases for appeal. Upon a finding of responsibility, sanctions for Respondent-students may range from administrative intervention to permanent expulsion. Sanctions for Respondent-employees may range from counseling to discharge. Sanctions for Respondent-Board members may range from censure to a petition to the Governor for removal from the Board of Education. Remedies may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Appeal. Within five (5) days of the Decision-Maker sending the decision to the parties and any advisors, Complainant or Respondent may appeal the Decision-Maker's decision by filing an appeal with the Superintendent on one or more of the following bases:

- Procedural irregularity that affected the outcome;
- New evidence being discovered that was not reasonably available at the time of the determination or dismissal; or

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- A conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent by the Investigator, Title IX Coordinator or Decision-Maker that affected the outcome of the grievance process.

The Superintendent will provide notice to the opposite party if an appeal is filed, including a copy of the appeal, and an opportunity to respond. The appeal must include all of the reasons the appealing party disagrees with the decision as it relates to the permissible bases for appeal. The Superintendent will review the appeal, and after considering the appeal, the decision, and any other relevant evidence or information relevant to the appeal, may either: (1) affirm the decision, in whole or in part, or (2) reverse the decision, in whole or in part. The Superintendent may also remand the decision, in whole or in part, for additional investigation by the original or a different Investigator and/or further consideration by the original or a different Decision-Maker. Absent extenuating circumstances, the Superintendent will issue the appeal decision within ten (10) days of receiving the appeal or response, if any, and provide his/her decision to the parties simultaneously. The grievance process is complete and a final decision is reached when no timely appeal is taken or after the appeal process is completed.

Training The Title IX Coordinator will ensure that the Title IX Coordinator, all informal resolution facilitators, Investigators, and Decision-Makers (including those who resolve appeals) receive the following training: the definition of sexual harassment; the scope of the School District's programs and activities; how to determine whether information and evidence is relevant, including the application of Title IX's "rape-shield" provision; the grievance process, including how to conduct an investigation, how to prepare a fair summary of evidence gathered during an investigation, how to prepare a decision, and how to resolve an appeal; and, how to serve impartially, including avoiding prejudgment of facts, conflicts of interest, and bias. The Title IX Coordinator is responsible for ensuring the School District's training and training materials are posted on the School District's website.

Confidentiality and Retaliation Except as required or permitted by law, the School District will keep confidential the identity of any individual who makes a report or complaint of sexual harassment, any individual who is identified as a potential or actual Complainant or Respondent, and any witness. Neither the School District nor any other person may retaliate against an individual who has made a report or formal complaint or participated or refused to participate in an investigation or other proceeding under this Administrative Regulation.

Filing with OCR or EEOC An employee or student alleging harassment may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

United States Department of Education
Office for Civil Rights
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303;
TDD: 800-877-8339
Email: OCR.Denver@ed.gov
Web: http://www.ed.gov/ocr

Field Code Changed
Field Code Changed

An employee alleging sexual harassment against another employee or supervisor may also, or instead, file a complaint with:

United States Department of Labor
Equal Employment Opportunity Commission
Detroit Field Office
477 Michigan Avenue, Room 865
Detroit, Michigan 48226

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or

State of Michigan
Department of Civil Rights
Cadillac Place, Suite 3-600
3054 West Grand Boulevard
Detroit, Michigan 48202

Cooperation with Law Enforcement Agencies In certain instances, an allegation of sexual harassment may be investigated as a criminal matter. To the extent permitted by law, the School District will comply with law enforcement requests for cooperation.

Record Retention The School District will retain, for at least seven (7) years: all training materials; all reports received by the Title IX Coordinator and actions taken in response to such reports, including why any decision not to provide supportive services was not clearly unreasonable; and, all formal complaints, documents, and other items (including data) arising from formal complaints or investigations conducted pursuant to this Administrative Regulation, including investigative reports and related documents, decisions, appeals and appeal decisions, and informal resolutions.

8009-AR Digital Communications

Digital communication (including social networking) provides educational and other opportunities for staff and students. There are also potential pitfalls arising from, among other things, the speed, permanence, and perceived anonymity of digital communication. These regulations are intended to help staff and students take advantage of opportunities presented by digital communication in a manner that enhances education, student achievement, and appropriate relationships between staff, students, parents, and the larger community. These regulations are not intended, and should not be interpreted, to limit the legal rights of any person.

Digital Communication Involving Students Digital communication between staff and students should always be professional and of the same content, tone, and demeanor as in-school communications. This applies to direct communication between staff and students and to communication to which students reasonably may be exposed. Unless otherwise protected by law, examples of inappropriate digital communication include, but are not limited to:

- Communication that violates Board Policy, such as: communication that discloses personally identifiable information about students (see Policy 2003); communication that violates Board Policy against illegal harassment (see Policy 8007); etc.
- Communication that is false or misleading.
- Communication that attributes the staff member's personal views to others, including the School District, school administration, or other staff members.
- Communication that defames or personally insults staff members or students or otherwise undermines any staff member's ability to fulfill their responsibilities to the School District or its students.
- Communication that defames or personally insults Board members, parents or other community members.
- Communication stating or suggesting the desirability of confidentiality vis-à-vis students' parents or other staff members.

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- Communication that has as its purpose or effect the development of a romantic or sexual relationship between a staff member and a student, or that reasonably may be interpreted as having that purpose.

The School District encourages staff to use School District equipment and sites for all digital communication with students. School staff may not communicate with students through personal social media and other similar platforms, like Snapchat, that promptly delete evidence of those communications with students. Use of messaging apps, like Remind, which send general communications and alerts to parents and students are not prohibited.

The School District does not have the resources or ability to police digital communication between and among students. However, students may be subject to school-imposed disciplinary sanctions when their digital communication violates the Student Code of Conduct or interferes with the rights of others or is reasonably anticipated to result in the disruption of school or school activities. Separately, the School District reserves the right to report suspected criminal misconduct to police authorities.

Digital Communication Involving Board and Staff Members, Parents, and Others Digital communication between Board and staff members, parents, and other community members or adults should always be professional. This applies to direct communication and to communication to which they reasonably may be exposed. Unless otherwise protected by law, examples of inappropriate communication include, but are not limited to:

- Communication that violates Board Policy, such as: communications that disclose personally identifiable information about students (see Policy 2003); communication that violates Board Policy against illegal harassment (see Policy 8007); etc.
- Communication that is false or misleading.
- Communication that attributes personal views to others, including the School District, school administration, or other staff members.
- Communication that defames or personally insults staff members or students or otherwise undermines any staff member's ability to fulfill their responsibilities to the School District or its students.
- Communication that defames or personally insults Board members, parents, or community members and is not otherwise protected by law.

Personal Digital Social Networking The School District does not have the inclination, resources, or ability to police the off-duty behavior of staff members. At the same time, staff must be cognizant of the fact they serve as role models for our students and, to the extent their personal social networking is "public" or includes members of the school community, such staff members may be subject to greater scrutiny. Furthermore, their communications and behavior may adversely impact their ability (or the ability of the School District or their colleagues) to carry out their responsibility of educating students in a safe and supportive educational environment. For these reasons, staff are reminded that off-duty digital communication may result in investigation, disciplinary sanctions, or discharge when those communications disrupt the educational environment or adversely affects or undermine the staff member's ability to perform their jobs.

Social Media Authorizations

The Superintendent will review the Board Policy governing Digital Communications and these administrative regulations at least annually. The Superintendent will maintain and update a list of designated District Social Media accounts. School District social media accounts must be named after

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school buildings, facilities, or departments and maintained by School District administrators or communications department staff.

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HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, 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 WIlcox, Superintendent
Subject: Integrated Pest Management Handbook
Date: May 18, 2026

We are providing an update on the Integrated Pest Management (IPM) Handbook and to seek your approval of the revised plan for the upcoming year.

Overview of the IPM Handbook:

The IPM Plan outlines the goals and expectations for managing pests within our school facilities and surrounding areas.

This plan includes:

-Documentation: Recording pests noted in the area.
-Action Steps: Collaborating with our pest management company to determine and implement appropriate responses.
- Preventive Strategies: Establishing procedures to avoid future infestations.

Maintaining acceptable standards of sanitation and infection control across the district is essential to our students' and staff's health and safety. Preventing pests from infesting our buildings and immediate surroundings is crucial to this effort. For this purpose, a pest is defined as any living creature that may interfere with the safe and sanitary operation of our schools.

To achieve our goal, the plan combines prevention and exclusion techniques, enforces pest management policies, and ensures close collaboration between custodial services, buildings and grounds staff, and our pest management company.

Plan Review and Current Status:

The current Pest Management Handbook has been revised earlier this year to address and incorporate insights from past and current pest issues identified in each building. I am pleased to report that, across the district, we have only experienced minor nuisance issues, with no significant infestations reported in the past year.

We are now bringing this revised Pest Management Handbook to the Board for your approval. Your support in this matter is crucial to ensuring the continued effectiveness of our pest management efforts.

HAZEL PARK SCHOOLS

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.

Funding Source: Cost to implement the IPM is budgeted in the General Fund and is essentially the charges incurred for the monthly services of Ecolab.

Recommendation

We are asking the Board to approve the Integrated Pest Management Handbook, as presented

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, 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 Wilcox, Superintendent
Subject: Purchase of Riding Mower
Date: May 18, 2026

Administration is requesting approval to purchase three John Deere Z960M ZTrak commercial mowers, one purchased now and two mowers scheduled for purchase in July 2026. These purchases have been approved in the Buildings & Grounds 3-Year Plan. The mower will be used by the district's grounds and maintenance department to support mowing and upkeep of district properties. The unit includes a 60-inch side discharge mower deck, fully adjustable suspension seat with armrests, and pneumatic turf tires. The purchase is being made through a cooperative purchasing contract, which provides discounted pricing to eligible public entities.

Vendor
Hutson, Inc.
20801 Pontiac Trail
South Lyon, MI 48178

Financial Impact
The purchase price for one mower is $12,771.04. Two additional mowers are planned for purchase in July 2026, subject to Board approval. This reflects the contract pricing available through the State of Michigan purchasing program.

The cost for the mowers in July 2026 is $25,542.08.

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.

Funding Source: General Fund

Recommendation
That the Board of Education approve the purchase of one John Deere Z960M ZTrak mower from Hutson, Inc. now, at a cost not to exceed $12,771.04 and two additional mowers in July 2026 for $25,542.08.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK PROMISE

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

☐ Vendor: Deere & Company

2000 John Deere Run

Cary, NC 27513-2789 US

FED ID: 36-2382580

UEID: FNSWEDARMK53

☐ Signature on all LOIs and POs with a signature line

☐ Contract name or number; or JD Quote ID

☐ Sold to street address

☐ Ship to street address (no PO box)

☐ Bill to contact name and phone number

☐ Bill to address

☐ Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)

☐ Membership number if required by the contract

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

For any questions, please contact:

David Brown
Hutson, Inc.
20801 Pontiac Trail
South Lyon, MI 48178
Email: dbrown@hutsoninc.com

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company

2000 John Deere Run

Cary, NC 27513-2789 US

FED ID: 36-2382580

UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

David Brown

Hutson, Inc.

20801 Pontiac Trail South Lyon, MI 48178

Prepared For

HAZEL PARK SCHOOLS

24455 CURIE ST

WARREN, MI 480914429

(248) 544-5358

GREG.RICHARDSON@MYHPSD.ORG

Prepared By

David Brown

Hutson, Inc.

20801 Pontiac Trail

South Lyon, MI 48178

dbrown@hutsoninc.com

Quote Id 2050715

Creation Date 07-May-2026

Expiration Date 06-Jun-2026

Quote Summary

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
Z960M ZTrak **Contract:** MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22) **Price Effective Date:** 06-May-2026	**$16,804.00**	**$12,771.04**	**1**	**$12,771.04**
Z960M ZTrak **Contract:** MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22) **Price Effective Date:** 06-May-2026	**$16,804.00**	**$12,771.04**	**1**	**$12,771.04**
Z960M ZTrak **Contract:** MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22) **Price Effective Date:** 06-May-2026	**$16,804.00**	**$12,771.04**	**1**	**$12,771.04**
Equipment Total				**$38,313.12**

Quote Summary	
Total Selling Price	$38,313.12
Total Taxable Equipment Fees	$0.00
Estimated Service Agreement Tax	$0.00
Sub-total	**$38,313.12**
*Total Non-Taxable Equipment Fees	$0.00

Salesperson : X _____ **Accepted By : X** _____

Rental Applied	$0.00
Total Amount Due	**$38,313.12**
Down Payment	$0.00
Balance Due	**$38,313.12**

Salesperson : X _____ **Accepted By : X** _____

Selling Equipment

Quote # 2050715

Customer HAZEL PARK SCHOOLS

Z960M ZTrak

QTY In Group : 1

Hours	- - -
Serial Number	- - -
Stock Number	- - -
Contract	MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)
Price Effective Date	06-May-2026
PUK Parent Serial #	

Suggested List
$16,804.00
Selling Price
$12,771.04
Discount Amount
($4,032.96)

Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
2234TC	Z960M ZTrak	1	$16,209.00	23.0%	($3,728.07)	$12,480.93

Base / Options

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
001A	United States /Canada	1	$0.00	23.0%	$0.00	$0.00
1504	60 In. Side Discharge Mower Deck	1	$0.00	23.0%	$0.00	$0.00
2093	Fully Adjustable Suspension Seat with Armrests (24" High Back)	1	$595.00	23.0%	($136.85)	$458.15
1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1	$0.00	23.0%	$0.00	$0.00
Total Base / Options			**$16,804.00**		**($3,864.92)**	**$12,939.08**

Customer Discounts

Description	Discount Amount
Multi-unit Discount	($168.04)
Total Discounts	**($168.04)**
Selling Price Subtotal	**$12,771.04**

Total Selling Price	**$16,804.00**	**($4,032.96)**	**$12,771.04**

Z960M ZTrak

QTY In Group : 1

Hours	- - -
Serial Number	- - -
Stock Number	- - -
Contract	MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)
Price Effective Date	06-May-2026
PUK Parent Serial #	

Suggested List
$16,804.00
Selling Price
$12,771.04
Discount Amount
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1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1	$0.00	23.0%	$0.00	$0.00
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Customer Discounts

Description	Discount Amount
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Total Discounts	**($168.04)**
Selling Price Subtotal	**$12,771.04**
Total Selling Price	**$16,804.00** **($4,032.96)** **$12,771.04**

Z960M ZTrak

QTY In Group : 1

Hours	- - -
Serial Number	- - -
Stock Number	- - -
Contract	MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)
Price Effective Date	06-May-2026
PUK Parent Serial #	

Suggested List
$16,804.00
Selling Price
$12,771.04
Discount Amount
($4,032.96)

Equipment Summary

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1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1	$0.00	23.0%	$0.00	$0.00
Total Base / Options			**$16,804.00**		**($3,864.92)**	**$12,939.08**

Customer Discounts

Description	Discount Amount
Multi-unit Discount	($168.04)
Total Discounts	**($168.04)**
Selling Price Subtotal	**$12,771.04**

Total Selling Price	**$16,804.00**	**($4,032.96)**	**$12,771.04**

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, 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 Wilcox, Superintendent
Subject: Camp Hazelwood House Interior Painting
Date: May 18, 2026

Administration is requesting approval to contract with Complete Home and Building Maintenance LLC for interior painting services at the district-owned property located at 6379 Holdridge Road, Holly, Michigan.

The work includes preparation, repair, and painting of ceilings, walls, trim, and interior/exterior doors throughout the residence. The scope of work also includes minor drywall repairs, sanding, filling holes and imperfections, and application of multiple coats of paint using professional-grade materials. The project is expected to take approximately three to four days to complete and may be scheduled as early as May 13, 2026. The contractor is fully licensed and insured. Due to the low bid we have additional dollars to complete this process.

Financial Impact

The total cost of the project is **$10,430.50.**

This amount reflects a discounted total from the original estimate of $11,930.50. The cost includes labor, preparation, repairs, and all painting materials.

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.

Funding Source: Sinking fund

Recommendation
That the Board of Education approve the interior painting quote for the house located on Camp Hazelwood property, at a cost not to exceed $10,430.50

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK PROMISE

ESTIMATE

Estimate #	2490
Date	May 6, 2026
Total	$10,430.50

Complete Home and Building Maintenance LLC

1221 East Jarvis Ave.
Hazel Park MI 48030
Phone: 248-773-2314
mike@completehomeonline.com
completehomeonline.com

Estimate To:

Hazel Park School District

jamie.buczko@myhpsd.org
Mobile: 248-658-5215
6379 Holdridge Rd
Holly MI 48442

6379 Holdridge - Interior painting quote - including interior and #2 exterior doors

#	Tasks	Quantity	Rate	Amount
1.	**Ceilings- scrape, clean, fill holes and imperfections, prior to masking, and painting the ceilings throughout the house, including the closet ceilings - total area is 1174 sq ft .** Flat white ceiling paint will be used (Sherwin Williams) 2 coats	**1174**	**$2.00**	**$2,348.00**
2.	**Walls - 3135 total wall interior area to be primed, painted with 2 coats of interior eggshell - color to be chose - Living room, dining room, kitchen, hallway, stairwell to basement, bedroom 1,2, and 3**	**3135**	**$2.00**	**$6,270.00**
3.	**Walls - repairs needed throughout the property, all of which are minor but will need preparation, drywall repair and light sanding prior to painting price here is for the total house , holes and imperfections, to be corrected.**	**1**	**$600.00**	**$600.00**
4.	**Trim - trim around the doors, windows, and baseboards will be cleaned and painted with 2 coats of semi-gloss white paint - total area is roughly 375 ft of trim**	**375**	**$3.50**	**$1,312.50**
5.	**Interior/Exterior doors - total of 6 interior doors and 2 exterior doors to be painted both sides , with 2 coats of semi gloss white**	**8**	**$175.00**	**$1,400.00**

#	Products	Quantity	Unit Price	Amount
1.	**Sherwin Williams brand - 25-40 gallons of wall paint, 15 gallons of ceiling paint, trim enamel, caulk, tape - paint will be applied using a professional spray wand.**	**1**	**$0.00**	**$0.00**

162	**Sub Total**	**$11,930.50**
	Discount 1,500 on $11,930.50	$1,500.00
	Total	**$10,430.50**

Terms & Conditions

This project would take #3 - 4 days to finish from start to finish , and could be scheduled as early as 5/13/2026.

We are fully licensed and insured, BBB A+ since 2022

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, 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 Wilcox, Superintendent
Subject: High School Bleacher Repairs – Annual Inspection
Date: May 18, 2026

We have been made aware of some required bleacher repairs at the high school athletic field identified during the annual safety inspection and to request approval to proceed with repairs.

As part of the district's annual facilities inspection program, certified bleacher safety inspections were completed at the high school athletic field. The inspections identified several items requiring repair to maintain safety standards and ensure continued use by students, staff, and the public.

Inspection Summary
The inspection reports identified deficiencies including, but not limited to:

Scope of Work:
Football Stadium / Baseball / Softball

- Repair or replace loose or damaged aluminum plank end caps throughout.
- Realign and secure loose seam splice plates.
- Tighten and secure side, back and front safety rails and hardware as needed.
- Tighten and secure mid-aisle hand rails and related rail mounts hardware.
- Secure loose sea supports and attachment hardware.
- Secure loose seat planks and attachment hardware.
- Secure loose foot planks and attachment hardware.
- Secure loose riser planks and attachment hardware.
- Repair and replace damaged and missing clip sets and fasteners throughout.

Total Cost: $18,215.50

Inspection Summary includes:
All aluminum bleacher structures loosen and move over time. Two conditions cause this on-going loosening: (1) temperature and (2) vibration. As the temperature goes from warm to cold and back again, the aluminum naturally expands and contracts accordingly. This movement causes attachment hardware to loosen, splice bars to migrate and general misalignment of plants and components. Vibration can result from wind, but the most prominent source is spectators. As fans use the bleachers, they walk, jump, stomp and generally move about in great repetition. This causes decks, steps and planks to flex and move under the load, resulting in still more movement of components. All this movement means things will continually loosen and require periodic repair and maintenance to remain stable and safe.

HAZEL PARK PROMISE

HAZEL PARK SCHOOLS

Keep in mind the defects identified during the inspection were a snapshot of the bleachers on the day of the walk-through. Progression of wear and tear, further damage from weather exposure, as well as unexpected failures of generally aging components can dramatically change the condition and safety of the bleachers at any time. It is strongly recommended by American Athletix, and reinforced by CPSC guidelines and others, that the bleachers are inspected and maintained routinely by qualified personnel. We also encourage you to regularly walk the bleachers in your district, inspect them with a critical eye and correct problems when discovered.

Funding Source: Sinking Fund

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.

Recommendation

That the Board of Education approve moving forward with the necessary repairs for the bleachers, at a cost not to exceed $18,215.50, as presented.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Wilcox, Ed. D.
Superintendent

2026

EVERYWHERE PEOPLE PLAY

Bleacher Inspection Report

OUTDOOR REPORT FOR HAZEL PARK SCHOOLS

O: 231-798-7300
F: 231-798-7337
E: Info@americanathletix.com

American Athletix, LLC
P.O. Box 1881
Muskegon, MI 49443
www.americanathletix.com

AMERICAN ATHLETIX

EVERYWHERE PEOPLE PLAY

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Section 1 – Scope of Inspection

The client has contracted with American Athletix to perform a generalist inspection in accordance with generally accepted practices and standards in the grandstand industry. Generalist inspections are based on visual observations and are distinct from those of specialists who employ specialized instruments, extensive testing and scientific calculations, and include the dismantling of equipment. Consequently, a generalist inspection and subsequent report will not be as comprehensive or technically exhaustive as that conducted by a specialist and is not intended to be. When an item or condition is identified as being outside the scope of the inspection, it will be noted the item has been deferred for further evaluation by an appropriately qualified specialist.

The purpose of this inspection is to identify observable significant material defects or adverse conditions that could result in serious injury to operators or spectators, interrupt activities requiring the use of the equipment, or lead to substantial financial cost to the owner. Essentially this inspection will evaluate conditions, systems or components to determine if they are functional or not functional. The age of the equipment will be considered, allowing for predictable wear or deterioration that will occur over time. Therefore, unless they represent a significant safety hazard, the focus will tend to overlook relatively insignificant cosmetic and predictable minor wear items.

American Athletix conducts inspections in accordance with generally accepted practices and standards in the seating industry. Those standards and guidelines include the U.S. Consumer Product Safety Commission (CPSC) *Guidelines for Retrofitting Bleachers*, and the International Code Council (ICC) *Standard for Bleachers, Folding and Telescopic Seating, and Grandstands (ICC300-2023)*, as well as other national and local building codes as applicable. Neither American Athletix, nor its representatives have the authority to interpret or apply codes. The owner remains responsible for compliance with any applicable codes. Consult your local building authority for code requirements in your jurisdiction. Inspections by American Athletix are not intended to be a substitute for the certification of a licensed structural engineer.

NOTE: ONLY THE BLEACHER SEATING SYSTEM IS PART OF THIS INSPECTION. PRESS BOXES AND RELATED STRUCTURES, STAIRS, PERIMETER FENCING, LIGHTING, ELECTRICAL, STORAGE AREAS, SIDEWALKS AND OTHER FACILITY FEATURES ARE NOT A PART OF THIS INSPECTION.

Section 2 of this report will have a quick-reference summary of the condition of the bleacher components and outline a recommended action required to address an area of concern. Condition is indicated by the following:



OKAY – PROPER CONDITION - The bleacher component is in satisfactory condition. This indicates that no repair or replacement is needed at this time. Bleacher inspections are a snapshot of the condition of your bleachers at a particular time, and condition may change based upon age and usage.



MAINTENANCE NEEDED - Preventative maintenance, repair or adjustment is necessary for the continued and reliable function of the bleachers. Failure to have this component maintained may result in an operational failure or safety hazard to spectators.



DAMAGED - Significant damage has occurred to the bleacher component or assembly. In most cases, this indicates the component is missing or needs replacement. This can represent a clear and direct hazard to bleacher operation or spectator safety.



N/A - Not applicable to your bleachers. An upgrade may be necessary.



Indicates a significant safety hazard, impediment, or imminent danger.

Section 2 – Report of Condition

System Information: Hazel Park High School Football - Home

Client:	Hazel Park Schools	**Contact**:	Greg Richardson
Facility:	High School Football Stadium	**Address**:	23400 Hughes Hazel Park, MI 48030
Inspection Date:	04/14/2026	**Inspected By:**	Jourden Sharps
Last Inspection:	unknown	**Next Inspection Due:**	04/14/2027
Seating Type:	Aluminum	**Frame:**	Steel I-Beam Frame
Number of Rows:	15 Rows	**Length:**	317 Feet 8 Inches
Spectators:	2,943		



System Assessment: Hazel Park High School Football - Home

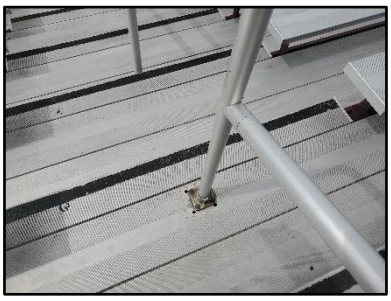
Structure Item		Condition	Recommendation
Design Safety		Generally Compliant Design	No Action Needed
Seat, Foot & Riser Planks		OK	No Action Needed
Clip Sets		Loose & Missing	Repair Loose/Missing Clip Sets
Seat & Foot Supports		Service	Periodic Tightening Required
Plank Splices		Damaged	Repair Misaligned Splices
Aisles & Walkways		Service	Periodic Tightening Required
Hand Rails		Loose Handrail	Repair Loose Rail Components
Structural Framework		Service	Periodic Tightening Required
Foundation & Anchors		OK	No Action Needed
Entry Steps & Ramps		Service	Periodic Tightening Required
Safety Rails		Service	Periodic Tightening Required
ADA Provisions		N/A	N/A



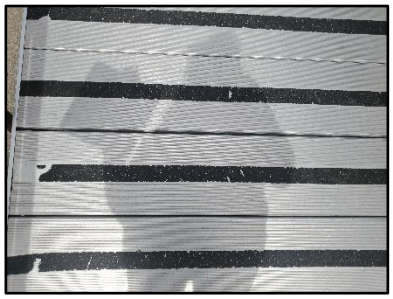
Missing clip sets.



Damaged seat support.



Loose mid aisle handrail.



Worn aisle treads.



Loose/misaligned plank splice.



Proper guardrail gap closure.



End cap.



Fence tie.



Steel I-beam frame design.

Section 3 – Report of Condition

System Information: Hazel Park High School Football - Visitor

Client:	Hazel Park Schools	**Contact**:	Greg Richardson
Facility:	High School Football Stadium	**Address**:	23400 Hughes Hazel Park, MI 48030
Inspection Date:	04/14/2026	**Inspected By:**	Jourden Sharps
Last Inspection:	unknown	**Next Inspection Due:**	04/14/2027
Seating Type:	Aluminum	**Frame:**	Galvanized Steel I-Beam Frame
Number of Rows:	15 Rows High	**Length:**	100 Feet 10 Inches
Spectators:	915		



System Assessment: Hazel Park High School Football - Visitor

Structure Item		Condition	Recommendation
Design Safety		Generally Compliant Design	Add Components to Improve Safety
Seat, Foot & Riser Planks		Loose Planks	Repair Loose Planks
Clip Sets		Loose & Missing	Repair Loose/Missing Clip Sets
Seat & Foot Supports		OK	No Action Needed
Plank Splices		Service	Repair Misaligned Splices
Aisles & Walkways		Service	Periodic Tightening Required
Hand Rails		No Hand Rails Provided	Consider Safety Upgrade
Structural Framework		Service	Periodic Tightening Required
Foundation & Anchors		OK	No Action Needed
Entry Steps & Ramps		Service	Periodic Tightening Required
Safety Rails		Service	Periodic Tightening Required
ADA Provisions		N/A	N/A

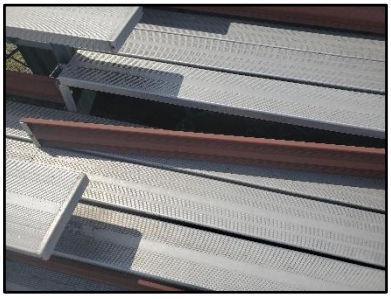
Bleacher Inspection Photo Highlights: Hazel Park High School Football - Visitor



Missing mid aisle handrails.



Loose/misaligned clip sets.



Loose stair riser plank.



End cap.



Entry steps.



Seat support.



Cross brace.



Concrete pier & anchors.

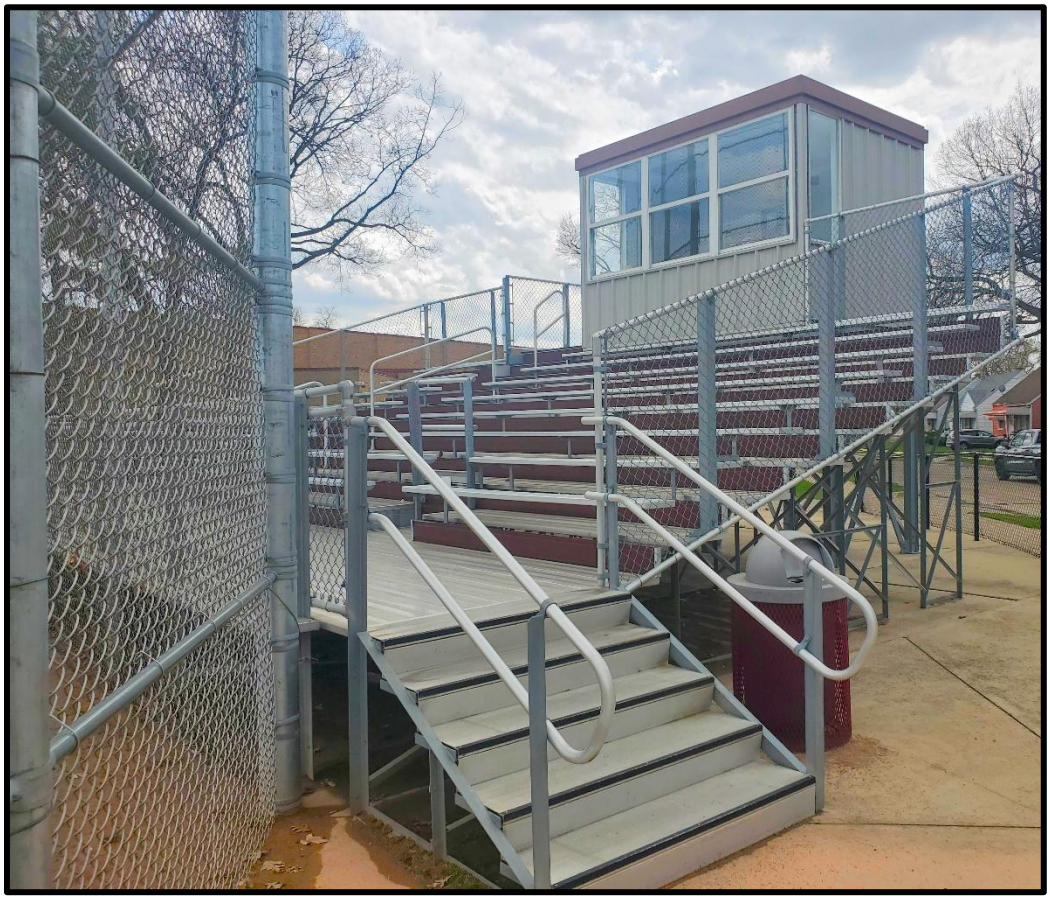


Galvanized I-beam frame design.

Section 4 – Report of Condition

System Information: Hazel Park High School Baseball

Client:	Hazel Park Schools	**Contact**:	Greg Richardson
Facility:	High School Baseball Field	**Address**:	23400 Hughes Hazel Park, MI 48030
Inspection Date:	04/14/2026	**Inspected By:**	Jourden Sharps
Last Inspection:	unknown	**Next Inspection Due:**	04/14/2027
Seating Type:	Aluminum	**Frame:**	Galvanized Angle Frame
Number of Rows:	8 Rows High	**Length:**	33 Feet
Spectators:	150		



System Assessment: Hazel Park High School Baseball

Structure Item		Condition	Recommendation
Design Safety		Generally Compliant Design	No Action Needed
Seat, Foot & Riser Planks		OK	No Action Needed
Clip Sets		Service	Tighten Loose Tie-down Clips
Seat & Foot Supports		OK	No Action Needed
Plank Splices		Service	Repair Misaligned Splices
Aisles & Walkways		Service	Periodic Tightening Required
Hand Rails		Service	Periodic Tightening Required
Structural Framework		Service	Periodic Tightening Required
Foundation & Anchors		OK	No Action Needed
Entry Steps & Ramps		Service	Periodic Tightening Required
Safety Rails		Service	Periodic Tightening Required
ADA Provisions		OK	No Action Needed

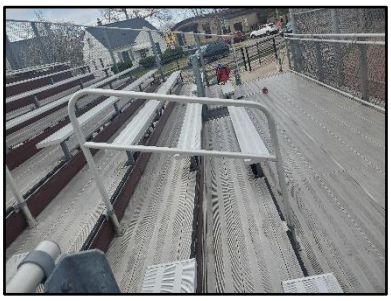
Bleacher Inspection Photo Highlights: Hazel Park High School Baseball



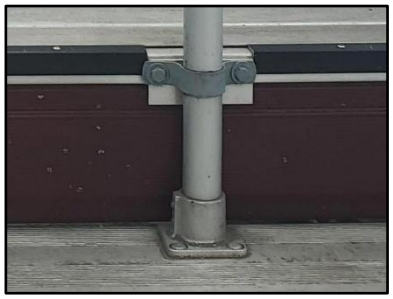
End cap.



Clip sets.



Mid aisle handrail.



Handrail anchor attachment.



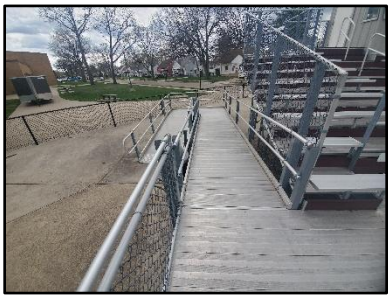
Wheelchair space.



Proper guardrail gap closure.



Fence ties.



Entry ramp.



Concrete ground anchor.

Section 5 – Report of Condition

System Information: Hazel Park High School Softball - 5 row w/rails

Client:	Hazel Park Schools	**Contact**:	Greg Richardson
Facility:	High School Softball Field	**Address**:	23400 Hughes Hazel Park, MI 48030
Inspection Date:	04/14/2026	**Inspected By:**	Jourden Sharps
Last Inspection:	unknown	**Next Inspection Due:**	04/14/2027
Seating Type:	Aluminum	**Frame:**	Aluminum Angle Frame
Number of Rows:	5 Rows High	**Length:**	30 Feet
Spectators:	87		



System Assessment: Hazel Park High School Softball - 5 row w/rails

Structure Item		Condition	Recommendation
Design Safety		Generally Compliant Design	No Action Needed
Seat, Foot & Riser Planks		OK	No Action Needed
Clip Sets		Service	Tighten Loose Tie-down Clips
Seat & Foot Supports		OK	No Action Needed
Plank Splices		Service	Repair Misaligned Splices
Aisles & Walkways		Service	Periodic Tightening Required
Hand Rails		Service	Periodic Tightening Required
Structural Framework		Service	Periodic Tightening Required
Foundation & Anchors		OK	No Action Needed
Entry Steps & Ramps		Service	Periodic Tightening Required
Safety Rails		Service	Periodic Tightening Required
ADA Provisions		OK	No Action Needed

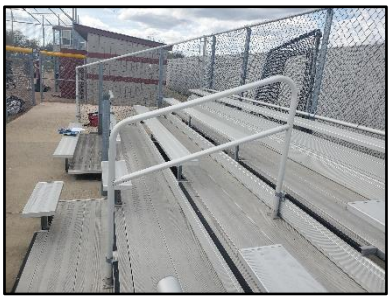
Bleacher Inspection Photo Highlights: Hazel Park High School Softball - 5 row w/rails



End cap.



Clip sets.



Mid aisle handrail.



Handrail anchor attachment.



Wheelchair space.



Proper guardrail gap closure.



Fence ties.



Guardrail fencing.



Cross brace.

Section 6 – Report of Condition

System Information: Hazel Park High School Softball - 5 row no rails

Client:	Hazel Park Schools	**Contact**:	Greg Richardson
Facility:	High School Softball Field	**Address**:	23400 Hughes Hazel Park, MI 48030
Inspection Date:	04/14/2026	**Inspected By:**	Jourden Sharps
Last Inspection:	unknown	**Next Inspection Due:**	04/14/2027
Seating Type:	Aluminum	**Frame:**	Galvanized Angle Frame
Number of Rows:	5 Rows High	**Length:**	21 Feet
Spectators:	70		



System Assessment: Hazel Park High School Softball - 5 row no rails

Structure Item		Condition	Recommendation
Design Safety		Not Compliant with Current Standards	Replace Seating System
Seat, Foot & Riser Planks		Damaged/Missing End Caps	Repair Loose End Caps
Clip Sets		Service	Tighten Loose Tie-down Clips
Seat & Foot Supports		OK	No Action Needed
Plank Splices		N/A	N/A
Aisles & Walkways		N/A	N/A
Hand Rails		N/A	N/A
Structural Framework		Damaged	Replace Damaged Components
Foundation & Anchors		Not Properly Anchored	Missing Ground Sills
Entry Steps & Ramps		N/A	N/A
Safety Rails		No Safety Rails Provided	Consider Safety Upgrade
ADA Provisions		N/A	N/A

Bleacher Inspection Photo Highlights: Hazel Park High School Softball - 5 row no rails



Missing side/rear guardrail fencing.



Gaps between planks exceed 4” standard.



Loose/damaged end cap.



Misaligned/bent frame member.



Missing ground sill.



Clip sets.

Important note: Please review ICC 300-2017 Standard for Bleachers, Folding and Telescopic Seating, and Grandstands. The Softball 5 row bleacher with no guardrails do not meet today's codes. The gaps between seat, foot, and skirt boards are too big and the gaps in the end guardrails. 311.1 and 408.1

We recommend that your bleachers are updated to bleachers that meet today's codes. Local building officials should be able to help identify the codes that apply to you.

Section 7 – Bleacher Inspection Summary

All aluminum bleacher structures loosen and move over time. Two conditions cause this on-going loosening: (1) temperature and (2) vibration. As the temperature goes from warm to cold and back again, the aluminum naturally expands and contracts accordingly. This movement causes attachment hardware to loosen, splice bars to migrate and general misalignment of planks and components. Vibration can result from wind, but the most prominent source is spectators. As fans use the bleachers, they walk, jump, stomp and generally move about in great repetition. This causes decks, steps and planks to flex and move under the load, resulting in still more movement of components. All this movement means things will continually loosen and require periodic repair and maintenance to remain stable and safe.

Keep in mind the defects identified during the inspection were a snapshot of the bleachers on the day of the walk-through. Progression of wear and tear, further damage from weather exposure, as well as unexpected failures of generally aging components can dramatically change the condition and safety of the bleachers at any time. It is strongly recommended by American Athletix, and reinforced by CPSC guidelines and others, that the bleachers are inspected and maintained routinely by qualified personnel. We also encourage you to regularly walk the bleachers in your district, inspect them with a critical eye, and correct problems when discovered. *Please consult with your local building official for a full determination of applicable codes and compliance requirements.*

Section 8 – Bleacher Service/Repair Proposal

Quotation
May 1, 2026
Quote Valid for 30 Days

Hazel Park Schools

Recommendations:

FBS Home Side : General Service / PM
FBS Visitor Side : General Service / PM
Baseball : General Service / PM
Softball With Safety Rails : General Service / PM
Softball Without Safety Rails : Replacement Needed For Safety Compliance - No Quote

Football Stadium / Baseball / Softball - Scope of Work:

- Repair or replace loose or damaged aluminum plank end caps throughout.
- Realign and secure loose seam splice plates.
- Tighten and secure side, back and front safety rails and hardware as needed.
- Tighten and secure mid-aisle hand rails and related rail mounts hardware.
- Secure loose seat supports and attachment hardware.
- Secure loose seat planks and attachment hardware.
- Secure loose foot planks and attachment hardware.
- Secure loose riser planks and attachment hardware.
- Repair and replace damaged and missing clip sets and fasteners throughout.

Note: To be cost efficient, this project is bundled with district-wide service to keep travel expense to a minimum. Additional costs will be required if done separately.

Outdoor Project Total: $18,215.50

IMPORTANT NOTE: Additional items are available which may be required to meet ICC, IBC, BOCA, NFPA, SBC, UBC or other applicable safety codes; such as aisles, guardrails, anchors, ground sills, double foot plank, risers, ADA accessibility, etc. Drawings stamped by an engineer are not included unless noted above. Please refer to included features above and consult with local code officials to determine any registered professional additional features which may be desired or required. The features described above represents the interpretation of National Building & Safety Codes by Athletix Holdings LLC/American Athletix. The owner remains responsible for compliance with local codes, official interpretation and application rests solely with local authorities.
Athletix Holdings LLC/American Athletix and its representatives cannot assume liability for code compliance and presents information as unofficial guidelines only.
This quotation is valid for 30 days from the date above.

Summary of Quotations for Hazel Park Schools

Please initial the appropriate box below indicating your approval for the work to be completed.

		Accept Work	Decline Work
OD Bleacher Repair:	$ 18,215.50		

Note: To be cost efficient, these projects are bundled to keep travel expense to a minimum. Additional travel cost will be required if scheduled separately.

Customer acknowledges that he/she has read, understands, accepts, and agrees to be bound by the Terms and Conditions attached.

Proposal by: American Athletix, LLC

Accepted by: _____ Date: _____

Signature: _____

Purchase Order: _____

Section 9 – Outdoor Bleacher Glossary

Design Safety



Newer bleachers—those installed generally since 2000—are designed to prevent children and adults from falling through the bleachers to the ground below. This was done by limiting the openings between the seats and foot planks, as well as enclosing the sides and backs of the structures with fencing. *Specifically, the U.S. Consumer Product Safety Commission suggests in its* <u>*Guidelines for Retrofitting Bleachers*</u> *that "any opening between the components in the seating, such as between the footboard, seat board, and riser, should prevent passage of a 4-inch sphere where the footboard is 30 inches or more above the ground and where the opening would permit a fall of 30 inches or more."* Most national building codes have similar standards for limiting unsafe gaps in bleachers.

Older bleachers typically have large gaps between seats and decks which represent a potential fall-hazard for spectators, especially small children. Additionally, older bleachers often do not have sufficient side and back rail protection. Where large openings exist and rail protection is missing, the bleachers can be upgraded with additional safety equipment to bring them in line with current safety guidelines.

Seat, Foot & Riser Planks



All aluminum seats, foot and riser planks, as well as end caps were checked for cracks, breaks, or other damage. Damaged planks can be dangerously sharp if the metal is torn. Additionally, damaged planks can cause trips and falls due to uneven walking surfaces. Missing end caps expose unfinished and possibly sharp edges that can cut skin and clothing. Wood planks are unreliable and do not last as long as aluminum planks.

Clip Sets



Clip sets consist of an aluminum clip and a galvanized bolt and nut. They are the key hardware that attaches the aluminum planks (seats, foot, riser, etc.) to the understructure frame. The clip is designed to fit into the channel on the underside of the plank, with the bolt extending through the clip and into a corresponding hole in the frame.

This essentially clamps the plank securely to the frame without any fastener visible on the outside of the plank. With the constant movement of spectators, and with the changes in temperature, clip sets can loosen, shift and even fall off over time. Clip sets need to be secure at all times to ensure the planks remain stable and in proper alignment. The clip sets should be tightened periodically to prevent the planks from loosening or coming undone.

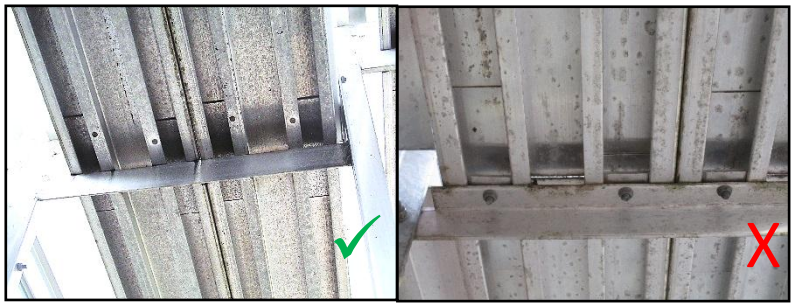
Seat & Foot Supports

Seat and deck supports should be tightened periodically as part of a regularly scheduled maintenance program. Over time, seat supports can loosen and also become fatigued from use and need additional reinforcement in order to properly support the seat planks.



Plank Splices & Seam Covers

Plank splices provide rigid connection between seam ends and ensure planks remain aligned with adjacent surfaces. As the aluminum expands and contracts with temperature changes, splices gradually shift out of position, breaking rivets and creating gaps. Where adjacent surfaces are not uniform or gaps are present, seam covers are sometimes utilized to provide a transition which minimizes trip hazards and unsafe openings.



Aisles & Walkways

Aisles and walkways provide horizontal and vertical access to the seating areas, as well as safe egress. Vertical aisles should be wide enough to facilitate two-way traffic and safe egress in an emergency. Front walkways should be wide enough to accommodate traffic flow relative to the seating capacity, with sufficient exits.



Mid-aisle Hand Rails

Mid-aisle hand rails assist spectators ascending and descending the vertical aisle, providing stability and safety. Mid-rail fittings and rail holders loosen over time and must be checked and tightened periodically as part of an annual and ongoing preventative maintenance program.



The International Code Council states in its Standards for Bleachers, Folding and Telescopic Seating and Grandstands that "Where seats are located on both sides of an aisle stair, a minimum of one mid-aisle handrail shall be provided."

Structural Framework

Frame members, frame fasteners and cross braces are inspected to identify loose, detached or missing components. With use, these frame attachments will loosen and compromise the structural integrity of the system. It is very important to periodically tighten framework components and make this a key focus of an on-going preventative maintenance program.



Foundation & Anchors

Concrete pillars, footings, pads, ground sills and other foundation materials are visually inspected for deterioration and damage. *(Note: soil stability testing is <u>not</u> part of this inspection.)* Smaller bleacher structures must be anchored to the ground as well, as they are particularly vulnerable to live loads—spectators unevenly concentrated on the top row for example and wind loads—and strong winds during extreme weather, both of which could cause units to overturn if not properly anchored to the ground.



Entry Steps & Ramps

All front entry steps & ramps must be secure and free of obstructions to ensure safe traffic flow and easy egress in an emergency. All entry steps and ramps should be properly affixed to the bleacher structure.

The National Fire Protection Agency states in NFPA 102, <u>Standard for Grandstands, Folding and Telescopic Seating, Tents and Membrane</u> that "It is essential that assembly occupancies have the egress capacity to accommodate the number of people likely to occupy the space and that they be properly located, easily accessible, and well maintained."



Safety Rails

Safety rails are barriers that surround and enclose the elevated seating surfaces of the bleachers, preventing falls and injuries. Rails should protect all open ends, including the backs and sides of the structures. Most code-compliant guard rails today feature chain-link fence fabric supported by steel or aluminum support frames to fully protect spectators.



All bleacher seating more than 30 inches above grade shall be equipped with protective safety rails. Furthermore, the rail system must be designed to keep any opening small enough to prevent the passage of a 4-inch sphere. Safety rail height shall be at least 42 inches above the leading edge of the footboard, seat board, or aisle, per U.S. Consumer Product Safety Commission standards.

ADA Provisions

ADA provisions generally should include handicap accessible ramps and handicap seating areas within the bleacher units.



According to the 2010 ADA Standards for Accessible Design, "Designated wheelchair areas shall be an integral part of any fixed seating plan and shall be provided so as to provide people with physical disabilities a choice of admission prices and lines of sight comparable to those for members of the general public. They shall adjoin an accessible route that also serves as a means of egress in case of emergency. At least one companion fixed seat shall be provided next to each wheelchair seating area. When the seating capacity exceeds 300, wheelchair spaces shall be provided in more than one location."

The Americans with Disabilities Act (ADA) also requires a 1:12 slope ramp for wheelchairs and scooters for public use. he minimum clear width of a ramp shall be 36 inches. Ramps shall have level landings at bottom and top of each ramp and each ramp run.

Section 10 – Terms & Conditions

TERMS AND CONDITIONS

1. AMERICAN'S TERMS AND CONDITIONS OF SALE. All orders are expressly conditioned on Customer's assent to Athletix Holdings LLC/American Athletix (American) then-current sales and credit terms. Customer waives any right to object to these terms and conditions. The customer's assent to these terms and conditions shall be evidenced by acceptance of any shipment. American's failure to object to terms contained in any communication from Customer shall not be deemed to be a waiver of these terms and conditions.

2. APPLICABLE TAXES. In addition to the purchase price paid for goods and services purchased from American, Customer shall also be responsible for and liable to pay all applicable taxes which American may be required to pay or collect under then existing law with respect to the sale, purchase, delivery, storage, processing, use, consumption, or transportation or any of the product that is the subject of this transaction. Customer agrees to pay all such taxes at the same time and upon the same payment terms as other amounts owed are paid to American.

3. TERMS OF PAYMENT. Terms are net thirty (30) days. A 1.5% monthly carrying charge will be added to all past due accounts, beginning the thirty-first (31st) day from the date of invoice. Please pay from invoice.

3a. TERMS OF PAYMENT. For materials only sales, terms are a 50% deposit to place the order and the balance plus freight due net (30) days upon delivery.

3b. TERMS OF PAYMENT. For service jobs with materials over $5,000, terms are a 50% material deposit to place the order and the balance of the contract upon completion of the job net (30) days.

4. SHIPMENT OF PRODUCT. Delivery terms are F.O.B American's business location in Muskegon Michigan. Customer shall assume all risk of loss or damage upon delivery by American to the carrier at the point of shipment. Shipping cost quotes are only estimates. The actual cost of shipment may vary. The customer agrees to pay all additional charges should such costs exceed any quoted estimate.

5. FORCE MAJEURE. American shall not be liable for any delay in performance or for non-performance, in whole or in part caused by the occurrence of any contingency beyond the control of American or American's suppliers, including but not limited to, war, sabotage, insurrection, riot or other act of civil disobedience, act of a public enemy, failure or delay in transportation, act of any government or agency thereof affecting the terms of this contract, judicial action, labor dispute, accident, fire, explosion, flood, storm or other Act of God, shortage of labor, fuel, raw materials, tools, dies or equipment or technical failure. Any such delays shall excuse American from performance, and American's time for performance shall be extended for the period of delays and for a reasonable time.

6. TERMINATION. American may cancel this contract in the event of Customer's breach. American may also cancel this contract on occurrence of any of the following: insolvency of Customer; filing by Customer of a voluntary petition of bankruptcy; filing of an involuntary petition to have Customer declared bankrupt; appointment of a receiver or trustee for Customer; execution by Customer of an assignment or composition arrangement for the benefit of creditors; filing of a voluntary or involuntary petition for corporate reorganization of Customer; or initiation by any party for any other proceeding involving Customer as debtor under the Bankruptcy Act, as amended. In the event of any cancellation under this paragraph, American without prejudice to any other rights available to it for breach of this contract shall have the right: (i) to refuse to perform additional services to Customer; and (ii) to recover from Customer the contract price of all services provided, goods delivered and for freight, storage, handling, and other expenses incurred by American.

7. LIMITED WARRANTY. American provides a limited one-year warranty on parts and products from the date of installation. American's liability is limited to the cost of repair or replacement of the defective parts or product.

8. LIMITATION OF DAMAGES. American's liability regarding the goods and services and/or this contract for any claims, costs, damages, losses, and expenses for which it is or may be legally liable, whether arising in negligence or other tort, contract, or otherwise, shall not exceed the price for set forth in the contract. In no event shall American be liable for direct, indirect, special, incidental, or consequential damages for breach of any of the provisions of this contract.

9. RETURN OF PRODUCT PURCHASED. Once Customer has accepted shipment of any product from American, the sale shall be deemed final. No product may be returned to American for credit without written consent of American.

10. LIMITATION OF REMEDIES/ACTION. Customer's exclusive remedies with respect to the goods and services shall be the repair of defective goods or, in the event the goods cannot be repaired, the refund of the purchase price or replacement of defective goods, whichever American so chooses at its sole option. No action can be brought by the Customer more than one year from the date of delivery of the goods to the Customer.

11. PREPARATION OF SITE. Customer agrees to have the site upon which the services will be performed to be free and clear of all natural or manmade obstacles, prior to the arrival of the American's work crew.

12. CHARGES. Customer shall pay all charges required under this contract upon demand. Customer agrees that mileage and time charges provided for in this Contract are minimum charges only and that no refund or reimbursement is due Customer in the event that fewer days and/or miles are used. There shall be no pro-rations of such charges.

13. ATTORNEY'S FEES. If American seeks to enforce any of the terms hereof due to Customer's breach, Customer shall pay American's reasonable attorney's fees and expenses.

14. LEGAL FEES. In the event an attorney is retained to enforce any provision of this Contract, the prevailing party in the dispute shall be entitled to recover reasonable attorney's fees and court costs in such action, or proceeding, in an amount to be determined by the court.

15. SEVERABILITY. The provisions of this Contract shall be severable so that the invalidity, unenforceability or waiver of any provision, or any part of a provision, shall not render invalid or unenforceable the remaining provisions.

16. GOVERNING LAW. Unless otherwise specifically agreed, this contract and any dispute thereunder shall be governed by the laws of the State of Michigan.

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, Ed.D.
Superintendent

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

To: Amy Wilcox, Superintendent
From: Kristy Cales, Director of Human Resources
Subject: Frontline Renewals
Date: May 18. 2026

Hazel Park Schools utilizes Frontline systems to support key Human Resources functions, including applicant tracking and employee evaluations. These systems streamline hiring processes, improve compliance, and support consistent evaluation practices across the district.

The district participates in the Oakland Schools ISD Consortium, which provides cost-effective access to Recruiting & Hiring (AppliTrack).

Administration is requesting approval to renew the following Frontline systems:

- Frontline AppliTrack (Applicant Tracking System): **$6,447.07**
- Frontline Employee Evaluation Management: **$10,854.81**

Total Cost: $17,301.88

Renewal of these systems ensures continuity in recruitment, hiring, and evaluation processes. AppliTrack supports efficient posting, applicant screening, and onboarding, while the Employee Evaluation Management system provides a structured platform for staff evaluations, documentation, and compliance with district and state expectations.

Strategic Goal Alignment -

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

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 Frontline Applitrack & Employee Evaluation Management at a cost of $17,301.88.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK PROMISE

04/20/2026

Attn: Hazel Park City School District

At Frontline Education, we remain committed to delivering value and growth for your district. We are building for your future and remain focused on:

- Delivering industry-leading solutions and technology for K-12
- Investing in research and innovation to enhance your experience
- 150+ new hires to strengthen the client success organization
- Driving an AI-powered transformation
- Backed by Roper Technologies for sustainable growth

Frontline Education Renewal Quote: Q-261022

Description	Start Date	End Date	Qty	Rate	Amount
Employee Evaluation Management with Danielson 2022 Rubric	9/02/2026	9/01/2027	1	$10,854.81	$10,854.81
Total					**$10,854.81**

Please confirm receipt of your quote

Any questions?
Please contact your dedicated Client Value Partner, Paul Naughton at pnaughton@frontlineed.com or check out our new Renewal FAQ Resource Center.

Exhibit A Frontline Customer Order Form
Q-230562

04/09/2026

550 E. Swedesford Road, Suite 360, Wayne, PA 19087

Customer:	Order Form Details:
Oakland Schools 2111 Pontiac Lake Road Waterford Michigan, 48328 United States	**Pricing Expiration:** 6/30/2026 **Quote Currency:** USD **Renewal Specialist:** Samantha Heins
Contact: ~~Anna Marie Hollander~~	**Startup Cost Billing Terms:** One-Time, Invoiced after signing
Title: ~~Procurement and Contracting Manager~~	**Subscription Billing Frequency:** Annual
Phone:	**Sale Type:** Renewal
Email: ~~annamarie.hollander~~@oakland.k12.mi.us	**Initial Term:** 7/01/2026 – 6/30/2027

Pricing Overview	Amount
Annual Recurring Fees	**$182,748.96**

Frontline Products	Subscription Start	Subscription End	Amount
Avondale School District Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$5,584.43
Berkley School District Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$6,274.83
Birmingham Public Schools Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$9,141.92
Bloomfield Hills School District Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$8,413.06
Brandon School District Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$4,472.24
Clarenceville School District Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$3,972.47
Clarkston Community School District Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$8,359.06
Clawson Public Schools Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$4,556.15
Farmington Public School District Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$10,078.75
Ferndale Public Schools Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$5,412.92

Hazel Park City School District			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$6,447.07
Holly Area School District			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$5,638.43
Huron Valley Schools			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$10,587.36
Lamphere Public Schools			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$5,239.94
Madison Public Schools (Oakland)			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$3,471.95
Novi Community School District			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$6,974.09
Oak Park City School District			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$5,412.92
Oakland Schools			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$7,237.59
Oxford Community Schools			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$6,274.83
Royal Oak Schools			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$6,274.83
School District of The City Of Pontiac			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$6,974.09
South Lyon Community Schools			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$7,764.59
Southfield Public School District			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$8,413.06
Walled Lake Consolidated Schools			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$11,095.23
Waterford School District			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$11,095.23
West Bloomfield School District			
Applicant Tracking, unlimited usage for internal employees	7/01/2026	6/30/2027	$7,581.92

550 E. Swedesford Road, Suite 360, Wayne, PA 19087

04/09/2026

Additional Order Form Information

Special Instructions and Additional Terms

This contract is subject to three (3)-year fixed term beginning Feb/March 2026 through June 2029; up to three (3) additional 1-year renewals through June 2032. Pricing remains fixed for the term.

Tax Information

Tax Exemption: Your order may be eligible for a tax exemption. Please ensure we have the most recent tax exemption form on file. Please send your completed exemption form to salestax@frontlineed.com. Otherwise, the appropriate tax will be applied at the time of invoicing.

PO Information

PO Status:

PO #:

Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment

550 E. Swedesford Road, Suite 360, Wayne, PA 19087

04/09/2026

Invoicing Schedule	Due Date	Amount	
Invoice: One Time	**Upon Signing**	**$0.00**	**+ applicable sales tax**
Invoice: Annual	**7/31/2026**	**$182,748.96**	**+ applicable sales tax**

Avondale School District

Applicant Tracking, unlimited usage for internal employees $5,584.43

Berkley School District

Applicant Tracking, unlimited usage for internal employees $6,274.83

Birmingham Public Schools

Applicant Tracking, unlimited usage for internal employees $9,141.92

Bloomfield Hills School District

Applicant Tracking, unlimited usage for internal employees $8,413.06

Brandon School District

Applicant Tracking, unlimited usage for internal employees $4,472.24

Clarenceville School District

Applicant Tracking, unlimited usage for internal employees $3,972.47

Clarkston Community School District

Applicant Tracking, unlimited usage for internal employees $8,359.06

Clawson Public Schools

Applicant Tracking, unlimited usage for internal employees	$4,556.15

Farmington Public School District

Applicant Tracking, unlimited usage for internal employees	$10,078.75

Ferndale Public Schools

Applicant Tracking, unlimited usage for internal employees	$5,412.92

Hazel Park City School District

Applicant Tracking, unlimited usage for internal employees	$6,447.07

Holly Area School District

Applicant Tracking, unlimited usage for internal employees	$5,638.43

Huron Valley Schools

Applicant Tracking, unlimited usage for internal employees	$10,587.36

Lamphere Public Schools

Applicant Tracking, unlimited usage for internal employees	$5,239.94

Madison Public Schools (Oakland)

Applicant Tracking, unlimited usage for internal employees	$3,471.95

Novi Community School District

Applicant Tracking, unlimited usage for internal employees	$6,974.09

Oak Park City School District

Applicant Tracking, unlimited usage for internal employees	$5,412.92

Oakland Schools

Applicant Tracking, unlimited usage for internal employees	$7,237.59

Oxford Community Schools

Applicant Tracking, unlimited usage for internal employees	$6,274.83

Royal Oak Schools

Applicant Tracking, unlimited usage for internal employees	$6,274.83

School District of The City Of Pontiac

Applicant Tracking, unlimited usage for internal employees	$6,974.09

South Lyon Community Schools

Applicant Tracking, unlimited usage for internal employees	$7,764.59

Southfield Public School District

Applicant Tracking, unlimited usage for internal employees	$8,413.06

Walled Lake Consolidated Schools

Applicant Tracking, unlimited usage for internal employees	$11,095.23

Waterford School District

Applicant Tracking, unlimited usage for internal employees	$11,095.23

West Bloomfield School District

Applicant Tracking, unlimited usage for internal employees	$7,581.92

550 E. Swedesford Road, Suite 360, Wayne, PA 19087

04/09/2026

MASTER SERVICES AGREEMENT

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 550 E. Swedesford Road, Suite 360, Wayne, PA 19087 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at https://www.frontlineeducation.com/master-services-agreement/ and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

Frontline Technologies Group LLC dba Frontline Education	**Oakland Schools**
Signature:	Signature:
Name:	Name:
Title:	Title:
Address: 550 E. Swedesford Road, Suite 360 Wayne, PA 19087	Address: 2111 Pontiac Lake Road Waterford, Michigan 48328
Email: billing@frontlineed.com	Email:
Effective Date:	

HAZEL PARK SCHOOLS
Today's Learners, Tomorrow's Leaders
Amy Wilcox, 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 Wilcox, Superintendent
Subject: Free Latchkey and Preschool Academy - HP Staff Members
Date: May 11, 2026

Recommendation
We are seeking approval from the Board of Education to offer free preschool and latchkey services to staff members who enroll their child or children in our school district at Webster, United Oaks, Hoover, or Webb. As a district, we are continually looking for ways to support our staff. A staff option for before and after-school child care, free of charge, is one way to accomplish this goal. This service is of great benefit to our staff. The chart below provides a summary of the usage numbers for the 2025-2026 school year.

Latchkey Program	Number of Staff Members	Number of Students
Webster Preschool Academy	14	15
Webster Before and After School Care	18	19
School Age Before and After School Care	21	29

Funding Source: N/A
Strategic Goal Alignment

Resources: The Hazel Park School District will maximize its resources to ensure 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.

Recommendation
That the Board of Education approve the request to provide free latchkey and preschool options for Hazel Park staff members during the 2026-2027 school year.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK PROMISE

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, Ed.D.
Superintendent

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www.hazelparkschools.org

To: Amy Wilcox, Superintendent
From: Dr. Stephanie Dulmage, Assistant Superintendent of Teaching and Learning
Subject: 2026 - 2027 Latchkey, 2-Year-Old, and Preschool Academy Fees
Date: 5/18/26

2026-2027 Latchkey and Preschool Academy Fees

Based on a review of revenues, expenditures, and comparable program rates from neighboring districts, it is recommended that the fee structure for the school-age latchkey program, preschool latchkey program, and preschool academy remain unchanged for the 2026–2027 school year, with the exception of adjustments to the rates for half-day and summer/school break sessions. The table below provides a comparison of Hazel Park's proposed fees alongside rates charged by surrounding districts. Because data were not available for all districts, the comparisons represent a sampling.

Elementary Aged Children **Registration:** 40.00 ○ Ferndale - $50 ○ Warren Con - $50 ○ Lakeview - $250 **Bi-Yearly Activities Fee:** 50.00	**Webster Latchkey** **Registration:** 40.00 **Bi-Yearly Activities Fee:** 40.00	**Webster 2-Year-Old and Preschool Academy**
Morning & Afternoon Sessions: ● $55/week, each child paid weekly ○ Lamphere - $90 Morning Sessions Only: ● $25/week, each child paid weekly ○ Ferndale - $35 ○ Warren Con - $25 ○ Lakeview - $25 ○ Lamphere - $40 Afternoon Sessions Only: ● $40/week, each child paid weekly ○ Ferndale - $65 ○ Warren Con - $35 ○ Lakeview - $45	Morning & Afternoon Session ● $70.00 per week/per child Morning Session Only: ● $30.00 per week/per child Afternoon Session Only: ● $45.00 per week/per child	$625.00/Month ● Ferndale - $900

○ Lamphere - $60 ½ Day Free Structure (Addition) ● Hazel Park - $15 ○ Ferndale - $32 ○ Warren Con - $15 ○ Lakeview - $15 Summer or School Break Fees ● 5 Full Days - $150 (Increase)		

Funding Source: Child Care Fund - DHHS Payments, Latchkey Fees, and Tuition

Strategic Goal Alignment

Resources: The Hazel Park School District will maximize its resources to ensure 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.

Recommendation
That the Board of Education approve the Latchkey, 2-Year Old, and Preschool Academy fee structure for the 2026-2027 school year.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK SCHOOLS

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www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr, Amy Wilcox, Superintendent
Subject: 2026 Food Service Bids
Date: May 18, 2026

The District conducted a competitive procurement process for food service operations in accordance with applicable federal procurement regulations and the requirements of the Michigan school nutrition program. The purpose of this contract is to provide food service management and/or meal service for the District's school nutrition program for the contract period noted below.

The procurement process included the issuance of bid specifications, receipt of digital proposals, evaluation of responsiveness and responsibility of bidders, and review of pricing. The bid calculator is attached. Michigan requires school food authorities using food service contracts to follow Child Nutrition procurement standards and food service contract requirements.

Bid Summary

Number of bids received: 3
Recommended Vendor: Chartwells

It is recommended that the Board of Education approve the award of the food service contract to:

Organization Name: Compass Group USA, Inc. by and through its Chartwells Division
Contract Term: 2026 - 2027 School Year + with four year extensions allowed

Total Cost per meal: $3.95 per student

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.

Recommendation
That the Board of Education approve the food service bid from Chartwells for the 2026-2027 school year, as presented at 3.95 per meal as approved by the Michigan Department of Education .

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Wilcox, Ed. D.
Superintendent

HAZEL PARK PROMISE

BID POINT CALCULATOR AND EVALUATION CRITERIA MATRIX
(to be completed by School Sponsor)

School District of the City of Hazel Park								
			Company Name					
Total Maximum Points is 100. Highest number of points wins the award.			Chartwells	Sodexo	The Nutrition Group			
Bid Calculation and Evaluation Criteria			Enter Bid Price lowest to highest					
		Enter Bid Price from lowest to highest >>>>>>>>>>>	3.95	4.42	4.74			
		Subtract lowest bid from bid above	0.00	0.47	0.79	-3.95	-3.95	-3.95
		Divide answer from above by lowest bid	0.00	0.12	0.20	-1.00	-1.00	-1.00
		Subtract answer above from 1	1.00	0.88	0.80	2.00	2.00	2.00
51		Multiply answer above by 51 or more	51.00	44.90	40.83	102.00	102.00	102.00
Points Assigned		**List Non-Price Criteria and Sub-criteria Below (points will total 100 when added to Bid Price Points)**	Enter Evaluation Points					
6		**Proposal Quality and Compliance**						
	3	Proposal is complete, clear and 200 pages or less	3.00	2.75	2.75			
	3	Organization, clarity and responsivenenss to RFP	3.00	2.50	1.75			
9		**References/Relationship Strength (minimum of 3 comparable districts)**						
	3	Demonstrates strong communication and responsiveness	3.00	2.75	2.50			
	3	Evidence of positive working relationships with district leadership	3.00	3.00	2.50			
	3	Staff, student, and parent satisfaction with food quality and taste	3.00	2.00	2.50			
6		**District-Specific Experience**						
	2	Experience with catering and/or vended meal services	2.00	1.50	1.00			
	2	Experience with kitchen/food service design for new construction or renovations	2.00	1.50	1.00			
	2	Experience with school programming (education, farmers market, food enrichment)	2.00	2.00	1.75			
6		**Plan to Increase Participation**						
	2	Plan to gather and use student/staff/parent feedback	2.00	2.00	2.00			
	2	Innovative and efficent service models	2.00	1.75	2.00			
	2	Creative strategies to increase breakfast and lunch participation	2.00	1.50	2.00			
4		**Marketing and School Culture Alignment**						
	2	Recognition of holidays, school events and cultural celebrations	2.00	1.50	0.75			
	2	Use of promotions (taste tests, theme days, student engagement)	2.00	2.00	1.75			
6		**Operations and Facility Planning**						
	3	Equipment recommendations (new, replacement or optimization)	2.00	1.50	1.00			
	3	Facility layout/design aligned to menu and student population	2.75	1.50	1.75			
4		**Nutrition and Student Wellness**						
	2	Nutrition education materials promoting healthy choices	2.00	2.00	1.75			
	2	Menu variety, including healthy alternatives	2.00	2.00	2.00			
5		**Employee Training and Development**						
	2	Food safety and sanitation training	2.00	2.00	1.75			
	3	Work place safety training	3.00	3.00	2.75			
3		**Management Support and Accessibility**						
	3	Ease and ability to travel to district upon request (i.e., lives within 50 miles of the district)	2.75	2.25	2.25			
100		**TOTAL**	**98.50**	**85.90**	**78.33**	**102.00**	**102.00**	**102.00**

SUMMARY OF CONTRACT TERMS
School Year 2026-2027

MDE has reviewed and approved the Food Service Management Company contract for School Year 2026-2027. The sponsor may proceed with this item at the next Board meeting for approval. If the Board makes any changes to the contract, MDE must give approval before the sponsor may sign the contract with any revisions.

Once the contract is fully executed, it is the sponsor's responsibility to send a copy of the final, fully executed contract to MDE **and** the awarded company for the record.

Date Contract Approved: **5/7/26** **MDE Reviewer:** *Tammy Saul*

NOTE: During the life of the contract, all revisions or additions to the original contract terms requires an approved amendment or addendum. Submit these to MDE-FSMC-Vended@Michigan.gov for review/approval prior to execution.

Sponsor Name	Agreement Number
School District of the City of Hazel Park	63130
Company Chosen for Award	**Total Estimated Cost per Bid Sheet**
Chartwells	$ 1,980,950.39

Contract Type		Bid Bond	Renewal Increase
FSMC Cost Reimbursable	FSMC Fixed Price	Required (yes/no)	Percentage Rate per Contract
X		Yes	3%

Programs Sponsor Participates		If not, future? (yes/no)	Plan Awarded
CACFP	X	-	n/a
SFSP	X	-	
FFVP	X	-	

Vended Contracts/Agreements (list of programs/sites that receive vended meals)

n/a

Guaranteed Return			Advance Payment		
Yes or No	Yes	Amount $ 150,000.00	With or Without	Without	Amount

FEES	Cost Per Year	Cost per Month		Cost per Meal/ Meal Equivalent
		for 10 Months	for 12 Months	
FSMC Administrative Fee	$ 81,890.00	$ 8,189.00		
FSMC Management Fee	$ 25,087.10			$ 0.05

Notes:

Attestation Sheet

FSMC Cost Reimbursable RFP
School Year 2026-2027
Attestation Sheet

By submission of this bid, the Food Service Management Company (FSMC) acknowledges that it has carefully examined all terms and conditions set forth in the FSMC Cost Reimbursable Request for Proposal/Contract Solicitation issued by the **School District of the City of Hazel Park** (School Food Authority) on **April 14, 2026**. The FSMC acknowledges that it has examined, verified, and fully understands all conditions under which services are to be performed for the School Food Authority. No claims for additional compensation will be considered, and no contractual amendments will be made due to the successful bidder's failure to be informed.

The FSMC acknowledges that the School Food Authority reserves the right to reject any bid(s) when it is in the recipient's interest to do so. The contract shall be awarded to the bidder whose bid or offer is responsive to the solicitation and is most advantageous to the recipient.

Negligence in the preparation or presentation of any bid, in addition to any errors or omissions, shall not relieve the FSMC from fulfillment of the obligations and requirements of the proposed contract. Once a contract is signed and executed, the FSMC shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent, or employee of the School Food Authority, or any other person.

By submitting a bid, the FSMC agrees to execute a contract with the School Food Authority and to perform services in accordance with the finalized contract documents.

Name of FSMC
Compass Group USA, Inc. by and through its Chartwells Division
Signature of FSMC Representative
A L Shaffer
Printed Name of Representative, Title
Amy Shaffer CEO, Chartwells K12
Date
4/20/2026

GENERAL PROCEDURAL TERMS AND CONDITIONS

A. INTENT

This solicitation is for the purpose of entering into a contract for the operation of a food service program for **School District of the City of Hazel Park**, herein after referred to as the SFA. The bidder or Food Service Management Company will be referred to as the FSMC, and the contract will be between the FSMC and the SFA.

B. PROCUREMENT METHOD

The contract awarded will be a cost reimbursable contract.

The bid must be submitted in two parts: a bid price per meal/meal equivalent and a written and/or oral presentation. The bid price per meal/meal equivalent may be weighted more than 50% of the evaluation criteria while the written and/or presentation must be weighted less than 50%. This breakdown will be identified on the Bid Point Calculator and Evaluation Criteria Matrix. Bidders are required to provide a breakdown of food and non-food costs, management and administrative fees, and advance payments as shown on the Bid Sheet. Bids that do not provide this information will be deemed non-responsive and rejected.

The SFA may award the contract to the bidder which it believes, in its sole discretion, to best meet the SFA's needs. Alternatively, the SFA may reject all bids. An award may be made to other than the bidder with the lowest bid price per meal/meal equivalent.

C. BID PACKET RELEASE AND PRE-BID MEETING INFORMATION

1. A copy of the RFP will be available via email at amy.wilcox@myhpd.org by April 14, 2026.
2. The **mandatory** pre-bid meeting will be held at **1:00 p.m. on April 16, 2026, at the Ford Administrative Center, 1620 East Elza, Hazel Park, MI 48030**.
3. **Final questions** from bidders shall be submitted to the SFA at amy.wilcox@myhysd.org by **April 21, 2026**, and will be addressed by the SFA by **April 24, 2026**.

D. BID SUBMISSION AND AWARD

1. Bid proposals are to be submitted **electronically via email** to amy.wilcox@myhpd.org by **12:00 p.m. on May 4, 2026**.

   Any electronic bid received after the exact time specified for receipt will not be considered or opened publicly.

   The SFA is required to submit an electronic version of the full proposal from its selected bidder to MDE during the contract approval process. Electronic proposals from other responsive bidders shall be made available to MDE upon request.
2. Submission of a hard copy and/or USB flash drive of the bid proposal is **not** required.
3. There will be a public bid opening held at 12:15 p.m. on May 4, 2026, at 1620 East Elza, Hazel Park, MI 48030.
4. The SFA reserves the right to exercise its discretion to reject any or all bids.
5. To be considered, each bidder must submit a complete response to this solicitation using the forms provided. If accepted, this RFP will become the contract, and one copy of the contract will be forwarded to the successful bidder with the award notice. No changes in the specifications or general conditions will be allowed, except through an official addendum approved by the SFA and MDE.

6. Awards, if any, shall be made to a qualified and responsible bidder whose bid is responsive to this solicitation. A responsible bidder is one whose financial, technical, and other resources indicate an ability to perform the services required by this solicitation.
7. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and he/she cannot secure relief of the plea of error.

E. INCURRED COSTS

The SFA is not liable for any cost incurred by the bidder prior to the signing of a contract by all parties.

F. BONDING REQUIREMENT

In accordance with USDA FNS policy memo SP 35-2016, bonding requirements under 2 CFR 200.326 do not apply to the procurement of meal services in the National School Lunch Program (NSLP) or the Child and Adult Care Food Program (CACFP). While not required for NSLP or CACFP, bonding requirements may still be implemented and are considered a measure of protection for the Sponsor due to the scope of services provided under the contract. Bonding requirements may continue to be established to ensure the federal interest of the program is protected and so long as it does not create a barrier to free and open competition.

There is a bonding requirement for this procurement. With its bid, the bidder shall submit a bid guarantee in the amount of five percent (5%) of the total bid price, which shall be in the form of a firm commitment such as a bid bond, postal money order, certified check, cashier's check, or irrevocable letter of credit. Bid guarantees other than bid bonds will be returned (a) to unsuccessful bidders as soon as practicable after the opening of bids, and (b) to the successful bidder upon execution of such further contractual documents (i.e., insurance coverage) and bonds as may be required by the bid. [2 CFR 200.326]

G. ADVANCE PAYMENT REQUIREMENT (Cost Reimbursable contract only)

The SFA requests the submission of bids include **without** an advance payment requirement. The applicable bid sheet(s) are included in the *Information Section*.

The proposed advance payment amount and date due shall be specified by the FSMC on the bid sheet. The advance payment shall be paid to the FSMC annually on or before the date specified on the bid sheet and each year thereafter upon renewal, if applicable. The FSMC shall return each year's advance payment to the SFA on or before June 30 or the parties may mutually agree to roll the advance payment over to the next renewal year, if applicable. The amount of the advance payment shall remain unchanged during each renewal term. **Proposals with advance payment amounts of $0 will be rendered non-responsive and will not be considered for award.**

H. CONTRACT TERMS

1. This contract shall be for an initial term of one year effective on July 1, **2026,** or upon written approval of the contract by the MDE, whichever occurs last, and ending June 30, **2027,** with up to four (4) one-year renewals, with mutual agreement between the SFA and the FSMC. [7 CFR 210.16 (d)]

   In no event shall the contract be effective without the prior approval by MDE. Per 7 CFR 250.53 (a)(12), contract extensions or renewals are contingent upon the fulfillment of all contract provisions relating to USDA Foods.

2. Before any fee increases can be implemented as part of a contract renewal agreement, the FSMC shall document to the SFA, through a written financial analysis, the need for such increases. Renegotiation of management and administrative fees in subsequent years of the contract must not exceed the *Consumer Price Index for Urban Consumers – Food Away from Home for the Midwest Region* annualized rate for December of the current school year, or a flat percentage rate of **3%**, whichever is less.
3. This solicitation/contract, the RFP proposal of the successful bidder, attachments, and mutually negotiated and MDE-approved amendments, modifications, and addenda constitute the entire agreement between the SFA and FSMC. Aside from the adjustments and amendments referenced in Section G (2), supra, additional documents and/or agreements, including non-negotiated provisions developed by the contractor, cannot become part of the executed contract. Any additional documents resulting in a substantial change to the contract awarded by the SFA will not be executed by the SFA without prior MDE approval. No other food service management contracts will be signed by the SFA.
4. All state agency-mandated changes to the terms of this contract or any amendment will be incorporated therein before the SFA executes any agreement between it and the FSMC.

I. GIFTS FROM FSMC

The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under state or federal law, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards. [2 CFR 200.318 (c)(1)]

J. FOOD SERVICE MANAGEMENT EMPLOYEES

The SFA requests bids be submitted on the following managerial/salaried employee option(s) not to be shared with another district: a full-time food service director, full-time food service supervisor (hourly), full-time production supervisor, and full-time administrative assistant.

The SFA reserves the right to interview and approve the on-site food service director. The FSMC will provide a Certified Food Manager per regulations established by the Michigan Department of Agriculture (MDA) effective June 30, 2009.

K. FOOD SERVICE HOURLY EMPLOYEES

The current food service hourly employees will remain employees of the FSMC.

L. PROFESSIONAL STANDARDS

The final rule, "Professional Standards for State and Local School Nutrition Programs Personnel as required by the Healthy, Hunger-Free Kids Act of 2010," became effective July 1, 2015. Professional Standards resources can be located on the USDA website at USDA, School Meals, Professional Standards.

The SFA and FSMC must adhere to the hiring, training, and oversight standards set forth in the final rule, as well as any subsequent USDA or MDE guidance, policies, or procedures in relation to the final rule. (See USDA memo SP 05-2020: Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel | USDA-FNS)

The SFA may delegate to the FSMC the responsibility to coordinate, provide, and conduct training in accordance with the final rule. Training responsibility will be identified on the *Responsibility Details* tab of the *Information Section*. The FSMC must annually provide documentation to the SFA showing compliance with the required training hours and topics completed by food service personnel.

The SFA shall maintain oversight and responsibility for planning, administering, implementing, monitoring, and evaluating the school meal programs. In addition, the contract overseer must meet the same professional standards requirements, including hiring and annual training requirements, as the FSMC food service director. Go to this link for further information: Food Service Management Company (FSMC) Contract Overseer Professional Standards Requirements.

M. MEAL AND MEAL EQUIVALENTS

For making the meal count computation, the number of lunches, breakfasts, snacks, and suppers will be based on a projection. The number of lunches served will be determined by 1 lunch = 1 meal equivalent. The number of suppers served will be determined by 1 supper = 1 meal equivalent. The number of breakfasts will be determined by 2 breakfasts = 1 meal equivalent. The number of snacks will be determined by 3 snacks = 1 meal equivalent. The FSMC and SFA shall determine a la carte meal equivalents by dividing a projected net a la carte and catering revenue by the sum of the federal free lunch reimbursement plus the value of USDA Foods. This equivalent factor will be adjusted annually by taking the sum of the federal free lunch reimbursement plus the value of USDA Foods. The revenue shall include catering sales, adult meals, and a la carte sales to students and adults **less sales tax**. If applicable, revenue from vending machine sales will be included as part of the a la carte revenue.

N. FEES AND ALLOWABLE DIRECT COSTS (Cost Reimbursable contract only)

The following definition is provided to clarify costs included in the administrative fee: centralized company administrative cost, data processing, generalized marketing, training of management in company-specific areas, and legal fees.

The following definitions are provided to clarify allowable direct costs:

"Food" is defined as and limited to those items purchased for use in the preparation and service of student, adult, catered, and a la carte meals as specified under Terms and Conditions of this Agreement. This includes the cost of USDA Foods handling and warehousing charges.

"Labor" is defined as and limited to on-site employees responsible for the management, preparation, service, and clean-up of meals.

"Contracted Services" are costs incurred to pay for a service provided by another company. Typical costs would be laundry services, pest control, and periodic maintenance services. Those costs normally recognized as part of the FSMC administrative fee cannot be separately contracted for and charged to the SFA's Non-profit Food Service Account.

"Transportation Cost" is cost incurred in operating a food service delivery vehicle. This would include gas, oil, tune-ups, and minor repairs. Cost of a purchased vehicle would be a capital expense.

"Non-food Expenses" are defined as paper supplies (including decorations), equipment rental, cleaning materials, travel as required for effective program management, uniforms, printing, taxes and licenses, insurance, and expenses as contractually obligated herein. Products embossed with the FSMC logo are not considered allowable direct cost items.

"Cost of Capital Equipment" is the cost of purchasing and installing equipment exceeding $10,000.00, which has had prior approval of the SFA.

O. CAPTIONS

Captions in all sections of this document are provided only as a convenience and shall not affect the interpretation of this instrument, its attachments, and addenda.

P. GUARANTEED RETURN

The SFA requests a guaranteed return of no less than **$150,000** for the school food service.

Note: No bidder shall propose a guaranteed return that is greater than the amount requested by the SFA. Proposals with a guaranteed return greater than this stated amount will be rendered non-responsive and will not be considered for award.

Any guaranteed return promised by the FSMC must remain in the SFA's Non-profit Food Service Account. The FSMC agrees to bear responsibility for failure to meet this goal. Returns cannot be contingent upon multi-year duration.

The parties agree that the guaranteed return amount is contingent upon the continuation of similar existing conditions as outlined in the *Information Section*, including, but not limited to, enrollment, serving days, program participation, type(s) of meal service, sites, and wage/fringe costs. If existing conditions are not met during the school year, the parties agree to renegotiate, within reason, the guaranteed return amount. Both parties understand that renegotiated terms may be determined to be a material change; thus, any amendments must be submitted to MDE for review and approval prior to execution.

Q. FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)

The Sponsor anticipates applying for the FFVP for School Year 2026-2027 and, if granted the award, the Sponsor requests the FSMC be responsible for the following:

- Purchase of fruits and vegetables, including the cost of pre-cut produce
- Purchase of non-food items, supplies, and equipment that are used in serving and cleaning of the fruits and vegetables
- Salaries and fringe benefits for employees engaged in preparing and distributing fresh fruits and vegetables and maintaining a sanitary environment

The Sponsor shall provide assurance that the FSMC is completely apprised of all FFVP policies and regulations to guarantee the program is operated in compliance with FNS standards. The Sponsor shall regularly monitor FSMC operations to ensure compliance with relevant FFVP requirements and provisions of the contract.

If the Sponsor is awarded the FFVP grant, the program shall begin during the month of October, or as agreed upon by both parties. FFVP snacks shall be served **3** days per week for a total of **60** days per year. Costs shall be reported by the Sponsor as food costs and must be supported with invoices. Administrative costs (equipment and administrative labor) and operating labor are optional for the Sponsor to claim. If claimed by the Sponsor, administrative costs cannot exceed 10% of the total grant, and operating labor cannot exceed 35% of the operating costs (total costs minus the administrative costs). Equipment purchased with FFVP funds requires MDE approval prior to purchase. All FFVP expenditures claimed must be accurate, allowable, verifiable, and fully documented.

The Sponsor and FSMC will work together to develop a serving schedule. Produce must be provided separately from the lunch or breakfast meal services and in one or more areas of the school during the official school day. The FSMC shall establish a

minimum of a two-week FFVP cycle menu, which indicates the planned snack along with the portion size. The minimum portion size for a food item shall be 1/4 cup, but portions may exceed 1/4 cup. For hand food items, such as mandarin oranges, the minimum portion size may be one each. Special requests or changes to the FFVP menu made by the Sponsor shall occur with sufficient notice as agreed upon by both parties.

The FSMC must provide any records to support units purchased and served at the Sponsor's FFVP-participating school(s) (i.e., invoices, production records, and Buy American Justification forms for non-domestic purchases).

The Sponsor shall be responsible for submitting applications, claims, and other reporting requirements to MDE as requested. All FFVP expenditures claimed must be accurate, allowable, verifiable, and fully documented. The Sponsor reserves the right to collect any and all additional documentation from the FSMC to support reporting and other grant requirements.

The FSMC is required to submit with its bid proposal an FFVP cycle menu based on FNS guidance.

STANDARD TERMS AND CONDITIONS

I. SCOPE AND PURPOSE

A. The FSMC, as an independent contractor, shall have the exclusive right to operate the Child Nutrition Programs in which the SFA participates. Child Nutrition Programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program, Special Milk Program (SMP), Summer Food Service Program (SFSP), Seamless Summer Option (SSO), Child and Adult Care Food Program (CACFP), and Fresh Fruit and Vegetable Program (FFVP).

B. The FSMC shall operate in conformance with the SFA’s Permanent Agreement with MDE (and attachments) for the NSLP, USDA Foods Distribution, SBP, Afterschool Snack Program, SMP, SFSP, SSO, CACFP, and FFVP.

C. The FSMC shall be an independent contractor and, except as otherwise expressly stated herein, not an SFA agent or representative. The employees of the FSMC are not employees of the SFA. All FSMC employees shall remain directly accountable to the FSMC for the duration of this contract. Except as otherwise expressly stated in this agreement, the FSMC has the sole responsibility and authority to hire, assign, supervise, evaluate, and discipline any personnel assigned by it in the performance of this contract.

D. The food service provided shall be operated and maintained as a benefit to the SFA’s students, faculty, and staff.

E. All income accrued because of payments by children and adults, federal reimbursements, state aid (i.e., 31d, 31f, 31a At-Risk), and all other income from sources such as donations, special functions, grants, loans, etc., shall be deposited in the SFA’s Non-profit Food Service Account. Any profit or guaranteed return shall remain in the SFA’s Non-profit Food Service Account. The SFA and FSMC agree that this contract is neither a “cost-plus-a-percentage-of-income” nor a “cost-plus-a-percentage-of-cost” contract, as required under 7 CFR 210.16 (c).

F. The SFA shall be legally responsible for the conduct of the food service program and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of the USDA and MDE regarding each of the Child Nutrition Programs covered by this contract. [7 CFR 210.16 (a)(2)]

G. The SFA shall retain control of the Non-profit Food Service Account and overall financial responsibility for the Child Nutrition Programs.

H. The SFA shall establish all selling prices for reimbursable and non-reimbursable meals, milk, and a la carte prices. [7 CFR 210.16 (a)(4)]

I. The FSMC shall provide additional food services, such as banquets, parties, refreshments for meetings, etc., as requested by the SFA. The SFA will be billed for the actual cost of food, supplies, and labor, plus a mutually agreed upon **markup** (**as documented on the *Bid Sheet***) and the FSMC's overhead and administrative expenses, if applicable, for providing such service. If FSMC overhead and administrative expenses apply, the FSMC must provide the SFA with a detailed breakdown of the charges. USDA Foods shall not be used for these special functions.

J. The FSMC shall cooperate with the SFA in promoting nutrition education and coordinating the SFA's food service with classroom instruction in accordance with the school district's wellness policy.

K. The FSMC shall conduct program operations in accordance with 7 CFR 210, 215, 220, 225, 226, 235, and 245; 2 CFR 200 Appendix II, 2 CFR 400, 416, 417, and 418; and FNS instructions, final rules and policies, as applicable.

L. The FSMC shall make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet, and those non-disabled students who are unable to consume their regular lunch because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis when supported by a statement of need that includes recommended alternative foods, unless otherwise exempted by FNS. Such statement shall be signed by a State licensed healthcare professional or registered dietitian. There will be no additional charge to the student for such substitutions. [7 CFR 210.10 (m)]

M. The FSMC shall invoice the SFA monthly a sum not to exceed the amount necessary to cover the FSMC's expenditures for the Food Service Program. The FSMC shall provide a reconciled monthly statement with costs listed in the following categories: 1) management fee, 2) administrative fee, and 3) operating expenses. Payment shall be due within thirty (30) days of the monthly invoice. A late charge per month **as the parties shall agree in writing** will be added to all unpaid balances more than thirty (30) days. Finance charges cannot be paid from the SFA's Non-profit Food Service Account.

II. SIGNATURE AUTHORITY

A. The SFA shall retain signature authority for the application/agreement to participate in the NSLP, and/or SBP, and/or Afterschool Snack Program, and/or SFSP, and/or SSO, and/or SMP, and/or CACFP, and/or FFVP, including, but not limited to, the Application Renewal, the Verification of Application Form, and letters to MDE to amend the application. [7 CFR 210.16 (a)(5)]

B. The SFA shall retain signature authority for the free and reduced-price policy statement and monthly claim for reimbursement. [7 CFR 210.16 (a)(5)]

C. The SFA shall not delegate signature authority to the FSMC in any of the areas identified in paragraphs A and B above.

III. FREE AND REDUCED-PRICE MEALS POLICY

A. The SFA shall be responsible for or may delegate to the FSMC the establishment and maintenance of the free and reduced-price meals eligibility roster.

B. The FSMC shall implement an accurate point of service meal/milk count using the meal counting system submitted by the SFA in its application to participate in the Child Nutrition Programs and approved by MDE, as required under 7 CFR 210.8. Such meal/milk counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under 7 CFR 245.8. The SFA shall evaluate the monthly meal claim information submitted by the FSMC and verify that the information is accurate before submitting a claim for reimbursement.

C. The SFA shall be responsible for or may delegate to the FSMC the development, distribution, and collection of letters to parents and applications for free and reduced-price meals and/or free milk.

D. The SFA shall be responsible for or may delegate to the FSMC the responsibility for accessing the direct certification report available from the Center for Educational Performance and Information (CEPI) after each refresh. Students in this report will not require an application from the parent/guardian.

E. The SFA shall be responsible for or may delegate to the FSMC the responsibility for the determination of eligibility for free and reduced-price meals and free milk. Neither the SFA nor the FSMC will disclose confidential information that is not needed for meal counts from free and reduced-price meal applications and/or the direct certification list. The SFA will provide the FSMC with a list of children and their category of eligibility. This list must be updated when changes occur in a student's eligibility status.

F. The SFA shall be responsible for conducting any hearings related to determinations regarding eligibility for free and reduced-price meals and free milk.

G. The SFA shall be responsible for or may delegate to the FSMC the responsibility for verifying applications for free and reduced-price meals, as required by federal regulations.

H. The SFA shall be responsible for performing the annual on-site review.

I. The SFA shall retain responsibility for completing the tasks described in paragraphs B, F, and H and may delegate those tasks in paragraphs A, C, D, E, and G to the FSMC to complete on its behalf.

IV. USDA FOODS

A. Any USDA Foods received by the SFA and made available to the FSMC or received by the FSMC on behalf of the SFA must accrue solely to the benefit of the SFA's non-profit school food service program and shall be fully utilized therein. The FSMC must credit the SFA for the value of all USDA Foods received for use in the SFA's food service program, including the value of USDA Foods contained in processed end-products or commercially purchased foods that are used in place of such USDA Foods only. [7 CFR 250.51 (d)]

B. The SFA shall retain title to all USDA Foods. [7 CFR 250.14 (c)]

C. The FSMC must meet the requirements for safe storage and control of USDA Foods. [7 CFR 250.14 (a)]

D. The FSMC may purchase processed foods from existing procurements completed by the USDA Foods consortium; however, the FSMC is prohibited from entering any processing contracts utilizing USDA Foods on behalf of the SFA. [7 CFR 250.50 (d)]

E. The FSMC shall collaborate with the SFA to select, accept, and use the USDA Foods in as large quantities as may be efficiently utilized in the SFA's non-profit

food service program monthly to ensure excess inventory will not be accumulated, subject to approval of the SFA.

The FSMC must utilize no less than 95% of the SFA's overall entitlement. If less than 95% is spent, the FSMC must submit justification of the underutilization of this federal program to the SFA as part of their mandatory annual reconciliation of USDA Foods.

Furthermore, the FSMC will use all USDA ground beef and ground pork products, and all processed end products in the SFA's food service, and all other USDA Foods or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods, in the SFA's non-profit food service program. [7 CFR 250.51 (d)]

If the current selection of USDA Foods cannot be utilized in the food service program, either the SFA or FSMC must work directly with the SFA's chosen consortium to trade or obtain a different selection of food items prior to delivery to the FSMC or SFA. USDA Foods entitlement can be spent on value-added (brown box), processed USDA Foods, or Department of Defense (DoD) fresh produce.

F. The FSMC may store and inventory USDA Foods together with foods it has purchased commercially for the SFA's use (unless specifically prohibited in the contract). It may store and inventory such foods together with other commercially purchased foods only to the extent that such a system ensures compliance with the requirements for the use of USDA Foods in 7 CFR 250.51.

G. The FSMC shall maintain records to substantiate that the full value of all USDA Foods is used solely for the benefit of the SFA. The FSMC must provide all documents as necessary for the independent auditor, MDE reviewers, or USDA agents who may perform onsite reviews of the FSMC's food service operation to ensure compliance with the requirements for the management and use of USDA Foods.

H. The SFA must provide the FSMC with a copy of the quarterly Recipient Entitlement Balance Report from the consortia.

I. The values of all USDA Foods are to be based on the values at the time the SFA receives the USDA Foods from the distributing agency and are to be based on the USDA Foods Value Listing pertinent to the time period. This listing is available at: MDE - USDA Foods Available/Average Price Files.

J. A year-end reconciliation shall be conducted by the SFA to ensure and verify correct and proper credit has been received for the full value of all USDA Foods received for use by the FSMC during the school year.

   The SFA reserves the right to conduct monthly USDA Foods credit audits throughout the year to ensure compliance with federal regulations. The total amount of USDA Foods credits should match the total entitlement spent on the SFA's final Planned Assistance Level (PAL) report.

K. **Credit issued by the FSMC to the SFA for USDA Foods received shall be recorded on each monthly invoice as a separate line item and shall be clearly identified and labeled.**

L. The FSMC shall be liable for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods and shall credit the SFA either monthly or through a year-end reconciliation.

M. The SFA and FSMC shall consult and agree on end products to be produced from USDA Foods during the time of this agreement. If an agreement cannot be

reached, the FSMC shall utilize the USDA Foods in the form furnished by the USDA.

N. Upon termination of the contract, the FSMC shall return all unused USDA ground beef, ground pork, processed end products, and at the SFA's discretion, return other unused USDA Foods. The SFA must ensure that the FSMC has credited it for the value of all USDA Foods received for use in the SFA's meal service in a school year. [7 CFR 250.52 (c)]

V. HEALTH CERTIFICATIONS

A. The SFA shall maintain all applicable health certifications on its facilities and shall ensure that all state and local regulations are met by the FSMC preparing or serving meals at any SFA facility. [7 CFR 210.16 (a)(7)]

B. The FSMC shall maintain, for the duration of the contract, state and/or local health certifications for any facility outside the SFA in which it proposes to prepare meals and shall maintain this health certification for the duration of the contract. [7 CFR 210.16 (c)(2)]

VI. MEALS

A. The FSMC shall serve meals on such days and at such times as requested by the SFA.

B. The SFA shall retain control of the quality, extent, and general nature of the food service. [7 CFR 210.16 (a)(4)]

C. The FSMC shall offer free, reduced-price, and paid reimbursable meals to all eligible children participating in the SBP, and/or NSLP, and/or SFSP, and/or CACFP.

D. To offer a la carte food service, the FSMC must offer free, reduced-price, and paid reimbursable meals to all eligible children. [7 CFR 210.16 (a)]

E. The FSMC shall serve reimbursable breakfasts, lunches, snacks, and suppers, pursuant to the NSLP, and/or SBP, and/or SFSP, and/or CACFP, where indicated in the attached *Information Section.*

F. The FSMC shall promote maximum participation in the Child Nutrition Programs.

G. The FSMC shall provide the specified types of service in the schools/sites listed in the attached *Information Section*, which is hereby in all respects made a part of this contract.

H. The FSMC shall sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.

I. No payment will be made to the FSMC for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern in accordance with 7 CFR 210.10, or that do not otherwise meet the requirements of the contract. [7 CFR 210.16 (c)(3)]

VII. BOOKS AND RECORDS

A. The FSMC shall maintain such records (supported by invoices, receipts, or other evidence) as the SFA will need to meet monthly reporting responsibilities and shall submit monthly invoices in a format approved by the SFA no later than **10** calendar days of the succeeding month in which services were rendered. Participation records shall be submitted in a timely manner to facilitate claims submission no later than the tenth (10^{th}) day of the succeeding month in which services were rendered. The SFA shall perform edit checks on the participation

records provided by the FSMC prior to the preparation and submission of the claim for reimbursement.

B. The FSMC shall maintain records at the SFA to support all allowable expenses appearing on the monthly invoice.

C. The SFA and the FSMC shall provide all documents as necessary for the independent auditor, MDE reviewers, or USDA agents to conduct the SFA's single audit. (7 CFR 210.22)

D. Books and records of the FSMC pertaining to the Child Nutrition Program operations shall be made available upon demand in an easily accessible manner for a period of three (3) years from the end of the contract term (including renewals) to which they pertain for audit, examination, excerpts, and transcriptions by the SFA and/or any state or federal representatives and auditors, or longer should any audit for that time still be open. [7 CFR 210.23 (c)]

E. If audit findings regarding the FSMC's records have not been resolved within the three (3) year period, the records must be retained beyond the three (3) year period, for as long as required for the resolution of the issues raised by the audit. [7 CFR 210.23 (c) and 250.16 (b)]

F. The FSMC shall not remove state or federal required records from SFA premises upon contract termination.

G. The SFA shall conduct a quarterly internal review of all records and documentation associated with the procurement of food and non-food items to ensure that the FSMC is complying with all applicable competitive procurement procedures according to 2 CFR 200.

H. Upon termination of the contract, the FSMC shall surrender to the SFA all records pertaining to the operation of the food service, including all food and non-food inventory records, menus, production records, product invoices, claim documentation, financial reports, and procurement documentation.

I. The FSMC shall purchase all food and other supplies required under this contract on the SFA's behalf. Title thereto shall always remain with the SFA. Such food and supplies shall be kept separate and apart from the other SFA property unless the SFA has chosen not to maintain a separate inventory. The FSMC and SFA shall jointly inventory all purchased food and supplies at both the beginning and the end of this contract's term. The SFA shall have access to the records of the food and supplies purchased to review and audit as it deems necessary.

J. FSMC shall purchase all food and supplies for the SFA at the lowest prices possible consistent with maintenance of quality standards prescribed by the SFA, including taking advantage of all local trade discounts. All such transactions shall meet USDA procurement standards.

VIII. EMPLOYEES

A. **Non-compete terms and conditions related to employment are <u>not</u> allowed and must <u>not</u> be added to the awarded contract. Further, the SFA reserves the right to hire, without penalty, fees, or other obligation, any employee paid directly with funds from the School Non-profit Food Service Account, including, but not limited to, the food service director, in the event the awarded contract is terminated or not renewed.**

B. The SFA shall have final approval authority regarding the FSMC's hiring of a site manager.

C. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC shall be responsible for supervising and training personnel, including SFA employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of FSMC management staff. The FSMC shall also be responsible for the hiring and termination of non-management staff who are employees of the FSMC. The FSMC shall maintain its own personnel and fringe benefits policies for its employees. All such policies shall be subject to SFA review upon demand.

D. The FSMC shall provide Workers' Compensation coverage for its employees.

E. The FSMC shall instruct its employees to abide by the policies, rules, and regulations with respect to use of the SFA's premises as established by the SFA and which are furnished in writing to the FSMC.

F. The FSMC shall maintain its own personnel and fringe benefits policies for its employees, subject to review by the SFA.

G. Staffing patterns shall be mutually agreed upon by the SFA and FSMC.

H. The use of student workers or students enrolled in vocational classes in the food service shall be mutually agreed upon.

I. The FSMC shall not hire more than the number of employees required for efficient operation.

J. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and hours to be worked two (2) full calendar weeks prior to the commencement of operation.

K. The SFA shall provide sanitary hand washing and toilet facilities for the employees of the FSMC.

L. Pursuant to the requirements of Section 1230 and 1230a of the Michigan Revised School Code, the SFA shall request a criminal history check through the Michigan State Police, as well as a criminal records check through the Federal Bureau of Investigation, about all persons assigned by FSMC to regularly and continuously work in any of the SFA's facilities. FSMC agrees that it shall not assign any of its employees, agents, or other individuals to perform any services under this Agreement where such individuals would regularly and continuously work in the SFA's facilities if such person has been convicted of any of the following offenses:

    1. Any "listed offense" as defined under Section 2 of the Michigan Sex Offenders Registration Act, MCL 28.722.

    2. Any offense enumerated in Sections MCL 380.1535a or 380.1539b or the Revised School Code, MCL 380.1535a; 380.1539b, for positions requiring State Board of Education approval.

    3. Any offense of a substantially similar enactment of the United States or another State.

    4. Any felony, provided that with prior written approval of the SFA's Superintendent and its Board of Education an individual regularly and continuously providing services under this Agreement at the SFA may be permitted to perform such services when, in the judgment of the Superintendent and Board of Education of the SFA, such individual's presence will not pose a danger to the safety and security of the SFA students or employees.

    5. Any offense that would, in the judgment of the SFA, create a potential risk to the safety and security of the students served by the SFA or employees of the SFA.

The SFA reserves the right to refuse FSMC's assignment of any individual, agent, or employee of FSMC to render services under this Agreement where the criminal record history of the individual (including any pending criminal charges) indicate, in the SFA's judgment, unfitness to perform services under this Agreement.

The FSMC agrees that it shall pay the costs associated with criminal history and criminal record checks required under this contract and which are accomplished to comply with Section 1230 and 1230a of the Revised School Code with respect to the FSMC's employees and agents.

M. Notwithstanding the provisions of Section VIII and its subparts, the SFA may request in writing the removal of any employee of the FSMC who violates health requirements or conducts himself/herself in a manner that is detrimental to the physical, mental, or moral well-being of the students.

N. In the event of the removal or suspension of any such employee, the FSMC shall immediately restructure the food service staff without disruption of service.

O. All SFA and/or FSMC personnel assigned to each school shall be instructed in the use of all emergency valves, switches, fire, and safety devices in the kitchen and cafeteria areas.

IX. DESIGNATION OF PROGRAM EXPENSE

A. The FSMC guarantees to the SFA that the bid price per meal and meal equivalent shall include the expenses as designated under the FSMC column for the *Responsibility Details* tab of the *Information Section*. The FSMC shall be responsible for negotiating/paying all employees' fringe benefits, employee expenses, and accrued vacation and sick pay for staff on their payroll.

B. The SFA shall pay those expenses as designated under the SFA column of the *Responsibility Details* tab of the *Information Section*.

X. PAYMENTS AND FEES

A. All bids shall be calculated based on the information provided by the SFA in the *Information Section* of this solicitation. All bids shall be submitted using the *Bid Sheet*.

B. Allowable costs will be paid to the FSMC from the SFA's Non-profit Food Service Account. Such payment will be net of all discounts, rebates, and other applicable credits accruing to or received by the FSMC and any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the SFA. All payment discounts, rebates and allowances obtained from vendors must go to the SFA's Non-profit Food Service Account. [7 CFR 210.21 (f)(1)(i)]

C. The FSMC must designate its costs to the SFA as follows: The FSMC must exclude all unallowable costs from its billing documents and certify that (1) only allowable costs are submitted for payments, and (2) records have been established that maintain the visibility of unallowable costs, including directly associated costs, in a manner suitable for contract cost determination and verification. [7 CFR 210.21 (f)(1)(ii)(B)]

D. The FSMC's determination of its allowable costs must be made in compliance with applicable USDA and program regulations, and United States Office of Management and Budget cost circulars. [7 CFR 210.21 (f)(1)(iii)]

E. The FSMC must identify the amount of each discount, rebate, and other applicable credit on **each** invoice presented to the SFA for payment and individually identify the amount as a discount, rebate or, in the case of other applicable credits, the nature of the credit. [7 CFR 210.21 (f)(1)(iv)]

F. The FSMC shall identify the method by which it will report discounts, rebates, and other applicable credits allocable to the contract, which are not reported before the contract's termination. [7 CFR 210.21 (f)(1)(v)]

G. The FSMC shall maintain documentation of costs and discounts, rebates, and other applicable credits, which shall be furnished upon request to the SFA, MDE, and/or the USDA. [7 CFR 210.21 (f)(1)(vi)]

H. The FSMC must credit the SFA monthly for the value of all USDA Foods received for use in the school year (including both entitlement and bonus foods), including the value of USDA Foods contained in processed end products. Credit issued by the FSMC to the SFA for USDA Foods received shall be recorded on the monthly invoice as a separate line item and shall be clearly identified and labeled. [7 CFR 250.51]

I. The FSMC shall submit separate billing for special functions.

J. The FSMC shall assume responsibility for payment of all vendor bills and accounts and invoice the SFA for these costs.

XI. MONITORING

A. The SFA shall monitor the food service operation of the FSMC through periodic onsite visits to ensure that the food service is in conformance with all USDA program regulations.

B. The records necessary for the SFA to complete the required monitoring activities must be maintained by the FSMC under this contract and must be made available to the Auditor General, USDA, MDE, and the SFA upon request for the purpose of auditing, examination, and review.

C. On a monthly and at least quarterly basis, the SFA shall conduct an internal reconciliation of invoices and supporting documentation to verify the accuracy of fees, allowable/unallowable costs, rebates, discounts, purchase credits, and USDA Foods usage credits.

XII. USE OF ADVISORY GROUP/MENUS

A. The SFA must establish an advisory board composed of parents, teachers, and students to assist in menu planning.

B. The FSMC shall participate in the formation, establishment, and periodic meetings of the SFA advisory board composed of parents, teachers, and students to assist in menu planning.

C. The FSMC must comply with the twenty-one (21) day menu developed by the SFA for NSLP, and/or SBP, and/or SFSP, and/or CACFP included in the RFP. Any changes made by the FSMC after the first twenty-one (21) day menu(s) must have SFA approval. The SFA will approve the menus no later than two (2) weeks prior to service.

XIII. USE OF FACILITIES, INVENTORY, EQUIPMENT, AND STORAGE

A. Without any cost or charge, the SFA will make available areas of the premises agreeable to both parties in which the FSMC will render its services.

B. The SFA may request the FSMC provide additional food service programs. If the addition is a Child Nutrition Program not identified in the original RFP, the SFA must notify MDE prior to implementation to discuss whether the addition constitutes a material change to the contract.

This does **not** include the expansion of food service operations outside the confines of the school/school district, such as expansion to non-affiliated charter schools, non-public, or neighboring public schools, which were not part of the

original bid (see *Information Section* of the original bid packet). The SFA shall refer these entities to MDE for proper procurement procedures.

C. Per 7 CFR 210.11, competitive food refers to all food and beverages sold to students on the school campus during the school day other than reimbursable meals under the Child Nutrition Programs.

   The SFA reserves the right, at its sole discretion, to sell or dispense food or beverages provided such use does not interfere with the operation of the Child Nutrition Programs.

   The FSMC and SFA shall adhere to USDA requirements of final rules relating to competitive foods, including the Smart Snacks rule that became effective July 1, 2014.

D. The FSMC and SFA shall inventory the equipment and USDA Foods owned by the SFA including, but not limited to, small wares (i.e., silverware, chinaware, kitchen utensils, etc.), trays, and glassware. This will be performed at the beginning of the contract and at the beginning of each successive school year if the renewal option is utilized.

E. The FSMC shall maintain the inventory of small wares and other operating items necessary for the food service operation and at the inventory level as specified by the SFA.

F. The SFA will replace expendable equipment and replace, repair, and maintain non-expendable equipment, except when damages result from the use of less than reasonable care by the employees of the FSMC, unless otherwise identified on the *Responsibility Details* tab of the *Information Section.*

G. The SFA will have final prior approval authority for the purchase of all equipment to be used in the storage, preparation, and delivery of school meals. Title to the property must be vested with the SFA when the equipment is placed in service by the FSMC. Upon written agreement of the parties, the purchase amount shall be amortized on a straight-line depreciation basis beginning on the date upon which the equipment is placed in service, for a length of time upon which the parties shall mutually agree. If the agreement is terminated or not renewed for any reason prior to full amortization, the SFA may: 1) retain the property and continue to make payments in accordance with the amortization schedule, or 2) return the property to the FSMC in full release of the unpaid balance.

H. Equipment purchases must be submitted to MDE's Fiscal and Administrative Services Team for review and approval in accordance with the stipulations set forth in MDE Food Service Administrative Memo No. 5 (Michigan Department of Education Memo #5).

I. The FSMC shall maintain adequate storage, inventory, and control of USDA Foods in conformance with the SFA's agreement with MDE.

J. The SFA shall provide the FSMC with local telephone service.

K. The SFA shall furnish and install any equipment and/or make any structural changes needed to comply with federal, state, or local laws, ordinances, rules, and regulations.

L. The SFA shall be responsible for any losses, including USDA Foods, which may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.

M. All food preparation and serving equipment owned by the SFA shall remain on the premises of the SFA.

N. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA premises.

O. The FSMC shall notify the SFA of any equipment belonging to the FSMC on SFA premises within ten (10) days of its placement on SFA premises.

P. The SFA shall have access, with or without notice, to all SFA facilities used by the FSMC for purposes of inspection and audit.

Q. The FSMC shall not use SFA facilities to produce food, meals, or services for other organizations without the approval of the SFA. If such usage is mutually agreeable, there shall be a signed agreement that stipulates the fees to be paid by the FSMC to the SFA for such facility usage.

R. Upon termination or expiration of the contract, the SFA shall conduct a physical inventory of all equipment and USDA Foods owned by the SFA.

S. The FSMC, upon termination or expiration of the contract, shall surrender all SFA equipment and furnishings to the SFA in good repair and condition.

XIV. PURCHASES

A. The FSMC shall purchase all food and supplies at the lowest price possible consistent with maintaining quality standards and in full compliance with 7 CFR Parts 210, 215, 220, 225, 226, 245, and 250, and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

B. This contract shall not prevent the SFA from participating in food consortia. If the SFA does purchasing, the FSMC may not limit SFA selection of vendors to only FSMC-approved vendors.

XV. SANITATION

A. The FSMC shall place garbage and trash in containers in designated areas as specified by the SFA.

B. The SFA shall remove all garbage and trash from the designated areas.

C. The SFA and/or FSMC shall clean the kitchen and dining room areas as indicated on the *Responsibility Details* tab in the *Information Section*.

D. The FSMC shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance with the standards acceptable to the SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.

E. The SFA and/or FSMC shall clean ducts and hoods above the filter line as indicated on the *Responsibility Details* tab in the *Information Section*.

F. The SFA and/or FSMC shall provide extermination services as needed as indicated on the *Responsibility Details* tab in the *Information Section*.

G. The SFA and/or FSMC shall comply with all local and state sanitation requirements in the preparation of food.

XVI. LICENSES, FEES, AND TAXES

A. The FSMC shall be responsible for paying all applicable taxes and fees including, but not limited to, excise tax, state and local income tax, and payroll and withholding taxes for FSMC employees. The FSMC shall hold the SFA harmless for all claims arising from payment of such taxes and fees. The extent of responsibility is designated on the *Responsibility Details* tab of the *Information Section*.

B. The FSMC shall obtain and post all licenses and permits as required by federal, state, and/or local law.

C. The FSMC shall comply with all SFA building rules and regulations.

XVII. INSURANCE AND INDEMNIFICATION

A. The FSMC shall obtain and keep in force during the term of this Agreement, for the protection of the FSMC, and including the SFA as an additional insured, Commercial General Liability insurance to include, but not limited to, Personal Injury Liability, Bodily Injury Liability, Property Damage Liability, Contractual Liability, and Products Liability covering the operations and activities of the FSMC under this Agreement. Minimum coverage shall be $1,000,000 per occurrence and $10,000,000 general aggregate.

B. A Certificate of Insurance of the FSMC's insurance coverage indicating the specified amounts must be submitted to the SFA at the time of award. The FSMC shall direct its insurance company to provide for notice to the SFA of cancellation of insurance policies thirty (30) days before such cancellation occurs.

C. The SFA shall keep its buildings, including the premises and all property contained therein, insured against loss or damage by fire, explosion, and similar casualties.

D. The FSMC shall provide worker's compensation and unemployment insurance for its employees as specified in the *Responsibility Details* tab of the *Information Section*.

E. The FSMC shall indemnify and hold harmless the SFA, or any employee, director, or agent of the SFA, from and against all claims, damages, losses, and expenses (including attorney's fees and court costs incurred to defend litigation), decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property, resulting from the FSMC's acts, or omissions, willful misconduct, or breach of the FSMC's obligations under the Agreement by the FSMC and its agents, servants or employees, or other persons under its supervision or direction.

F. The FSMC shall not be required to indemnify or hold harmless the SFA from any liability or damages arising from the SFA's sole acts or omissions.

XVIII. PROPRIETARY INFORMATION

A. During the term of the contract, the FSMC may grant to the SFA a non-exclusive right to access certain proprietary materials of the FSMC including, but not limited to, signage, operating or other manuals, recipes, menus and meal plans, and computer programs relative to or utilized in the FSMC's business or the business of any affiliate of the FSMC.

B. To the extent permitted by law, the SFA shall not disclose any of the FSMC's proprietary information or other confidential information, directly or indirectly, during or after the term of the Agreement. The SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of the FSMC. All trade secrets and other confidential information shall remain the exclusive property of the FSMC and shall be returned to the FSMC immediately upon termination of the agreement.

C. The SFA agrees that all proprietary computer software programs, marketing, and promotional literature and materials used by the FSMC and the SFA's premises in connection with the food services provided by the FSMC under this Agreement shall remain the property of the FSMC.

D. Upon termination of the contract, all use of trademarks, service marks, and logos owned by the FSMC or licensed to the FSMC by third parties shall be discontinued by the SFA, and the SFA shall immediately return to the FSMC all proprietary materials.

E. The FSMC acknowledges that, during this contract, the FSMC shall have access to business systems, techniques, and methods of operation developed at great expense by the SFA. The FSMC recognizes these to be unique assets of the SFA's business. The FSMC agrees to keep such information confidential and shall not disclose such information directly or indirectly during or after the term of this contract.

XIX. NON-DISCRIMINATION

The parties to this contract agree not to discriminate against any employee, applicant for employment, student, or other recipient of services under this contract due to race, color, religion, sex, national origin, age, height, weight, disability, marital status or veteran status, or other legally protected classification. Breach of this section shall be regarded as material breach of this contract.

XX. EMERGENCY CLOSING

A. The SFA shall notify the FSMC of any interruption in utility service of which it has knowledge.

B. The SFA shall notify the FSMC of any delays or closings due to unanticipated school closures, such as due to weather, emergencies, or other situations, as soon as possible after the determination is made.

XXI. TERM AND TERMINATION

A. This contract shall become effective on July 1, **2026,** or upon written acceptance of the contract by MDE, whichever occurs last, and terminate on June 30, **2027,** with up to four (4) one-year renewals with mutual agreement between the SFA and the FSMC. [7 CFR 210.16 (d)]

Per 7 CFR 250.53 (a)(12), contract extensions or renewals are contingent upon the fulfillment of all contract provisions relating to USDA Foods.

B. The SFA or the FSMC may terminate the contract with or without cause by giving sixty (60) days' written notice.

C. Neither the FSMC nor the SFA shall be responsible for any losses resulting if the fulfillment of the terms of the contract are delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any acts not within the control of the FSMC or the SFA, respectively, and which by the exercise of due diligence they were unable to prevent.

XXII. NON-PERFORMANCE BY FSMC

A. In the event of the FSMC's non-performance under this contract and/or the violation or breach of the contract terms, the SFA shall have the right to pursue all administrative, contractual, and legal remedies against the FSMC and shall have the right to seek all sanctions and penalties as may be appropriate.

B. The FSMC shall pay the SFA the full amount of any meal overclaims and fees associated with those overclaims that are attributable to the FSMC's negligence, including those overclaims and associated fees based on review or audit findings that occurred during the effective dates of the original and renewal years of the contract.

XXIII. CERTIFICATIONS

A. Contracts and subgrants of amounts in excess of $150,000 must contain a

provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

B. The FSMC shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy efficiency conservation plan issued in compliance with the Energy Policy and Conversation Act (Pub. L. 94-163).

C. The FSMC shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulation 41 CFR 60.

D. The FSMC shall comply with all applicable civil rights laws, as amended, which include, but are not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq)
2. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.)
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
4. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.)
5. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189)
6. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000)
7. All provisions required by the implementing regulations of the USDA (7 CFR Part 15 et seq.)
8. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42, and 50.3).
9. FNS directives and guidelines to the effect that no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this contract.

   The USDA non-discrimination statement that in accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

   This assurance is given in consideration of and for the purpose of obtaining any and all federal financial assistance, grants, and loans of federal funds, reimbursable expenditures, grant, or donation of federal property and interest in property, the detail of federal personnel, the sale and lease of, and the permission to use federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with

federal financial assistance extended to the Program applicant by USDA. This includes any federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the FSMC agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the FSMC, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below on the Agreement Page as representatives of the SFA and FSMC are authorized to sign this assurance on behalf of each organization.

E. The FSMC shall also comply with all applicable Michigan civil rights laws, as amended, which include, but are not limited to: Civil Rights Compliance and Enforcement – Nutrition Programs and Activities, the Michigan Elliott-Larsen Civil Rights Act, and the Michigan Persons with Disabilities Civil Rights Act.

F. The FSMC shall comply with the Buy American provision for contracts that involve the purchase of food products with federal funds. [7 CFR 210.21 (d)]

1. The FSMC shall purchase, to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States (U.S.) or a food product processed in the U.S. substantially using agricultural commodities produced in the U.S.

2. The FSMC shall certify the percentage of U.S. content in the products supplied to the SFA.

3. The SFA reserves the right to review purchase records to ensure compliance with the Buy American provision.

G. Where applicable, the SFA or FSMC shall take affirmative steps to ensure small, women-owned, and minority businesses are solicited whenever they are potential sources and to use the services and assistance of the Small Business Administration and Minority Business Enterprise of the Department of Commerce as required [7 CFR 200.321, 225.17, 226.22].

H. Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Hours worked more than the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic pay rate for all hours worked more than the standard work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

I. The FSMC **has signed** the following certifications attached to this contract:

1. Certificate of Independent Price Determination
2. Suspension and Debarment Certification
3. Clean Air and Water Certificate
4. Disclosure of Lobbying Activities
5. Certificate of Compliance with Public Act 517 (Iran Economic Sanctions Act)

XXIV. USDA NON-DISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: USDA Discrimination Complaint Form, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the Complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by one of the following ways:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (833) 256-1665 or (202) 690-7442

Email: program.intake@usda.gov

This institution is an equal opportunity provider.

XXV. MISCELLANEOUS

A. Except as otherwise expressly stated, this contract shall be construed under the laws of the State of Michigan. Any action or proceeding arising out of this contract shall be heard in the appropriate courts within the State of Michigan.

B. The FSMC shall comply with the provisions of the bid specifications, which are hereby **in all respects made a part of this contract**.

C. No provision of this contract shall be assigned or subcontracted without prior written consent of the SFA and notification to MDE prior to implementation.

D. No waiver of any default shall be construed to be or constitute a waiver of any subsequent claim.

E. Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

F. Payments on any claim shall not preclude the SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this contract and bid specifications.

G. The SFA shall be responsible for ensuring the resolution of program review and audit findings.

H. This contract is subject to review and approval by the Michigan Department of Education.

Certificate of Independent Price Determination

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

Both the Sponsor and Food Service Management Company/Vendor (offeror) shall execute this Certificate of Independent Price Determination.

Name of Sponsor	Name of Company/Vendor
SD of the City of Hazel Park	Compass Group USA, Inc. by and through its Chartwells Division

A. By submission of this offer, the offeror certifies that in connection with this procurement:

1. The prices in this offer have been reached independently, without consultation, communication, or agreement, to restrict completion, as to any matter relating to such prices with any other offeror or with any competitor.
2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror before bidding opening in the case of an advertised procurement or before award in the case of a negotiated procurement, directly or indirectly to any other offeror or any competitor.
3. No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit an offer to restrict competition.

B. Each person signing this offer on behalf of the offeror certifies that:

1. He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A1 through A3 above; or
2. He or she is not the person in other offeror's organization responsible within the organization for the decision as to the prices being offered herein, but he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A1 through A3 above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to A1 through A3 above.

To the best of my knowledge, this offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion concerning bidding on any public contract.

In accepting this offer, the Sponsor certifies that no representative of the Sponsor has taken any action which may have jeopardized the independence of the offer referred to above.

Company/Vendor must sign upon bid submission to Sponsor.
Sponsor must sign upon bid acceptance <u>prior</u> to submission to MDE for review/approval.

Signature of Sponsor Representative	Signature of Company/Vendor Representative
A Wilcox	A2 Shaffer
Printed Name of Representative, Title	**Printed Name of Representative, Title**
Amy Wilcox, Superintendent	Amy Shaffer CEO, Chartwells K12
Date	**Date**
5/7/2026	4/20/2026

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

INSTRUCTIONS:

1. By signing and submitting this form, the prospective lower tier participant provides the certification per these instructions.

2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," ''person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check for Excluded Parties on the System for Award Management at https://www.sam.gov/portal/public/SAM/.

8. Nothing contained in the foregoing shall be construed to require establishing a system of records to render the certification required by this clause in good faith. The knowledge and information of a participant are not required to exceed that normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

Name of Sponsor	Name of Company/Vendor
SD of the City of Hazel Park	Compass Group USA, Inc. by and through its Chartwells Division

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 180.

The prospective primary participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Company/Vendor must sign upon bid submission to Sponsor.

Signature of Company/Vendor Representative
A L Shaffer
Printed Name of Representative, Title
Amy Shaffer CEO, Chartwells K12
Date
4/20/2026

Clean Air and Water Certificate

CLEAN AIR AND WATER CERTIFICATE

Applicable if the contract exceeds $150,000 or the Contracting Officer has determined that the orders under an indefinite-quantity contract in any one year will exceed $150,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7401–7671q) or the Federal Water Pollution Control Act as amended 33 U.S.C. 1251–1387 and is listed by Environmental Protection Agency (EPA) or the contract is not otherwise exempt. The Sponsor and Food Service Management Company/Vendor (offeror) shall execute this Certificate.

Name of Sponsor	Name of Company/Vendor
SD of the City of Hazel Park	Compass Group USA, Inc. by and through its Chartwells Division

THE OFFEROR AGREES AS FOLLOWS:

To comply with all the applicable standards, orders or regulation issued pursuant to the Clean Air Act, as amended , 42 U.S.C 7401-7671q and the Federal Water Pollution Control Act, as amended, 33 U.S.C.1251- 1387 respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract. That no portion of the work required by this prime contract will be performed in a facility listed on the EPA List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing. To use his/her best efforts to comply with Clean Air and Clean Water standards at the facilities in which the contract is being performed. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

The term "Air Act" means the Clean Air Act, as amended (42 U.S.C 7401-7671q, as amended by Public Law 91-604). The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387, as amended by Public Law 92-500). The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Clean Air Act or Executive Order 11738, an applicable implementation plan as described in section 42 U.S.C.7410(d) of the Clean Air Act (42 U.S.C. 7410), an approved implementation procedure or plan under Section 42 U.S.C 7405-7411, or approved implementation procedure under (42 U.S.C. 7412). The term "Clean Water Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Federal Water Pollution Control Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by the Water Act (33 U.S.C. 1317). The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with schedules, plans, and orders approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Clean Air Act or Federal Water Pollution Control Act and regulations issued pursuant thereto. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, sponsored, or supervised by the Food Service Management Company/Vendor.

Company/Vendor must sign upon bid submission to Sponsor.

Signature of Company/Vendor Representative
A 2 Shaffer
Printed Name of Representative, Title
Amy Shaffer CEO, Chartwells K12
Date
4/20/2026

Certification/Disclosure Requirements Related to Lobbying

NOTICE TO APPLICANTS - CERTIFICATION/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING

Name of Sponsor	Name of Company/Vendor
SD of the City of Hazel Park	Compass Group USA, Inc. by and through its Chartwells Division

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, and the Byrd Anti-Lobbying Amendment common rule of 2003 imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their sub-tier contractors and/or subgrantees) will be prohibited from using federal funds, other than profits from a federal contract, for lobbying Congress and any federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan. In addition, for each award action over $100,000 (or $150,000 for loans) on or after December 23, 1989, the law requires recipients and their sub-tier contractors and/or subgrantees to (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their sub-tier contractors or subgrantees will pay with profits or non-appropriated funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if material changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

- You are prohibited from using appropriated funds (other than profits from federal contracts) on or after December 23, 1989, for lobbying Congress and any federal agency in connection with a particular contract, grant, cooperative agreement, or loan.
- You are required to execute the attached certification at the time of submission of an application or before any action over $100,000 is awarded.
- You will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published as an Interim Final Rule by the Office of Management and Budget as Part III of February 26, 1990, Federal Register (pages 6736-6746).

The undersigned certifies, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," per its instructions. The undersigned shall require that the language of this certification is included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Company/Vendor must sign upon bid submission to Sponsor.

Signature of Company/Vendor Representative
A 2 Shaffer
Printed Name of Representative, Title
Amy Shaffer CEO, Chartwells K12
Date
4/20/2026

Certificate of Compliance

CERTIFICATE OF COMPLIANCE
MICHIGAN PUBLIC ACT NO. 517 OF 2012
IRAN ECONOMIC SANCTIONS ACT

Name of Sponsor	Name of Company/Vendor
SD of the City of Hazel Park	Compass Group USA, Inc. by and through its Chartwells Division

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), under the compliance certification requirement provided in the Sponsor's Request for Proposal (RFP) or Request for Bid Quotes (RFQ), hereby certifies, represents, and warrants that the Company (which includes its officers, directors, and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by the Sponsor as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time while performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Sponsor's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

Company/Vendor must sign upon bid submission to Sponsor.

Signature of Company/Vendor Representative
A L Shaffer
Printed Name of Representative, Title
Amy Shaffer CEO, Chartwells K12
Date
4/20/2026

PROPOSED OPERATIONS - FSMC LABOR AND FRINGE BENEFITS WORKSHEET
School Year 2026-2027
(to be completed by Bidder)

NOTE: To be competitively fair and equal, please note that bidders are NOT allowed to be over-responsive in any proposed management staffing structure. For example, if the sponsor does not ask for an assistant food service director in the RFP, then the FSMC must not propose one. Bidders may submit staffing questions to the sponsor by the Q&A deadline so responses can be distributed fairly among all potential bidders to ensure a competitively fair and equal bidding opportunity (i.e., whether a sponsor would like bids to include an assistant director).

*Include staffing for ALL programs (CACFP, SFSP, SNP). **Include paid time off (PTO), holiday pay, and sick pay.

Enter labor and fringe benefit costs for all FSMC-Employed Hourly Staff in this section. Insert additional rows as needed.

Site or School Building	Job Title*	Hourly Rate ($)	Daily Hours	Number of Days Paid	Total Annual Wage ($)	Medical	Dental	Vision	Longevity or Annuity	Life	Retirement	FICA	Other**	Total
Hazel Park HS	Kitchen Lead 1	$ 18.54	8	214	$ 31,740.48	$ -	$ -	$ -	$ -	$ -	$ -	$ 774.13	$ 4,285.52	$ 5,059.65
Hazel Park HS	Kitchen Lead 2	$ 18.54	8	182	$ 26,994.24	$ -	$ -	$ -	$ -	$ -	$ -	$ 774.13	$ 4,285.52	$ 5,059.65
Hazel Park HS	Food Service Worker 1	$ 15.91	8	214	$ 27,243.91	$ -	$ -	$ -	$ -	$ -	$ -	$ 664.46	$ 3,678.41	$ 4,342.86
Hazel Park HS	Food Service Worker 2	$ 15.91	7	182	$ 20,273.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 581.40	$ 3,218.60	$ 3,800.01
Hazel Park HS	Food Service Worker 3	$ 15.80	8	118	$ 14,915.39	$ -	$ -	$ -	$ -	$ -	$ -	$ 418.54	$ 2,317.00	$ 2,735.53
Hazel Park HS	Food Service Worker 4	$ 15.45	6	176	$ 16,315.20	$ -	$ -	$ -	$ -	$ -	$ -	$ 457.82	$ 2,534.45	$ 2,992.26
Hazel Park HS	Catering / Concessions Lead	$ 23.69	8	182	$ 34,492.64	$ -	$ -	$ -	$ -	$ -	$ -	$ 989.16	$ 5,475.94	$ 6,465.10
Hazel Park JHS	Kitchen Lead	$ 19.10	6	214	$ 24,519.52	$ -	$ -	$ -	$ -	$ -	$ -	$ 598.01	$ 3,310.57	$ 3,908.58
Hazel Park JHS	Food Service Worker 1	$ 15.91	7.5	214	$ 25,541.17	$ -	$ -	$ -	$ -	$ -	$ -	$ 622.93	$ 3,448.51	$ 4,071.43
Hazel Park JHS	Food Service Worker 2	$ 15.91	6.5	182	$ 18,825.67	$ -	$ -	$ -	$ -	$ -	$ -	$ 539.87	$ 2,988.70	$ 3,528.58
Hazel Park JHS	Food Service Worker 3	$ 15.45	7	176	$ 19,034.40	$ -	$ -	$ -	$ -	$ -	$ -	$ 534.12	$ 2,956.86	$ 3,490.98
Hazel Park JHS	Food Service Worker 4	$ 15.45	5.5	176	$ 14,955.60	$ -	$ -	$ -	$ -	$ -	$ -	$ 419.67	$ 2,323.24	$ 2,742.91
Edison	Kitchen Lead	$ 19.10	7.5	182	$ 26,066.31	$ -	$ -	$ -	$ -	$ -	$ -	$ 703.31	$ 3,893.47	$ 4,596.78
Advantage/Ford	Kitchen Lead	$ 18.54	7	182	$ 23,619.96	$ -	$ -	$ -	$ -	$ -	$ -	$ 677.36	$ 3,749.83	$ 4,427.19
United Oaks Elementary	Kitchen Lead	$ 17.77	8	182	$ 25,869.48	$ -	$ -	$ -	$ -	$ -	$ -	$ 741.87	$ 4,106.96	$ 4,848.83
United Oaks Elementary	Food Service Worker 1	$ 15.91	8	214	$ 27,243.91	$ -	$ -	$ -	$ -	$ -	$ -	$ 664.46	$ 3,678.41	$ 4,342.86
United Oaks Elementary	Food Service Worker 2	$ 15.45	6	214	$ 19,837.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 457.82	$ 2,534.45	$ 2,992.26
Webb Elem/Jardon Vocational	Kitchen Lead	$ 18.54	7.5	182	$ 25,307.10	$ -	$ -	$ -	$ -	$ -	$ -	$ 725.74	$ 4,017.68	$ 4,743.42
Webb Elem/Jardon Vocational	SXI Lead- special needs	$ 17.77	7.5	182	$ 24,252.64	$ -	$ -	$ -	$ -	$ -	$ -	$ 695.50	$ 3,850.27	$ 4,545.78
Webb Elem/Jardon Vocational	Food Service Worker 1	$ 16.61	7	182	$ 21,166.11	$ -	$ -	$ -	$ -	$ -	$ -	$ 606.99	$ 3,360.27	$ 3,967.26
Webb Elem/Jardon Vocational	Food Service Worker 2	$ 15.91	2.5	172	$ 6,842.81	$ -	$ -	$ -	$ -	$ -	$ -	$ 196.48	$ 1,087.70	$ 1,284.18
Hoover Elementary	Kitchen Lead	$ 17.77	7	182	$ 22,635.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 649.14	$ 3,593.59	$ 4,242.73
Hoover Elementary	Food Service Worker 1	$ 15.91	6	182	$ 17,377.54	$ -	$ -	$ -	$ -	$ -	$ -	$ 498.34	$ 2,758.80	$ 3,257.15
Hoover Elementary	Food Service Worker 2	$ 15.91	5	176	$ 14,003.88	$ -	$ -	$ -	$ -	$ -	$ -	$ 392.96	$ 2,175.40	$ 2,568.36
Invest/Roosevelt	Kitchen Lead	$ 18.54	7.5	182	$ 25,307.10	$ -	$ -	$ -	$ -	$ -	$ -	$ 725.74	$ 4,017.68	$ 4,743.42
Invest/Roosevelt	Food Service Worker 1	$ 15.45	5.5	182	$ 15,465.45	$ -	$ -	$ -	$ -	$ -	$ -	$ 443.51	$ 2,455.25	$ 2,898.76
Webster Early Childhood Center	Kitchen Lead	$ 17.77	8.5	214	$ 32,319.08	$ -	$ -	$ -	$ -	$ -	$ -	$ 788.24	$ 4,363.64	$ 5,151.88
Webster Early Childhood Center	Food Service Worker 1	$ 17.25	6.5	214	$ 23,998.23	$ -	$ -	$ -	$ -	$ -	$ -	$ 585.30	$ 3,240.18	$ 3,825.48
Webster Early Childhood Center	Food Service Worker 2	$ 15.91	7	214	$ 23,838.42	$ -	$ -	$ -	$ -	$ -	$ -	$ 550.14	$ 3,045.56	$ 3,595.70
Concessions	Concessions	$ 20.60	4.75	48	$ 4,696.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 137.29	$ 760.01	$ 897.30
Concessions	Concessions	$ 20.60	4.75	48	$ 4,696.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 137.29	$ 760.01	$ 897.30
Concessions	Concessions	$ 20.60	4.75	48	$ 4,696.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 137.29	$ 760.01	$ 897.30
Concessions	Concessions	$ 20.60	4.75	48	$ 4,696.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 137.29	$ 760.01	$ 897.30
Hazel Park HS	Admin Assistant	$ 18.54	7	182	$ 23,619.96	$ -	$ -	$ -	$ -	$ -	$ -	$ 677.36	$ 3,749.83	$ 4,427.19
Hazel Park HS	Prod Supervisor	$ 21.63	8	210	$ 36,338.40	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,068.24	$ 5,913.71	$ 6,981.95
Hazel Park HS	Hourly Supervisor	$ 23.69	8	210	$ 39,799.20	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,169.98	$ 6,476.92	$ 7,646.90
District-wide	FSMC's Total Annual Substitute Pay				$ -									
TOTAL - FSMC's Hourly Staff Labor and Fringe Benefit Costs					$ 768,548.39	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,941.85	$ 115,932.97	$ 136,874.82

Enter labor and fringe benefit costs for all FSMC-Employed Salaried Management Staff in this section (i.e., director, assistant director, chef, administrative assistant, etc.) Insert additional rows as needed.

Site or School Building	Job Title*	Hourly Rate ($)	Daily Hours	Number of Days Paid	Total Annual Wage ($)	Medical	Dental	Vision	Longevity or Annuity	Life	Retirement	FICA	Other**	Total
District-wide	Director of Dining Services	$ 85,284.00			$ 85,284.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,235.00	$ 10,235.00
		$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL - FSMC's Management Staff Labor and Fringe Benefit Costs					$ 85,284.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,235.00	$ 10,235.00

BID SHEET
FSMC Cost Reimbursable Contract
WITHOUT ADVANCE PAYMENT

This bid is being offered by:	**Chartwells**
	Name of Food Service Management Company
This bid is being offered to:	**School District of the City of Hazel Park**
	Name of School Sponsor
Projected Meals/Meal Equivalents Per Year:	**501,742** (do not alter, cell will auto-fill upon MDE review)

Sponsor is contracting for the expenses indicated as Bid Items below	Bid Items (Sponsor completes)	Projected Operating Cost WITHOUT Advance Payment (Bidder completes)
Labor - On-Site FSMC Management Employees	X	$85,284.00
Fringe Benefits - On-Site FSMC Management Employees	X	$10,235.00
Labor - FSMC Hourly Employees	X	$768,548.39
Fringe Benefits - FSMC Hourly Employees	X	$136,874.82
Food Cost for SNP, CACFP, and SFSP Meals (including commodities delivery charge) (net of VDA/rebates)	X	$703,613.00
Non-Food Cost for SNP, CACFP, and SFSP (supplies and other materials)	X	$60,209.04
Food Cost for FFVP (as defined in RFP)	X	$49,000.00
Non-Food Cost for FFVP (supplies and other materials) (as defined in RFP)	X	$0.00
Contracted Services (not utilities or FSMC administrative costs)		
Transportation/Vehicle Cost		
Utilities (assigned to Food Service Fund)		
Other (as defined on Projected Costs tab)	X	$60,209.04
FSMC Administrative Fee	X	$81,890.00
FSMC Management Fee	X	$25,087.10
Subtotal (Bid Items Only)		$1,980,950.39
Bid Price Per Meal (subtotal divided by projected meals/meal equivalents)		3.948
Additional Food Service Markup if applicable (refer to RFP)		
TOTAL PROJECTED OPERATING COST		$1,980,950.39

Bidder will use the correct column to indicate if fees will be billed over a 10-month period, 12-month period, or by cost per meal/meal equivalent. Do not indicate costs in all 3 columns for each fee.

	School Year 2026-2027 Rates [will match the current rates on the SY 27-28 Renewal Rate Agreement Form (if renewed)]				
	COST PER MONTH				
	Monthly Fee (10 months)	or	Monthly Fee (12 months)	or	COST PER MEAL / MEAL EQUIVALENT
FSMC Administrative Fee	8189	or		or	
FSMC Management Fee		or		or	0.05

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable program laws and regulations. This contract shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.

A L Shaffer
FSMC Representative Signature

4/20/2026
Date

NOTE: The Food Service Management Company must use this bid sheet when submitting its bid.

Agreement Page

FSMC Cost Reimbursable RFP
School Year 2026-2027

NEW CONTRACT AGREEMENT SIGNATURE PAGE

The bidder has certified that he/she shall operate in accordance with all applicable state and federal laws and regulations.

This solicitation/contract, attachments, and the proposal of the successful bidder, with addenda, if any, constitute the entire agreement between the School Food Authority (Sponsor) and Food Service Management Company (FSMC). The parties shall not execute any additional contractual documents pertaining to this contract, except as permitted by applicable law.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for up to four (4) additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative on this day and year.

FSMC must sign upon bid submission to the Sponsor.

Name of FSMC	**Date**
Compass Group USA, Inc. by and through its Chartwells Division	4/20/2026
Signature of FSMC Representative	**Signature of Witness for FSMC**
A L Shaffer	Janet Spann
Printed Name of Representative, Title	**Printed Name of Witness, Title**
Amy Shaffer CEO, Chartwells K12	Janet Spann, Contract Analyst

****

This section below will be completed and signed AFTER MDE's final review/approval, followed by the Sponsor's board approval. Upon board approval and contract execution, Sponsor must send this signed page to MDE for the record.

Bid Sheet Selected for Award: Without Advance Payment

Plan Type (if applicable) Selected for Award: n/a

Name of Sponsor	**Date**
SD of the City of Hazel Park	
Signature of Sponsor Representative	**Signature of Witness for Sponsor**
Printed Name of Representative, Title	**Printed Name of Witness, Title**

A Foodservice Proposal for School District of the City of Hazel Park

HP
HAZEL PARK
SCHOOLS



chartwells
serving up happy & healthy

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Required Bid Documents

This proposal, designed specifically for School District of the City of Hazel Park, is confidential and proprietary to Compass Group USA Inc. (Compass). Any unauthorized dissemination to others outside your organization, including public generative AI tools, would irreparably harm Compass and entitle Compass to judicial equitable relief, including injunction and specific performance. This proposal is valid for 90 days after its presentation and/or delivery to you.

Proposal Criteria Guide

Caring for your students means you have much more on your plate than just the evaluation of our proposal. To make it as easy as possible for you to assess our vision for your district, please see the included reference card to help guide you as you review our response to your award criteria.

We look forward to continuing to serve up happy and healthy at School District of the City of Hazel Park.

Criteria and Weight	Strategy	Proposal Section
Cost/Financial Proposal **51 points**	· A competitive but responsible management fee of **$0.0500** per meal and meal equivalent and administrative fee of **$81,890** that ensures no reduction in service, quality or support · A guaranteed return of no less than **$150,000** not to exceed Chartwells Management Fees · A food cost that ensures we continue to meet your quality and variety expectations · Competitive, fair wages and benefits that attract and retain quality frontline staff · Retention of your dedicated and experienced director, Brenda Sapp, and area director, Ann Smith · Commitment to the best value for our partners	Executive Summary and Pages 17-24
Proposal Quality and Compliance **6 points**	· A complete, compliant, and easy to evaluate proposal · The proposal is organized to match the RFP for fast scoring and verification	Executive Summary and Pages 25-28
References/ Relationship Strength **9 points**	· Shown the ability for ten years to deliver positive results for the School District of the City of Hazel Park · Over 40 years of experience in Michigan · 177 school district partnerships in Michigan · Over 720 school district partnerships nationally · The largest and most innovative network of chefs and culinary experts in the K-12 industry	Executive Summary and Pages 29-40
District-Specific Experience **6 points**	· Enhance food culture with culinary events and enrichment experiences. · Collaborate with stakeholders to align foodservice facilities with district goals. · Community integration with local food showcases, concessions and farmers markets · Student educational programs that include nutritional education, sports nutrition programs and wellness initiatives · Regional, customized menus	Executive Summary and Pages 41-94

Criteria and Weight	Strategy	Proposal Section
Plan to Increase Participation **6 points**	· Gather feedback through surveys, focus groups, and student advisory groups. · Innovative student engagement programs that drive participation – Student Choice, Discovery Kitchen, Mood Boost and Global Eats · Use innovative models like grab-and-go, mobile carts, and second-chance breakfast	Executive Summary and Pages 95-104
Marketing and School Culture Alignment **4 points**	· A comprehensive promotion program based on food kids love to eat, fun and engaging programs and inviting environments · Seasonal and holiday promotions, new product introductions and marketing campaigns · Dynamic monthly promotion calendar with exciting themes and Fun Days	Executive Summary and Pages 105-114
Operations and Facility Planning **6 points**	· Evaluate and recommend equipment upgrades or replacements aligned with menu needs, volume, and efficiency. · Incorporate flexible, future-ready solutions that adapt to evolving menus and enrollment.	Executive Summary and Pages 115-118
Nutrition and Student Wellness **4 points**	· Expertise and experience of the largest network of registered dietitians in K-12 · MenuWorks and Nutrislice provides up-to-date nutrition information to students and parents in the palm of their hands · Discovery Kitchen events allow students to sample new foods and cuisines · Nutrition education grants · Innovative and fun programs like Mood Boost	Executive Summary and Pages 119-136
Employee Training and Development **5 points**	· A focus on “Happy Teams” that attracts, retains and grows the best leaders for School District of the City of Hazel Park · Chartwells Cheers recognition and reward program · Comprehensive food safety and workplace safety programs · Professional development opportunities for directors of dining service	Executive Summary and Pages 137-152
Management Support and Accessibility **3 points**	· Largest sphere of support in the Industry · 45 districts and four area directors within a 50-mile radius of Hazel Park · Great Lakes regional support team of regional dietitian, executive chef and field marketing director · Detailed Support Visitation Schedule	Executive Summary and Pages 153-168

May 4, 2026

Dr. Amy Wilcox
Superintendent
School District of the City of Hazel Park
1620 East Elza
Hazel Park, MI 48030

Every Meal, Every Moment: A Chance to Make a Difference

Dear Amy,

Imagine a cafeteria where meals spark curiosity, menus reflect your community's values and students should feel seen, supported and ready to thrive. That's the future we envision together, and it starts with a shared commitment to nourishing both body and mind.

Empowering Your Vision Together

When you choose to continue your partnership with Chartwells you gain more than a foodservice provider. You continue to gain a dedicated partner focused on creating meaningful experiences for students, families and staff. Our approach combines culinary excellence, operational expertise and a deep understanding of K-12 priorities to deliver measurable results that boost participation and get the students at School District of the City of Hazel Park excited to eat in the cafeteria.

- **Healthier, Happier Students:** Scratch cooking, locally sourced ingredients and globally inspired menus make good nutrition exciting and accessible. These changes consistently drive participation gains of up to 14% in breakfast and 8% in lunch helping more students fuel up for success.
- **Innovation That Engages:** From Discovery Kitchen tastings and Mood Boost programs to performance nutrition and cultural celebrations we bring learning beyond the cafeteria building lifelong healthy habits and stronger community connections.
- **Operational Strength and Transparency:** Backed by Compass Group's resources and Foodbuy's $35 billion purchasing power we deliver cost savings, compliance confidence and reliable access to high-quality ingredients all supported by clear reporting and proactive communication.
- **Sustainability and Stewardship:** Initiatives like Waste Not, Farm to School partnerships and school gardens make environmental responsibility a natural part of your program while engaging students in hands-on learning.

Our promise is simple: to listen, collaborate and celebrate your district's unique needs while delivering a dining program that reflects your vision. Our goal every day is to make sure your students leave the cafeteria happier and healthier than they came in.

Your contact for this proposal will be Area Director Ann Smith. She can be reached at 810-348-6050 or ann.smith@compass-usa.com. We acknowledge receipt of the RFP, and Chartwells is well-positioned to meet and exceed the RFP requirements.

Thank you for the opportunity to renew and strengthen our partnership with School District of the City of Hazel Park. Together, let's make every meal a reason to smile and every dining experience a source of community pride.

Warm regards,

James Paladenic
Division Vice President
james.paladenic@compass-usa.com

Justin Hawkins
Regional Vice President
justin.hawkins@compass-usa.com

Ann Smith
Area Director
ann.smith@compass-usa.com





It's all about you
... and good food

Executive Summary



The Value of Continuing with Chartwells

Transforming the dining experience for your students and community since 2016



Participation That Soars

Elevated menu variety, higher food quality through scratch and speed-scratch cooking, and deeper student engagement drive consistent participation gains. Districts transitioning to Chartwells see average increases of 17% in breakfast and 5% in lunch participation as more students choose school meals every day.

Culinary Training That Empowers Staff

Ongoing culinary training equips associates to move beyond heat-and-serve to deliver fresh, flavorful scratch and speed-scratch meals. The result is greater variety, global influence and healthier options that students enjoy and trust.





Innovation at Every Turn

Backed by the strength of Compass Group, Chartwells brings continuous innovation from culinary and student engagement to sustainability and operations. Renewing our partnership ensures access to the tools, resources and expertise that elevate efficiency and the dining experience.

Enrichment Beyond the Cafeteria

Nutrition education, performance fueling, farm-to-school programs and culinary career pathways inspire students beyond the lunch line and support lifelong healthy habits.





Community Connection That Counts

Ongoing feedback from students, parents, associates and administrators keeps the program responsive and transparent, ensuring it continues to meet expectations and reflect community priorities.

"Chartwells has proven to be a dependable and trustworthy partner. Their focus on excellence is evident in every part of their operation – from thoughtful menu planning to consistent, high-quality meal preparation – all tailored to the needs of our schools.."

– Linda Earl, Director Business & Finance, Holly Area Schools

Delivering on Our Promises

Culinary Excellence

Cooking from Scratch

At Chartwells, scratch cooking is at the heart of the child nutrition program, bringing students fresh, flavorful and nourishing meals every day. By preparing more meals from scratch, our culinary team showcases fresh, wholesome ingredients while delivering recipes that are nutritious and flavorful. Students are firsthand experiencing healthier, tastier and more satisfying meals.

New favorites include jerk chicken, hand patty burgers, egg bites, sauces, dips like Buffalo ranch and honey mustard and all the Global Eats recipes.

By focusing on seasonal, locally sourced ingredients and from-scratch preparation, we're not just serving meals – we're delivering an elevated dining experience that students truly enjoy.

Rooted in Our Communities: Supporting Local Farms First

We prioritize purchasing from local farms as a core part of our sourcing philosophy. Whenever possible, we use our resources to buy locally and actively encourage our produce partners to do the same. In addition, we actively seek out and vet new local farms to join our network, always keeping food safety at the forefront of our evaluation process.

Inclusive Dining Options

We continue to expand our plant-based offerings, providing daily vegan and vegetarian options to meet evolving preferences. Our halal program remains strong and continues to grow as we increase variety and availability. Ongoing feedback from students and families helps guide menu adjustments, ensuring we are delivering options that reflect their needs and preferences.

Culinary Masterclass

We successfully implemented the Chartwells K12 Culinary Masterclass program, providing hands-on, instructor-led training that strengthened essential K-12 culinary skills across our teams. This multiday program provided Service Standards of Excellence, embodying our dedication to industry leadership. Through this program, we foster a strong culinary culture where associates are empowered to share their expertise and continue expanding their skills.

This past February the leads attended Culinary Masterclass at Rochester.

Chartwells K12
Culinary Masterclass

Community Is Everything

We actively support and engage with the school community through a wide range of events and activities across the district. Our team participates in initiatives such as Culinary Clubs at all schools, the BackPack/Sleep Pack program, enrollment nights, the Hazel Park Resource Fair and community events like the UO Carnival. We also support signature events such as the Hometown Huddle, where we partner with numerous vendors to create a meaningful community experience.

In addition, we contribute to events through hands-on involvement, including staffing Discovery Kitchen activities, supporting chili cook-offs, and providing equipment and supplies such as popcorn and slush machines. Our team regularly volunteers time and resources, helping to enhance each event while building strong relationships with students, families and the broader community. These efforts reflect our commitment to being an active, supportive partner beyond the cafeteria.



A TASTE FOR SUCCESS

ABOVE: The Hazel Park Public Schools held its 3rd Annual Family Resource Extravaganza & Chili Cook-off at Hazel Park Junior High School Feb. 3. Attendees sampled 10 different chilis and voted for their favorite in the contest. Throughout the gym, vendors and groups held exhibits on different services. Games were also available for kids to play.

RIGHT: Ashley Krill, from Chartwell's Discovery Kitchen, cooks up nut-free basil pesto over penne pasta, zucchini and cherry tomatoes. Discovery Kitchen visits schools to teach kids about how to cook healthy meals.

Photos by Patricia O'Blenes

Jardon Cooking Class

Chartwells hosts a 10-week cooking class at Jardon, designed to equip students with the skills and knowledge to prepare healthy, balanced meals. The program focuses on building independence, confidence and self-sufficiency while reinforcing the importance of nutrition. Through hands-on learning, students also develop an appreciation for cooking and the culinary arts. In addition, we provide student work opportunities to help build real-world skills, with two students currently participating in the program twice a week.





Cooking Clubs

Our culinary programs are designed to extend learning beyond the classroom while supporting each school's broader educational goals. Through our Elementary Cooking Club, offered in 10-week rotations across three schools, students engage in hands-on experiences with kid-friendly recipes. They actively participate in cooking and observation, building foundational skills, confidence, and an early understanding of nutrition and food preparation.

At the secondary level, our Culinary Club meets twice weekly and provides a more advanced experience focused on food safety, basic culinary techniques and HACCP principles. These sessions combine instruction with hands-on application, culminating in a Discovery Kitchen cook-off that encourages creativity, teamwork and practical skill development. With programming offered at each school and opportunities for extended participation at the junior high level, students gain consistent exposure and growth over time.

As a partner, we bring added value by aligning our programs with educational objectives, supporting skill-building and creating meaningful, real-world learning opportunities. Our approach helps foster independence, reinforces classroom concepts and provides students with experiences that support both personal development and future career pathways.





250

Grants

We actively pursue and leverage grant funding to enhance both our equipment and programming across the district. Through programs such as the Fresh Fruit and Vegetable Program (FFVP), we are able to provide students with increased access to fresh fruits and vegetables, supporting healthy habits and expanding menu variety. In addition, equipment grants have allowed us to invest in key resources such as Discovery Kitchen carts, breakfast carts, warmers, mini coolers, milk coolers, and specialty equipment like hot cocoa and iced latte machines. These investments strengthen our ability to deliver efficient service, expand access points and create more engaging dining experiences for students.

Farmers Markets

We proudly hosted our second annual Farmers Market this past fall, where more than 500 students selected and took home over $3,000 in fresh produce. All 4th and 5th graders participated. The event featured a variety of interactive experiences, including a basil planting station, sweet and spicy green bean samples from our Discovery Kitchen, a popcorn station, smoothie bike, and pickle and apple tastings. To round out the experience, we also offered classic favorites like cider and doughnuts.





Scan below to see the media coverage about the farmers market!



Concessions & Grab-and-Go

Our concessions program plays an important role in enhancing the overall school experience, offering a variety of popular items such as pizza, hot dogs, pretzels, nachos, and ice cream at junior and high school athletic events. These offerings provide convenient, crowd-pleasing options that support event engagement and participation.

In addition, our grab-and-go program across schools continues to see strong demand. Featuring chip racks, a wide selection of beverages, warm items like cookies and pretzels and a slush machine, this program delivers quick, accessible options that meet the needs of students throughout the day. Together, these platforms provide both convenience and variety while contributing to overall participation and satisfaction.

SFP and FFVP

We actively support and implement key nutrition programs including the 10:00 AM Snack Program, Summer Food Service Program (SFSP), and the Fresh Fruit and Vegetable Program (FFVP) to expand access to healthy meals and snacks for students. These programs help ensure students remain fueled, focused, and ready to learn throughout the day and year, including during the summer months. They also provide increased exposure to fresh, nutritious options that support overall wellness. As a partner, we continuously pursue grant opportunities and additional funding to strengthen and expand these programs, helping the district maximize resources while delivering consistent, high-quality nutrition support to the community.

Student Engagement

Discovery Kitchen

Our flagship approach to nutrition awareness and education, Discovery Kitchen, introduces students to new flavors and foods. Discovery Kitchen events inspire curiosity and learning through hands-on engagement with food tastings. With 10 monthly themes, promotional activities are tailored to each age group, allowing us to reach every student with nutritional information that is right for them.

Activated the Discovery Kitchen cart on a monthly basis to introduce new foods, encourage sampling and gather student feedback.

chartwells Discovery KITCHEN

Student Choice

STUDENT CHOICE FOOD YOUR WAY

Student Choice brings the latest food trends straight to your secondary students. Fun tasting and voting events empower students to share their voice and decide what food makes it on their school menu. Students take the lead, often rallying their classmates and teachers to vote for their favorite restaurant-inspired culinary concepts.

Global Eats

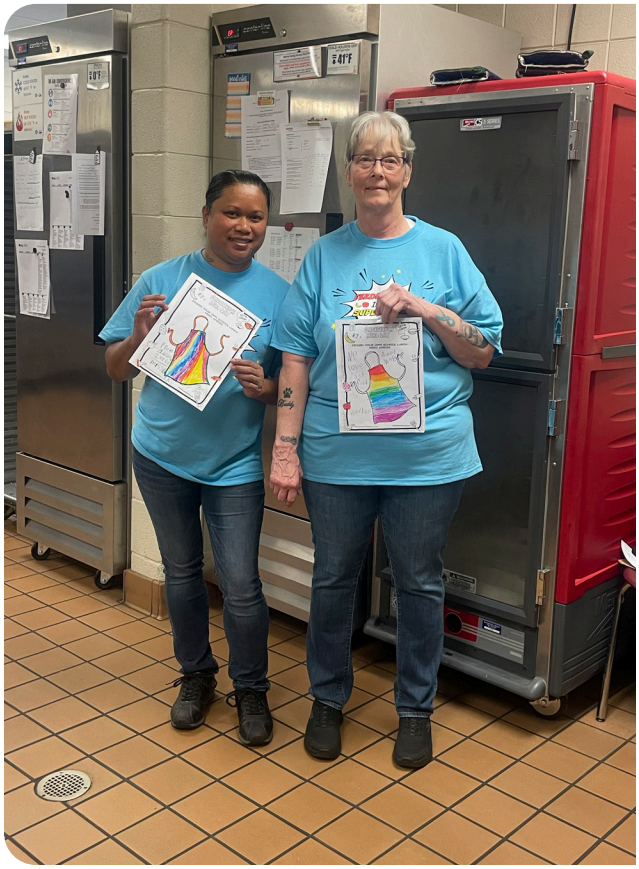
Our philosophy has always been that food is about adventure and discovery. Our newest award-winning program, Global Eats, invites kids on a food exploration celebrating cultural heritages through food. Global Eats has taken flight in your district to bring students internationally inspired cuisines prepared by our staff. Students were served classic recipes from India, China, Italy, Mexico, Korea and the Caribbean.

Global Eats

School Lunch Heroes

As kids advance from grade to grade with new classes and different teachers, the dedicated lunch workers in the school cafeteria are often one of the few constants throughout the academic journey. Whether they're at-the-ready with a spoon, spatula or welcoming smile, these school lunch heroes go above and beyond to not only serve foods kids love to eat, but also ensure students leave the cafeteria happier and healthier than they came in. Every year on the first Friday of May, Chartwells celebrates National School Lunch Hero Day to recognize its 16,000 chefs, dietitians and foodservice workers who serve 2 million meals a day in schools across the country. In honor of School Lunch Hero Day, over the years we have celebrated with thank you cards, fun T-shirts, hats and aprons.





Fun Days and Holiday Celebrations

We believe students should have fun in the cafeteria, so we've hosted Fun Day promotions and holiday events throughout the year. We take advantage of every opportunity to spark excitement in the student lunch experience. We hosted and featured many special menu items throughout the year for celebrations like: 100th Day of School, Dr. Seuss' Birthday, Apple Crunch Day, Pancake Breakfast with Santa and more!

FUN DAYS

Mood Boost

We're boosting moods with knowledge about how the food we eat impacts our overall wellness. Award-winning Mood Boost focuses on six moods that are easy for kids to relate to and identify: Happy, Alert, Calm, Strong, Confident and Smart. Students taste foods in the cafeteria or select items from the menu with ingredients that influence each one.

MOOD BOOST

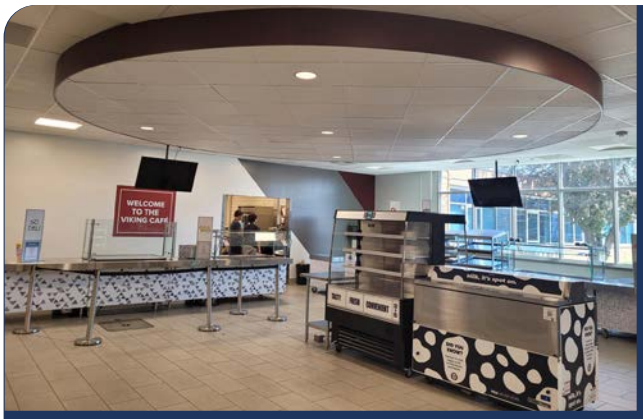
Limited-Time Offers: Excitement on the Menu

Limited-time offers bring fresh energy and variety to the cafeteria by introducing new, restaurant-inspired meals that students can't wait to try. These short-run features create buzz, spark curiosity and encourage students to explore new flavors – all while helping foodservice teams gather real-time feedback to shape future menus. By keeping dining experiences fresh, relevant and fun, LTOs not only drive participation, but also build lasting satisfaction and enthusiasm for school meals.

DIP'N TO FLAVOR

Chili Days, WARM BELLIES

Environment and Facilities



We completed a comprehensive high school cafeteria refresh that included updated serving areas and kitchen enhancements to improve flow, efficiency and the overall dining experience. As part of this upgrade, digital menu boards were installed and integrated with Nutrislice, providing real-time access to menus and nutrition information.

In addition, we have made significant investments in enhancing the dining environment across the district through updated signage and new service spaces. Recent improvements include the introduction of modern, engaging cafeteria concepts such as "The Market," at the middle school along with pop art and fun, student-friendly messaging at the elementary level. Implemented during the 2024–2025 school year, these updates create a more inviting, contemporary atmosphere that elevates the overall dining experience.

The new coffee station was implemented this school year and features a new BUNN machine. Partnering with Biggby Coffee, we are able to offer both lattes and hot coffee, along with reimbursable options supported by a grant-funded hot chocolate machine.

Our Team

Recognition and Growth in Action

We prioritize recognizing and celebrating our team to build a strong, positive workplace culture. We actively participate in recognition programs such as the Cheers Awards, and we have seen several team members advance through promotions, reflecting our commitment to growth and development.

At the district level, team members have also been recognized for their outstanding contributions. Lori Collier-Paterson was honored as Support Staff of the Year at Hoover Elementary, highlighting the impact and dedication of our team. In addition, Brenda Sapp, Christina Gersky, Ashley Kill, Kayla Lorenz and Jen Kaylor have all earned job promotions, demonstrating clear pathways for growth and advancement within our program.

We celebrate successes through ongoing recognition efforts including birthday cards, emails, handwritten notes of appreciation and annual celebrations. These efforts reinforce engagement, boost morale and support a high-performing team dedicated to delivering exceptional service.

Hourly HiPo Program

Our 12-week Hourly HiPo (High-Potential) Program supports hourly associates with strong leadership potential. Selected through a nomination process, participants receive focused training, hands-on learning and exposure to senior leaders.

More than 100 associates have graduated – many moving into salaried roles. Graduates can pursue onboarding tracks in culinary, marketing or nutrition aligned with their career goals.

We are proud of Kayla Lorenz who participated in the program and went from lead to production supervisor.



Our Vision for the Future

We are passionate about creating delicious, kid-approved food and will continue to work with you to customize and elevate the dining program with new concepts and promotions that resonate with your students.

Culinary Excellence

Continue Culinary Masterclass

The Chartwells K12 Culinary Masterclass program enhances essential K-12 culinary skills through hands-on, instructor-led training. This multiday program provides Service Standards of Excellence, embodying our dedication to industry leadership. This fosters a culinary culture where associates are empowered to share and expand their skills.

Chartwells K12 Culinary Masterclass

Student Engagement

We will continue to host Discovery Kitchen, Mood Boost, Student Choice, Global Eats and Fun Days events. These promotions have proved to be effective in captivating students, enriching their overall experience and fostering a favorable campus environment, thereby increasing student involvement and satisfaction.

chartwells Discovery KITCHEN

MOOD BOOST

STUDENT CHOICE FOOD YOUR WAY

Global Eats

NUTRITION: GAME ON!

NUTRITION: GAME ON!

Chartwells' New Elementary Program

A bold and exciting nutrition education experience designed just for elementary students. This isn't your average food lesson — it's a high-energy adventure where healthy eating becomes a monthly mission. Each month, best friends Dani and Leo lead students through themed challenges that combine movement, storytelling, and hands-on fun. By turning nutrition education into an interactive adventure, the program keeps kids excited, active, and engaged all year long.

Limited-Time Offers: Excitement on the Menu

Limited-time offers bring fresh energy and variety to the cafeteria by introducing new, restaurant-inspired meals that students can't wait to try. These short-run features create buzz, spark curiosity and encourage students to explore new flavors – all while helping foodservice teams gather real-time feedback to shape future menus. By keeping dining experiences fresh, relevant and fun, LTOs not only drive participation, but also build lasting satisfaction and enthusiasm for school meals.



Explore Elevating the Culinary Experience: Guest Chef Program

We are excited to host a truly engaging and educational experience for the students and community with our guest chef program. Chartwells' regional executive chef, Aaron Mason, will visit your district next year, with a specific focus each time. They host cooking demonstrations and tasting events for students, lead adult cooking classes, judge cook-off competitions, partner with culinary arts teachers and train the on-site dining associates.

Lucky Tray Day

We aim to make the cafeteria the happiest place in school and seek out every opportunity to spark excitement in the student dining experience. Kids love the anticipation of finding a special sticker on the bottom of their tray to win a prize. Lucky tray events drive participation and can easily tie into national food days, seasonal holidays or scheduled special events for a little added fun.

Health and Wellness

Sports Nutrition

Your high school athletic program is a great source of school spirit and pride. We're excited to help you inspire young athletes to enhance their performance through sport-specific nutrition education. A Chartwells registered dietitian will teach the fundamentals of nutrition and provide tips on how to eat to compete at a series of in-person education sessions for athletic teams and their coaches.

Power Up!

We recognize many students – even those who aren't part of a formal school athletic team – are interested in how their diet impacts performance. That's why we offer resources that encourage all students to eat healthily and be physically active. Our Power Up: Fueling Performance program has a variety of activities for the whole school. Through this program, students learn fun facts about fueling for performance – whether that's on the field or in the classroom.

power up
fueling performance


Cost



Estimated Purchasing Rebates for School Year 2026-2027 – $256,677

The purchasing power of Chartwells and the entire Compass Group family is evident in the transparent return of all purchasing rebates.

No other company has the purchasing power to provide competitive invoice pricing and significant rebates to your district. Our proposed purchasing rebates are estimated based on the RFP, provided data and our projections.

Rebate Transparency

Chartwells will identify rebates, discounts and allowances on the operating statements and provide School District of the City of Hazel Park with access to records as required by applicable regulations. Chartwells will pass through all allowances earned. These allowances include manufacturer item volume allowances, local supplier invoice discounts, distributor allowances, supplier credits and applicable growth incentives.

Chartwells does not charge any rebate management fee or rebate administrative fee, passing 100% of applicable rebates to our clients.

Where Expertise Meets Extraordinary Resources

Other companies may propose a lower fee, but that price could jeopardize the quality of programs, services, support and innovation.

Included in our fees are specialized local resources, innovative operating systems and procurement capabilities that allow School District of the City of Hazel Park to operate at optimum efficiency and provide the highest level of student satisfaction.





Proposed Fee

Management Fee – $0.0500 per meal

Administrative Fee – $81,890

Meal equivalent is based on the RFP amount of $5.14

Net Cost to School District of the City of Hazel Park

	Total Proposed Fee	$106,977.10
-	Value Allowance Rebates	$256,677.00
=	**Net Cost**	**$[149,699.90]**

Our financial proposal is built on the these assumptions:

- Information provided in the RFP.
- Serving days not to be less than provided in the RFP.
- Cash and/or reimbursement levels from state and federal sponsors do not fall below the levels estimated in Chartwells' proposal.
- Communication during the prebid meeting.
- Ability to incorporate all programs and concepts recommended in the proposal.
- A mutually agreed upon contract between School District of the City of Hazel Park and Compass Group by and through its Chartwells division.

The FSMC's financial proposal has been developed based on certain conditions and assumptions, including that the reimbursement rate for the school meal program will not be less than the rates in effect for the 2025-2026 school year and that there will be no changes in federal, state or local regulations that create a financial impact on the foodservice program.

Proposed Foodservice Program Return

It would be a privilege to continue to serve School District of the City of Hazel Park. We will continue working diligently to bring best-in-class programs and positive financial results to your students and school community. Our passion and commitment to your program will never waver.

Guaranteed Return – $150,000 Not to Exceed Chartwells' Management Fee

As part of our comprehensive financial commitment, we're offering a guaranteed return of $150,000 not to exceed Chartwells' management fee. Our experience with you, resources and analysis of information provided in the RFP allow us to confidently present this figure to the district.

The FSMC guarantees that the bottom line of the operational financial report for the 2026-2027 school year (exclusive of cost of equipment repairs, maintenance, replacements and smallwares) will be at $150,000. In the event the costs (exclusive of cost of equipment repairs, maintenance, replacements and smallwares) of operating the foodservice program exceed total revenues (from all sources), the FSMC will be responsible for any losses (shortfalls) incurred but in no event shall the reimbursement obligation exceed Chartwells' management fee.

Both parties agree that the guaranteed return amount is contingent upon the continuation of similar existing conditions as outlined in the Information Section, including enrollment, serving days, program participation, type(s) of meal service, sites and wage/fringe costs. If existing conditions are not met during the school year, the parties agree to renegotiate, within reason, the guaranteed return amount. Both parties understand that renegotiated terms may be determined to be a material change; thus, any amendments must be submitted to MDE for review and approval prior to execution.



BID SHEET
FSMC Cost Reimbursable Contract
WITHOUT ADVANCE PAYMENT

This bid is being offered by:	**Chartwells**
	Name of Food Service Management Company
This bid is being offered to:	**School District of the City of Hazel Park**
	Name of School Sponsor
Projected Meals/Meal Equivalents Per Year:	**501,742** (do not alter, cell will auto-fill upon MDE review)

Sponsor is contracting for the expenses indicated as Bid Items below	Bid Items (Sponsor completes)	Projected Operating Cost WITHOUT Advance Payment (Bidder completes)
Labor - On-Site FSMC Management Employees	X	$85,284.00
Fringe Benefits - On-Site FSMC Management Employees	X	$10,235.00
Labor - FSMC Hourly Employees	X	$768,548.39
Fringe Benefits - FSMC Hourly Employees	X	$136,874.82
Food Cost for SNP, CACFP, and SFSP Meals (including commodities delivery charge) (net of VDA/rebates)	X	$703,613.00
Non-Food Cost for SNP, CACFP, and SFSP (supplies and other materials)	X	$60,209.04
Food Cost for FFVP (as defined in RFP)	X	$49,000.00
Non-Food Cost for FFVP (supplies and other materials) (as defined in RFP)	X	$0.00
Contracted Services (not utilities or FSMC administrative costs)		
Transportation/Vehicle Cost		
Utilities (assigned to Food Service Fund)		
Other (as defined on Projected Costs tab)	X	$60,209.04
FSMC Administrative Fee	X	$81,890.00
FSMC Management Fee	X	$25,087.10
Subtotal (Bid Items Only)		$1,980,950.39
Bid Price Per Meal (subtotal divided by projected meals/meal equivalents)		3.948
Additional Food Service Markup if applicable (refer to RFP)		
TOTAL PROJECTED OPERATING COST		$1,980,950.39

Bidder will use the correct column to indicate if fees will be billed over a 10-month period, 12-month period, or by cost per meal/meal equivalent. Do not indicate costs in all 3 columns for each fee.

	School Year 2026-2027 Rates [will match the current rates on the SY 27-28 Renewal Rate Agreement Form (if renewed)]					
	COST PER MONTH					
	Monthly Fee (10 months)	or	Monthly Fee (12 months)	or	COST PER MEAL / MEAL EQUIVALENT	
FSMC Administrative Fee	8189	or		or		
FSMC Management Fee		or		or	0.05	

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable program laws and regulations. This contract shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.

A L Shaffer
FSMC Representative's Signature

4/20/2026
Date

NOTE: The Food Service Management Company must use this bid sheet when submitting its bid.

Financial Updates

To: Compass Group USA Business Partners
Date: January 13, 2026
Subject: Compass Group USA Financial Update

Compass Group USA Inc. is a wholly owned subsidiary of Compass Group PLC (CGP), the global leader for contract catering services. Compass Group USA Inc. is the legal entity representing United States operations and is the parent company of Bon Appetit Management Co., Canteen One Inc., Crothall Services Group, CulinArt Inc., Eurest Services Inc., FLIK International Corp., Foodbuy LLC, Gourmet Dining LLC, Levy Restaurants, Morrison Management Specialists Inc., Quantum North America LLC, Restaurant Associates Corporation, SSC Service Solutions (Southeast Service Corporation), Wolfgang Puck Catering & Events LLC and Unidine Corporation. Divisions of Compass Group USA Inc. include Canteen, Chartwells, Eurest Dining, Menus Catering, Occasions Caterers and Protocol Staffing Services.

Through a series of acquisitions and organic growth, Compass Group has become the market leader in North America with annual revenues in 2025 of $31.4 billion and operating profit of $2.6 billion. Compass Group North America's revenues represent 68% of the CGP worldwide total.

CGP was formed in 1987 to facilitate the management-led buyout of the Grand Metropolitan PLC catering division. During its 39-year history, CGP has grown significantly from a revenue and value perspective, with a current market capitalization of $53 billion. CGP trades on the London Stock Exchange under symbol CPG.L and is represented in the FTSE 100 Index. While Compass Group has experienced phenomenal growth, it remains a conservatively managed company with a strong credit rating. Access to the September 30, 2025, CGP annual report is available through the following link:

https://www.compass-group.com/en/investors/annual-report-2025.html

You are encouraged to direct financial inquiries regarding Compass Group to my attention at our North America headquarters in Charlotte, North Carolina.

Sincerely,

Daniel Thomas
Senior Vice President and Treasurer
Compass Group, North America
2400 Yorkmont Road
Charlotte, NC 28217
704-328-7073

Long-Term Financial Stability

You can continue to rely on Chartwells as your long-term partner. In today's economy, not every company can make this commitment.

Per bid criteria, we have included three years of the most recent audited financial statements, including profit/loss statements, on the companion USB drive.



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Proposal Quality and Compliance

Proposal Quality and Compliance – 6 points

Chartwells is proud to submit a proposal that reflects our student-centered approach and our commitment to operational excellence. Our response is purpose-built for K-12 evaluation so your team can quickly confirm how we will deliver safe, appealing meals and a consistently high level of service.

Our proposal has been designed to be clear, comprehensive, and easy to navigate while remaining within the required 200-page limit. We understand the importance of presenting information in a structured and accessible format that allows evaluators to quickly locate and assess key content.

Proposal is Complete, Clear and 200 Pages or less – 3 points

Completeness and Clarity

This proposal addresses all requirements outlined in the RFP and includes all requested documentation, forms, and supporting materials. Each section has been carefully reviewed to ensure accuracy, consistency, and alignment with the stated scope of work. Content is written in a concise and straightforward manner, avoiding unnecessary complexity while still providing sufficient detail to fully demonstrate our capabilities.

Organization, Clarity and Responsiveness to RFP – 3 points

Organization and Ease of Navigation

To enhance usability, the proposal is organized to mirror the structure and sequence of the RFP. This approach allows evaluators to easily cross-reference requirements with our responses. Key features include:

- A detailed table of contents with clearly labeled sections
- **Proposal Criteria Guide** to easily navigate each RFP criteria and sub-criteria
- Logical flow of information from general overview to detailed responses and required bid documents.

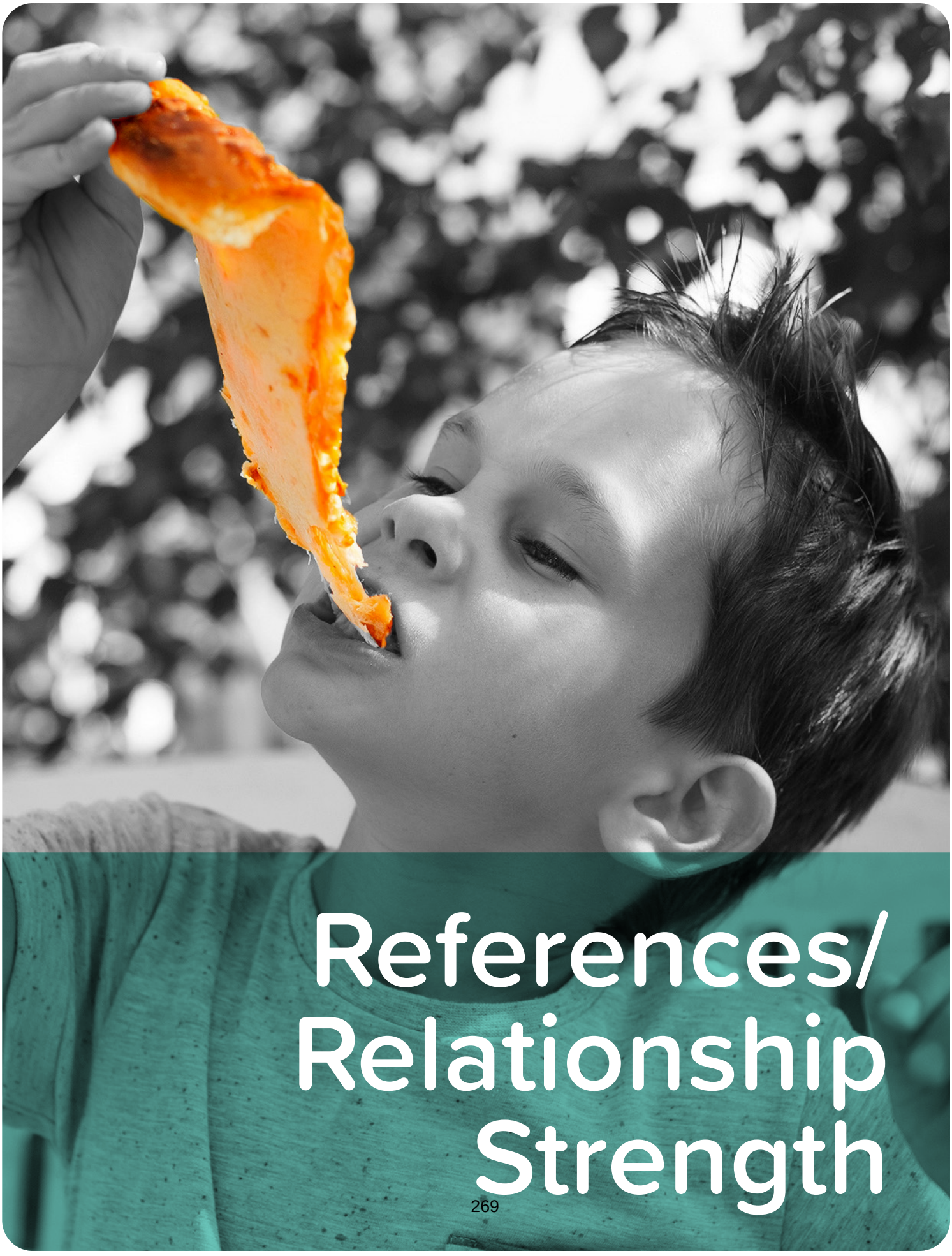
Responsiveness to the RFP

- Each requirement has been addressed directly and thoroughly. Where applicable, responses explicitly refer to the corresponding RFP section to ensure transparency and ease of review. We have provided clear explanations, relevant examples, and supporting details to demonstrate our understanding of the district's needs and our ability to meet or exceed expectations.

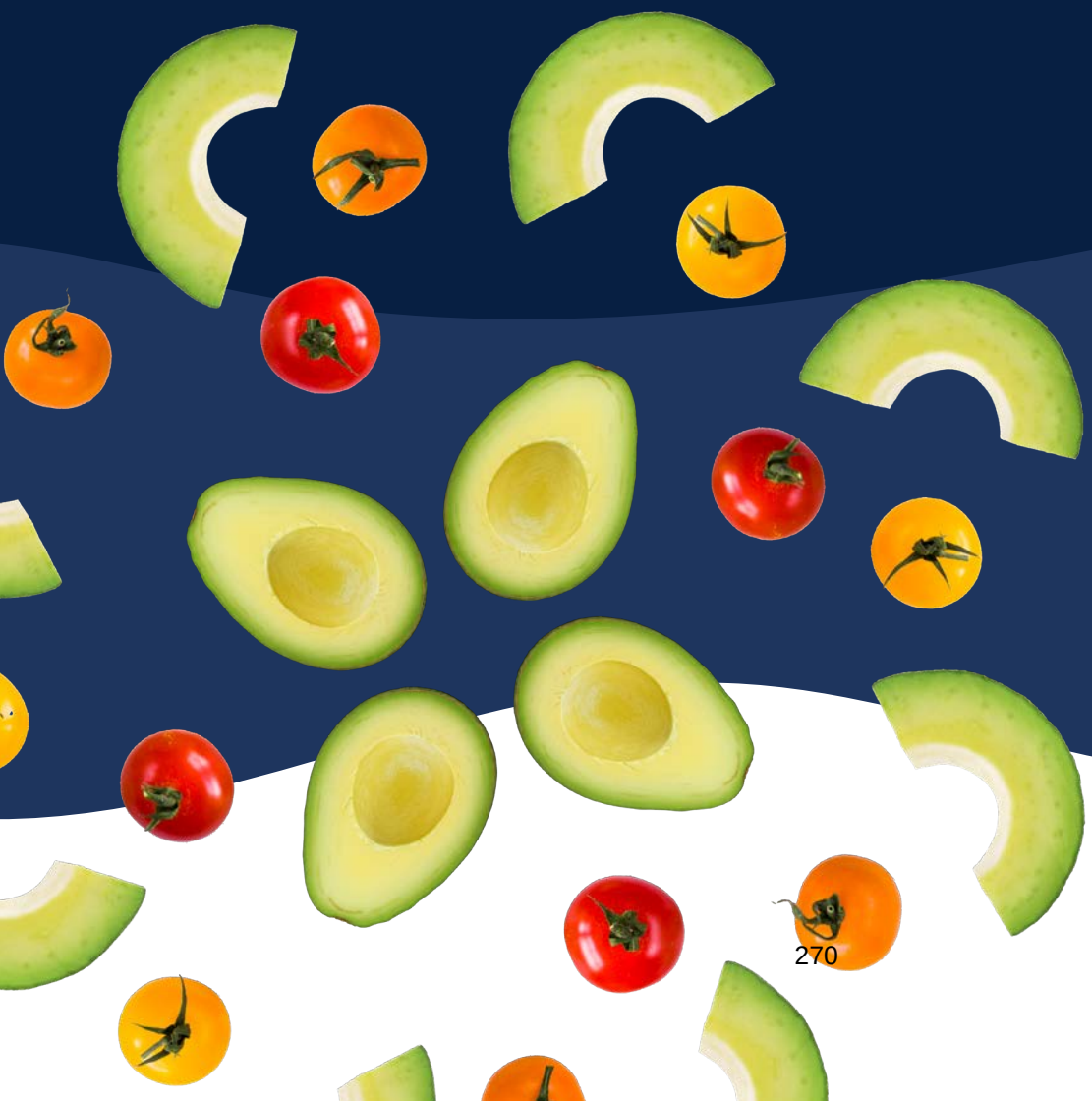
Overall, this proposal reflects Chartwells' commitment to clarity, organization, and full responsiveness – supporting a seamless evaluation process and a comprehensive understanding of our qualifications, K-12 operational approach and ability to meet or exceed the district's requirements for program compliance, food quality, student experience and service excellence.



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References/ Relationship Strength



References/Relationship Strength – 9 points

The Chartwells Difference: Decades of expertise, unmatched resources and proven success.

The Compass Group Advantage: Global Strength, Local Impact

Compass Group is the nation's largest family of foodservice companies serving more than 14 million meals each day – and every single one of them counts. By continuing your partnership with Chartwells, your district retains the full strength of Compass Group behind your program. This broad footprint gives School District of the City of Hazel Park access to additional resources, diverse operational insights and a wide network of culinary experts who can be brought into your program.

Through this ongoing partnership, your district benefits from unmatched expertise in child nutrition, innovative programs and a team dedicated to your success. Supported by a nationwide network, your program stays ahead of the curve.

Decades of Expertise, Focused on Your Success

Experience matters, and with more than 30 years in K-12 dining, we understand every challenge and opportunity. This depth of knowledge translates into real benefits for School District of the City of Hazel Park:

- Smooth operations and compliance with evolving regulations.
- Menus that adapt to changing tastes, keeping students excited about school meals.
- Proactive planning and quick solutions that minimize disruptions and maximize results.
- A dining program that supports wellness goals and enhances your district's reputation.

Resources That Deliver Results

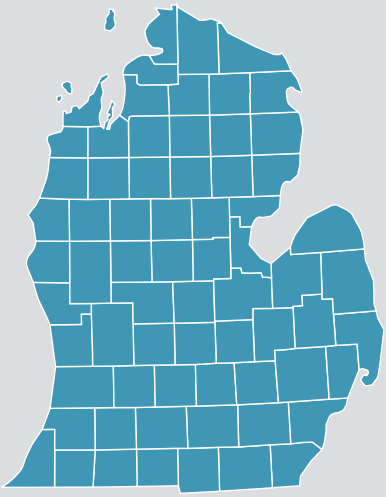
A national, regional and local support structure continues to give your district access to a powerful network of resources while still benefiting from a team that understands your schools personally. This multilevel model ensures your district receives hands-on attention backed by broader expertise that anticipates challenges before they reach your cafeterias. The result is a smoother, more reliable and more innovative dining program that supports students every day.

720+
District Partners

2.6 Million
Students

4,800+
Schools

177 Chartwells School Partnerships in Michigan



271

Why Chartwells?

Every day, Chartwells serves more than 2.3 million meals to K-12 students across the country, fueling learning and creating moments of joy. Our commitment goes beyond the plate. We're here to support the well-being of entire school communities, from students and families to teachers and administrators, because we believe nourishing bodies and minds helps everyone thrive. At Chartwells, we are about more than meals. We are about building healthier futures together.

Chartwells is the K-12 industry leader, empowering partners to promote healthy lifestyles and community engagement.

Here's How:

- Largest team of chefs and registered dietitians in the industry.
- Experienced, professional K-12 foodservice management.
- Best-in-class training and development.
- Engaging marketing and promotional programs for all grade levels.

Our Values

We are committed to shared values that guide our work and culture:



Responsibility

Doing the right thing, even when no one is looking



Learning

Focused on continuous improvement



Resilience

Persevering through challenges



Connection

Leaving people better than we found them



Fun

Bringing joy to everything we do

Trusted by Districts in Michigan

We've been a leader in school foodservice management for more than 30 years and are proud to have some of the longest-running partnerships in the industry.

We encourage you to connect with our partner districts to see our programs in action.

Three comparable districts

Romulus Community Schools
Kevin Brock, Director of
Human Resources
36540 Grant St.
Romulus, MI 48174
734-532-1600
kdbrock@romulusk12.org

Harper Woods Schools
Dr. Hannah Jaber
Senior Leadership
and Accountability
19851 Anita
Harper Woods, MI 48225
313-729-4136
hannah.jaber@hwschools.org

Holly Area Schools
Linda Earl
Director of Business and Finance
920 Baird St.
Holly, MI 48422
248-328-3100
linda.earl@hask12.org

Coloma Schools
Dave Ehlers
Superintendent
P.O. Box 550
Coloma, MI 49038
269-468-2424
dehlers@ccs.coloma.org

Constantine Public Schools
Lisa Pointer-Seidner
Business Manager
1 Falcon Drive
Constantine, MI 49042
269-435-8902
lpointer-seidner@constps.org

Corunna Public Schools
John Fattal
Superintendent
24 N. Shiawassee St.
Corunna, MI 48817
989-743-6338
jfattal@corunna.k12.mi.us

Gibraltar School District
Shawn Stirling
Business Manager
19370 Vreeland Road
Woodhaven, MI 48183
734-379-6350
stirlis@gibdist.net

Hart Public Schools
Mark D. Platt
Superintendent
301 W. Johnson St.
Hart, MI 49420
231-873-6223
mplatt@hart.k12.mi.us

Marcellus Community Schools
Nanette Pauley
Superintendent
305 W. Arbor St.
Marcellus, MI 49067
269-646-7655
nanette.pauley@marcelluscs.org

Millington Community Schools
Steve Bouvy
Superintendent
8664 Dean Drive
Millington, MI 48746
989-660-2451
steve.bouvy@mcsdistrict.net

Portage Public Schools
Paula Johnson
Director of Finance
8107 Mustang Drive
Portage, MI 49002
269-323-5178
pfjohnson@portageps.org

Swan Valley School District
Alison Cicinelli
Superintendent
8380 O'Hern Road
Saginaw, MI 48609
989-921-3701
acicinelli@swanvalley.k12.mi.us

West Branch-Rose City Area Schools
Theodore Matuszak
Director of Finance
P.O. Box 308
West Branch, MI 48661
989-343-2002
matuszat@wbrc.k12.mi.us

ROMULUS COMMUNITY SCHOOLS
TOMORROW STARTS TODAY

September 26, 2025

To Whom It May Concern,

It is my pleasure to recommend Chartwells as a top-tier provider of food services. Over the course of our collaboration, we have experienced firsthand the dedication and professionalism that Chartwells brings to food service, ensuring both high quality and exceptional customer experience.

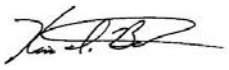
Chartwells has consistently delivered meals of exceptional quality, with a focus on fresh, diverse, and nutritious options. Their attention to detail in meal planning and the creativity of their menu selections have set a new standard, providing meals that are both satisfying and appealing to all tastes and dietary needs. Their commitment to nutrition and balanced offerings has been especially valued by our staff, students, and visitors.

Beyond the food, the service team has exemplified professionalism, reliability, and friendliness. Chartwells staff members are responsive, courteous, and always willing to accommodate special requests and feedback, which has fostered a warm, positive environment. Whether it's a daily service or a large-scale event, their operations run seamlessly, showing careful attention to scheduling, cleanliness, and safety protocols.

Moreover, Chartwells has proven adaptable and innovative, able to adjust swiftly to challenges, including dietary restrictions, seasonal adjustments, and even large-scale events. Their team consistently goes above and beyond to ensure that all our requirements are met, and their reliability has made them an invaluable part of our organization.

In conclusion, I wholeheartedly recommend Chartwells as a trusted partner in food service. Their expertise, quality standards, and customer-first approach have been a tremendous asset, and we are grateful for their outstanding service.

Educationally,



Kevin D. Brock
Director of Human Resources

Demonstrates Strong Communication and Responsiveness – 3 points

Your Dedicated Support Network

Your team has 62 years of collective experience and will continue to support your district with skill, excitement and passion.



Brenda Sapp • Director of Dining Services

Brenda is the director of dining services for Hazel Park Schools with Chartwells K12, a role she has held since February 2025. She previously served as a foodservice employee within the district and brings over 20 years of operations management experience from UPS.

Since joining Hazel Park Schools, Brenda has enhanced the foodservice program by elevating food quality, introducing scratch cooking, improving labor and customer service efficiency, and positioning the department to be financially sustainable while meeting USDA nutritional guidelines. With proven performance in management, leadership and communication, Brenda is a valuable asset to the team.



Ann Smith • Area Director

Ann has more than 42 years of foodservice experience and joined Chartwells in 2002. A dedicated member of the team, she works in parts of southeast Michigan with district administration and local directors of dining services to ensure a high-quality foodservice program while developing and training her team to be its best.

To explore the full scope of experience and references, please see the References/Relationship Strength section of this proposal.

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CONFIDENTIAL

BRENDA SAPP

Director of Dining Services

SUMMARY

Dedicated professional with proven performance in management, leadership and communication. Detail-oriented in problem-solving and planning. Ready to make an immediate contribution.

EXPERIENCE

Chartwells, Hazel Park Schools, February 2024-Present

Director of Dining Services, February 2025-Present

- Oversee day-to-day operations for the foodservice program
- Implement strategic plans to include budget considerations and individual site needs to achieve organizational goals and maintain MDE standards

Production Supervisor, February 2024-February 2025

- Created menus for nine schools
- Oversaw production paperwork
- Supervised kitchen leads and supported staff
- Trained new employees

UPS, Metro Detroit, November 2024-January 2024

Operations Manager

- Oversaw day-to-day operations for division to ensure operational efficiency in service, safety and production
- Monitored performances and evaluations, and KPIs
- Collaborated with union to maintain a positive work culture

EDUCATION

Wayne State University, 2000

Bachelor of Science, business administration management

SKILLS

- Strong leadership and team-building skills
- Exceptional organizational and project management skills
- Excellent communication (written and verbal) and interpersonal skills
- Proficient in labor relations
- Proven ability to communicate complex ideas and concepts to diverse audiences
- Skilled in conflict resolution and negotiation

LEADERSHIP ACHIEVEMENTS

- Managed a team of over 900
- Created and implemented a new mentor/development plan
- Partnered with Essie Mae Good Deeds Foundation and Spaulding for Children to provide educational needs for children

Evidence of Positive Working Relationships with District Leadership – 3 points

Our goal is to consistently keep you informed on your foodservice financials, introduce our newest services and technologies and understand client satisfaction. Here are some of the tools we use to ensure we're meeting your needs and expectations.

Client Business Review (CBR)

- Proactive reviews of financials, services and technology, presented by regional leaders and experts

Monthly Client Report

- Covers financial/marketing highlights
- Issue resolutions
- Projects
- Progress

Principal Scorecards

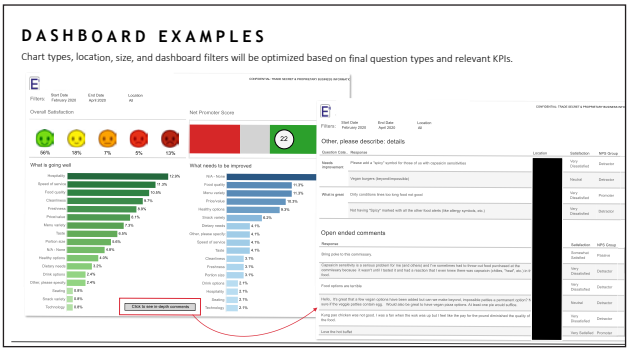
- Regular feedback from principals to track progress and impact

Client Surveys

- Annual online surveys capture satisfaction, improvement opportunities, loyalty and key metrics
- Survey results and insights are delivered in real time via an online dashboard



We scored 4.5 out of 5 on overall client satisfaction and likelihood to recommend Chartwells to others.



Example of Survey Results



Staff, Student, and Parent Satisfaction with Food Quality and Taste – 3 points

Listen-First Approach

The experience is what matters and because every district and every school community is unique, we don't take a one-size-fits-all approach. Our first step in continuing to elevate the School District of the City of Hazel Park program is to listen. We gather input from students, parents, teachers, and administrators to understand preferences, expectations, and perceptions of food quality and taste.

Just as importantly, we turn that feedback into action. Through ongoing engagement including surveys, focus groups and student taste test, we continuously refine menus, introduce new items and adjust offerings to better align with what the community enjoys and values. Taste tests, in particular, give students a direct voice in shaping the menu, ensuring new items are both appealing and well-received before full implementation.

Throughout our partnership, we will maintain this continuous feedback loop listening, testing and adapting to create a dining experience that evolves with the needs and tastes of the Hazel Park community. Below are the methods we will employ to listen, learn, and enhance the program.

Student Focus Groups

Objective: Assess areas of opportunity; understand attitudes and behaviors around school food.

Approach: Focus groups of 10-15 students representing all parts of the student population engage in fun, interactive one-hour sessions, conducted by a facilitator.

Student Surveys

Objective: Rate/vote on core culinary concepts and favorite menu items.

Approach: Online surveys with no limit on participants that can be distributed via email, social media or on tablets in the cafeteria.

Parent Surveys

Objective: Understand concerns and wish lists for school foodservice.

Approach: Online surveys with no limit on participants that can be distributed via email and/or social media.

Administrator/Teacher Surveys

Objective: Identify areas of concern; rate culinary concepts and menu items.

Approach: Online surveys with no limit on participants that can be distributed via email and/or social media.

Student Taste Tests

Objective: Gather direct feedback on food quality, flavor and menu appeal to inform menu development and improvements.

Approach: Student taste tests representing diverse grade levels sample new and existing menu items, provide real-time feedback on taste, appearance and overall satisfaction and help shape menu decisions before broader implementation.

Connecting with Students and Parents

To market the program, we'll help you reach students and parents where they are – online. We will provide content for social media channels and other digital platforms to help keep your community informed and engaged.



Ongoing Communications

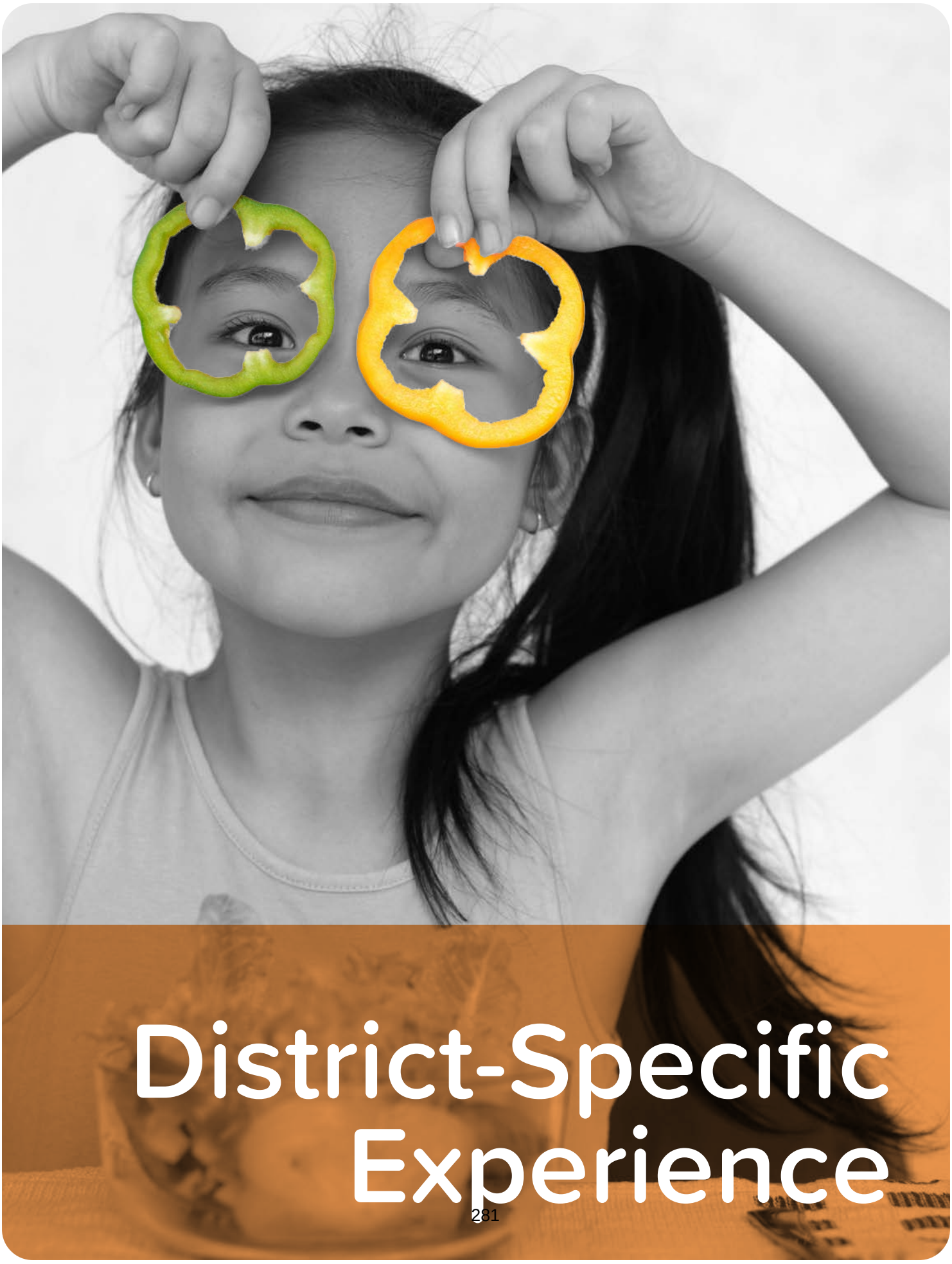
For our foodservice program to succeed and flourish, we must focus our efforts on building program awareness. If School District of the City of Hazel Park students are not aware of a special, an upcoming event or promotion, we have not succeeded in supporting our mission or yours. Chartwells will continually communicate to students, staff and administration everything that is happening in the foodservice program.

Below are some of the strategies we'll use to build awareness.

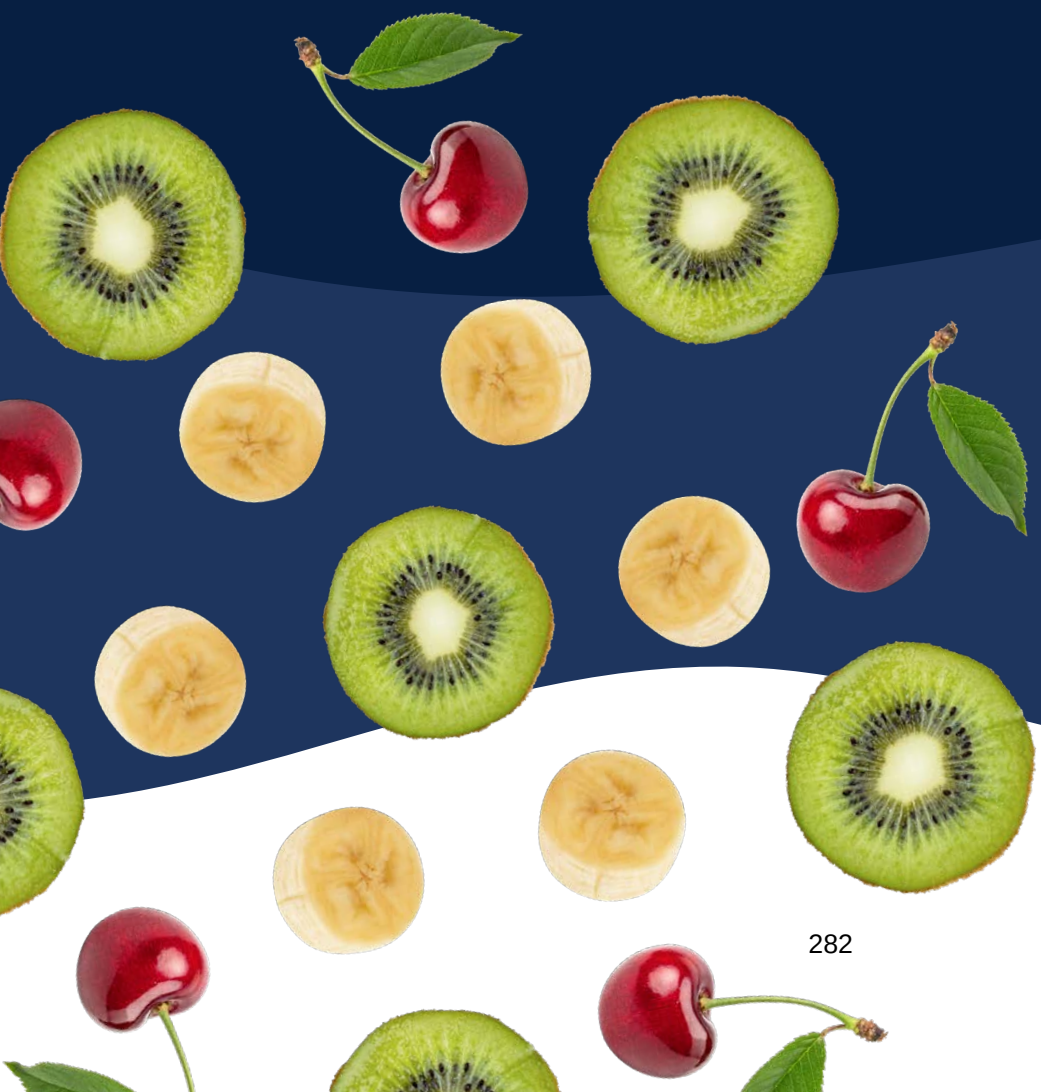
Strategy	Timing
Information booths	Registration, orientation, PTO meetings and other parent-facing events
Printed marketing collateral in English and Spanish, including posters and flyers	Monthly throughout the school year
Menu postings	Daily in the cafeteria; weekly on the district website and Nutrislice
Newsletter featuring calendar of events, specials, cafeteria stories and associate spotlights	Monthly distribution
Providing materials to update School District of the City of Hazel Park's website, which hosts all dining information; students can quickly view the daily menu and operating hours	Ongoing
Implementation and maintenance of our Nutrislice app, which is now compatible with Alexa and translates into multiple languages	Ongoing
Provide content for district social media posts (Facebook, Instagram, X, etc.)	Ongoing
Nontraditional media such as sidewalk signs, chalking the sidewalk, outdoor A-frame signs, bulletin boards, etc.	Ongoing as needed for the promotion or event
Formal business review detailing how we did in the past quarter, what we have forecast and our action plan for continuous improvement	Quarterly
Promote a communication toolkit for free and reduced-price meals	Annually



280
Pork Pozole



District-Specific Experience

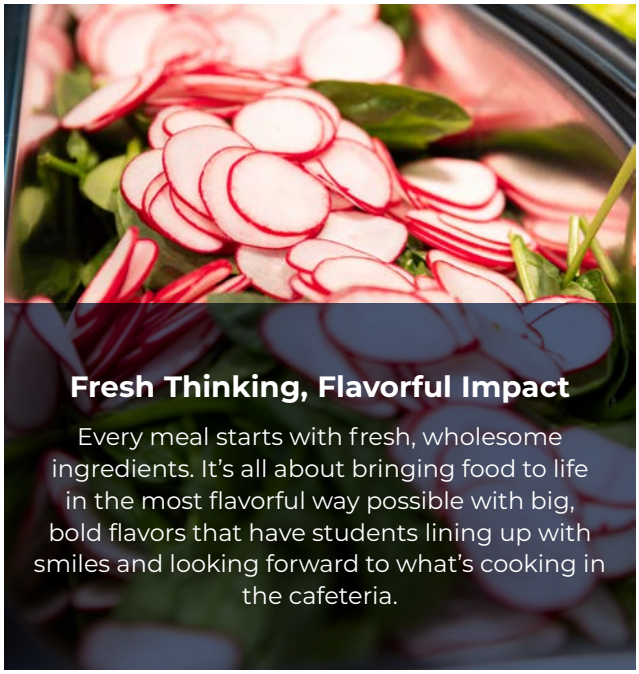


District-Specific Experience – 6 points

Experience with Catering and/or Vended Meal Services – 2 points

At School District of the City of Hazel Park, food is more than food; it's an experience.

Great food goes beyond simple nourishment. It's about bringing people together, fueling learning and making every school day a little brighter. When a dish is crafted with care and just a touch of love, students feel the difference in every bite.



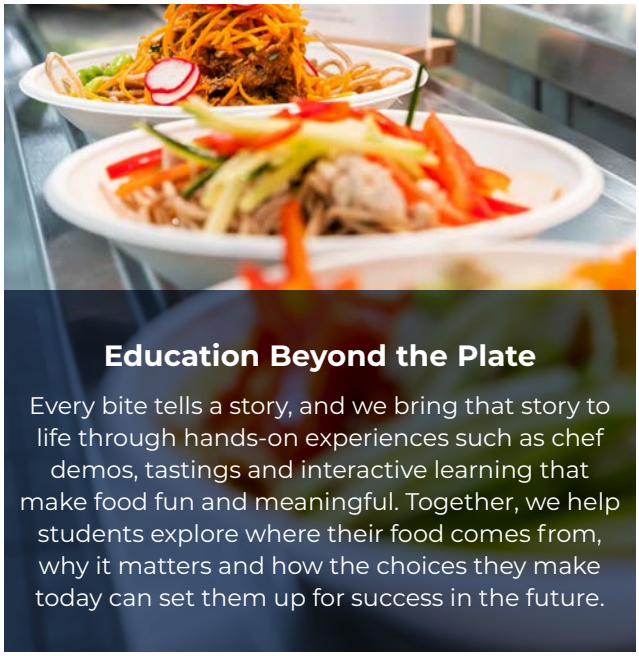
Fresh Thinking, Flavorful Impact

Every meal starts with fresh, wholesome ingredients. It's all about bringing food to life in the most flavorful way possible with big, bold flavors that have students lining up with smiles and looking forward to what's cooking in the cafeteria.



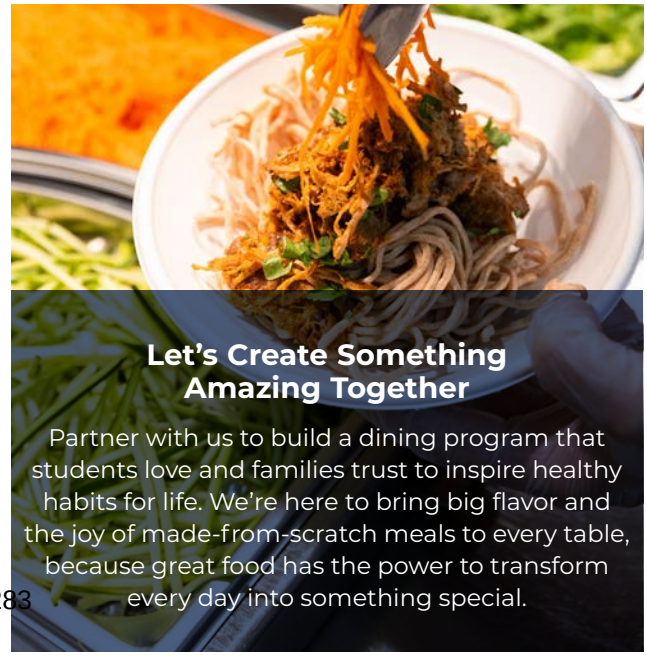
Local Flavor Meets Global Inspiration

We blend the best of both worlds: fresh, local ingredients and global tastes that spark curiosity and adventure. Every dish is thoughtfully tailored to your district, so meals feel authentic, inviting and made with genuine care.



Education Beyond the Plate

Every bite tells a story, and we bring that story to life through hands-on experiences such as chef demos, tastings and interactive learning that make food fun and meaningful. Together, we help students explore where their food comes from, why it matters and how the choices they make today can set them up for success in the future.



Let's Create Something Amazing Together

Partner with us to build a dining program that students love and families trust to inspire healthy habits for life. We're here to bring big flavor and the joy of made-from-scratch meals to every table, because great food has the power to transform every day into something special.



Scratch Cooking: Fresh from the Start

What Is Scratch Cooking?

Our inclusive, innovative culture motivates our people, and it shows in every meal we serve.

Scratch cooking is more than a technique; it’s a foundational part of our culinary philosophy. Meals are prepared using raw, minimally processed ingredients that emphasize freshness, quality and sustainability whenever possible. We prioritize seasonal and locally sourced items to elevate flavor, boost nutritional value and strengthen community connections.

At School District of the City of Hazel Park, this approach gives students the opportunity to experience the craft of true food preparation. It encourages healthier eating habits and increases engagement through meals that are visually appealing, thoughtfully prepared and full of flavor.

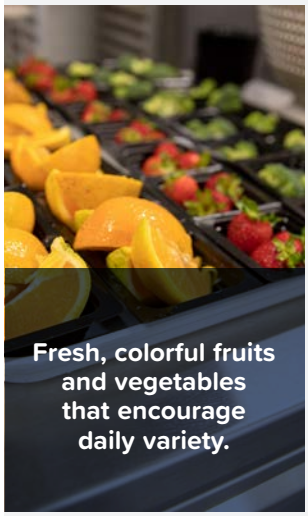
Our clients consistently recognize the positive impact of scratch cooking and fresh ingredients on student appeal, health and overall participation. Your program has benefited from these same strengths, and we remain committed to enhancing them as we move forward together. By offering a variety of options and presenting meals with intention, Chartwells ensures students stay excited about eating while still supporting dietary and wellness goals.

Scan the QR code to see our scratch cooking in action.

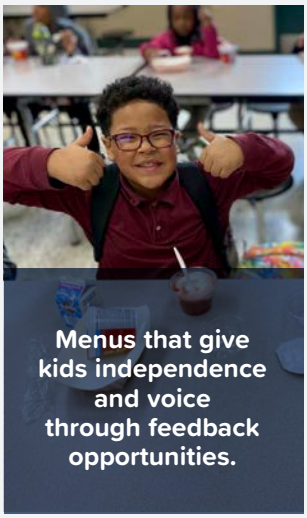
Elementary School: Laying the Groundwork for Success

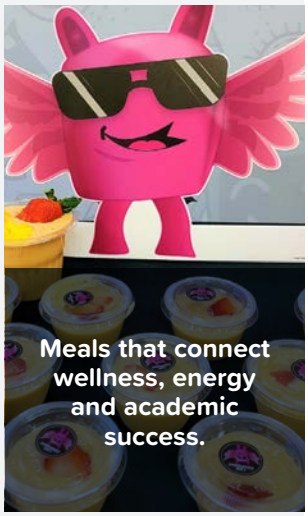
At this stage, children are forming their first real opinions about food. Our programs are designed to make nutritious food accessible and exciting.

We help School District of the City of Hazel Park achieve this through:









THE RESULT?

Happier students; stronger participation; a cafeteria that fuels health and achievement.

Seven in 10 Gen Alphas eat fresh fruit more than a few times per week. White cheese, dry snack foods, and whole grains are also frequently consumed by over half of this generation.

Source: Institute of Food Technologists
Datassential: A Guide to Gen Alpha

Scan the QR code to learn more about our research on generational insights.

Elementary students are looking for a program that offers:

- Taste/Flavor
- Sustainability
- Choices/Variety
- Plant-based options
- Cultural/Global relevance
- Advanced technology
- Brands that support a cause



Hazel Park Schools

2026 Elementary Breakfast Menu

1% Low-fat Milk
Chocolate Skim Milk
Strawberry Fat Free Milk
served daily





WEEK 1

MONDAY

Buttermilk Pancakes
Low Fat Mozzarella String Cheese
Hard Boiled Egg
Apple Cinnamon Yogurt Parfait with Granola
Chilled Peaches
Golden Delicious Apple
Kiwi Wedges

TUESDAY

Chicken Biscuit Sandwich
Strawberry Banana Trix Yoplait
Low Fat Mozzarella String Cheese
Vanilla, Apple & Orange Smoothie
Graham Crackers
Chilled Diced Pears
Fresh Grapefruit
Whole Banana

WEDNESDAY

Fruit Breakfast Wrap
Strawberry Banana Trix Yoplait
Hard Boiled Egg
Horchata Yogurt Apple Parfait with Cinnamon Chex
Red Delicious Apple
Fresh Red Seedless Grapes
Pineapple Tidbits

THURSDAY

SunbutterBanana Toast
Low Fat Mozzarella String Cheese
Hard Boiled Egg
Vanilla, Apple & Orange Smoothie
Graham Crackers
Graham Crackers
Fresh Pear
Chilled Tropical Fruit
Whole Banana

FRIDAY

Turkey Ham Breakfast Quesadilla
Cinnamon Toast Crunch
Cereal Strawberry Banana
Trix Yoplait Low Fat
Mozzarella String Cheese
Peach Cobbler Yogurt Parfait with Granola
Whole Banana
Fresh Nectarine
Chilled Apricots

WEEK 2

MONDAY

Cobblestone Breakfast Rolls
Low Fat Mozzarella String Cheese
Raspberry Rainbow Yogurt
Berry Parfait with Granola
Whole Banana
Chilled Peaches
Red Delicious Apple

TUESDAY

Turkey Bacon, Egg, & Cheese on a Biscuit
Low Fat Mozzarella String Cheese
Lemonade Stand Smoothie
Chocolate Chip Muffin
Whole Orange
Chilled Diced Pears
Banana and Strawberry Slices

WEDNESDAY

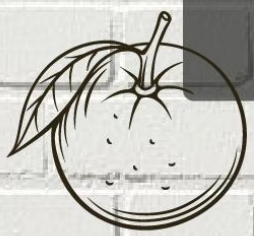
Sunbutter & Jelly Pancake Sandwich
Raspberry Rainbow Yogurt
Hard Boiled Egg
Peach Cobbler Yogurt Parfait with Granola
Whole Banana
Red Delicious Apple
Pineapple Tidbits

THURSDAY

Breakfast Turkey Sausage Pizza
Low Fat Mozzarella String Cheese
Raspberry Rainbow Yogurt
Lemonade Stand Smoothie
Chocolate Chip Muffin
Fresh Pear
Chilled Tropical Fruit
Fresh Blueberries

FRIDAY

Turkey Sausage & Cheese Croissant
Low Fat Mozzarella String Cheese
Hard Boiled Egg
Horchata Yogurt Apple Parfait
with Cinnamon Chex
Whole Banana
Fresh Nectarine
Chilled Apricots





This institution is an equal opportunity provider.

Hazel Park Schools

2026 Elementary Breakfast Menu

WEEK 3

MONDAY

Turkey Sausage & Egg on English Muffin
Multigrain Cheerios
Hard Boiled Egg
Raspberry Rainbow Yogurt
Orange & Vanilla Yogurt Parfait with Granola
Whole Banana
Chilled Peaches
Granny Smith Apple

TUESDAY

Turkey Bacon, Egg & Cheese Bagel
Cinnamon Chex Cereal
Raspberry Rainbow Yogurt
Hard Boiled Egg
Apple Cinnamon Smoothie
Graham Crackers
Chilled Diced Pears
Red Seedless Grapes
Sliced Fresh Strawberries

WEDNESDAY

Chicken & Waffle
Hard Boiled Egg
Raspberry Rainbow Yogurt
Horchata YoApple Parfait
Whole Banana
Granny Smith Apple
Strawberry Apricot Fruit Salad

THURSDAY

Whole Grain French Toast Sticks
Turkey Sausage Patty
Raspberry Rainbow Yogurt
Hard Boiled Egg
Apple Cinnamon Smoothie
Fresh Pear
Chilled Tropical Fruit
Fresh Blueberries

FRIDAY

Quesadilla Apple Yogurt Dip
Multigrain Cheerios Hard
Boiled Egg Raspberry
Rainbow Yogurt
Peach Cobbler Yogurt Parfait with Granola
Whole Banana
Fresh Nectarine
Chilled Apricots

WEEK 4

MONDAY

Turkey Sausage Egg Breakfast Tacos
Low Fat Mozzarella String Cheese
Strawberry Banana Yogurt
Apple Cinnamon Yogurt Parfait with Granola
Whole Banana
Chilled Peaches
Gala Apple

TUESDAY

Homemade French Toast Casserole
Syrup or Apple Topping
Low Fat Mozzarella String Cheese
Hard Boiled Egg
Blushberry Orange Smoothie
Blueberry Muffin
Chilled Diced Pears
Cantaloupe Cubes
Gala Apple

WEDNESDAY

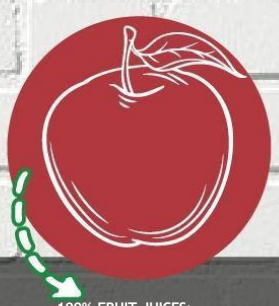
Turkey Sausage Biscuit Sandwich with Strawberry Jam
Strawberry Banana Yogurt
Low Fat Mozzarella String Cheese
Blueberry & Strawberry Parfait with French Toast Sticks
Sliced Peaches
Fresh Pear
Red and Green Seedless Grapes

THURSDAY

Sunbutter Berry English Muffin
Low Fat Mozzarella String Cheese
Hard Boiled Egg
Blushberry Orange Smoothie
Blueberry Muffin
Chilled Tropical Fruit
Cantaloupe Cubes
Whole Banana

FRIDAY

Turkey Sausage & Cheese Croissant
Multigrain Cheerios
Strawberry Banana Yogurt
Low Fat Mozzarella String Cheese
Banana Chunky Monkey Parfait
Whole Nectarine
Apricot Applesauce
Peachy Summer Salad



100% FRUIT JUICES:
100% Apple Juice
100% Orange Juice
100% Grape Juice
served daily

DAILY CEREAL OPTIONS:
Cocoa Puffs Cereal
Blueberry Chex Cereal
Honey Cheerios Cereal
served daily

WEEK 5

MONDAY

Buttermilk Pancakes with Blueberry Topping
Turkey Sausage Patty
Low Fat Mozzarella String Cheese
Hard Boiled Egg
Horchata Yogurt Apple Parfait with Cinnamon Chex
Chilled Peaches
Pineapple Tidbits
Golden Delicious Apple

BREAKFAST =  +  +  + 

Grain or protein entree **Two fruits side dishes** **Choice of milk**

This institution is an equal opportunity provider.





Hazel Park Schools

2026 Elementary Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Hearty Baked Turkey Bolognese Pasta with Dinner Roll L Roasted Green Beans	Southwest Baja Beef Rice Bowl Brown rice, Mexican style black beans, salsa, scallions, cilantro Mixed Vegetable Medley	French Toast Sticks with Strawberry Topping A Crispy Tater Tots	Teriyaki Glazed Chicken Buckwheat Yakisoba Noodles Fresh Stir-Fried Vegetables	Baked Macaroni and Cheese with Dinner Roll AG Savory Baked Beans
AMERICAN CLASSICS	Classic American Cheeseburger	Classic Cheese Pizza	Bacon Cheeseburger	Traditional Pepperoni Pizza	Classic Crispy Chicken Sandwich A
ON THE GO	Crispy Chicken Nugget Caesar Salad Creamy Caesar dressing, dinner roll	Garden Cheddar Salad Light ranch dressing, herb breadstick	Crispy Popcorn Chicken Salad Light ranch dressing, dinner roll	Turkey Cobb Salad French dressing, soft baked breadstick	Chicken BLT Salad Homemade tomato vinaigrette, seasoned croutons
extra extra	Zucchini Sticks Cheddar Bacon Pea Salad Fresh Pear Cinnamon Applesauce	Chilled Mixed Fruit Red Delicious Apple Chopped Romaine Baby Carrots & Celery Sticks	Sliced Banana Cinnamon Sugar Unsweetened Applesauce Celery Sticks Sliced Cucumbers	Chilled Mixed Fruit Red Delicious Apple Baby Carrots & Celery Sticks Citrus Kidney & Garbanzo Bean Salad	Whole Orange Fresh Pear Broccoli Florets Red & Green Bell Pepper Strips

A Cereals containing gluten D Fish G Milk (including lactose) L Celery
MILK CHOICES: 1% Low-fat Milk served daily





Hazel Park Schools

2026 Elementary Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Chicken Swedish Style Meatballs with Brown Rice Orange Glazed Carrots	Mashed Potato & Popcorn Chicken Bowl Pan Gravy, cheddar cheese, dinner roll Seasoned Corn	Soft Turkey Whole Grain Tacos Cilantro Lime Brown Rice Seasoned Black Beans	Tender Braised Turkey Barbacoa TOTchos Cheddar cheese, pico de gallo, shredded lettuce, dinner roll Savory Green Beans	Homemade Pancakes with Peach Topping Turkey Sausage Patty
AMERICAN CLASSICS	Southwest Chicken Filet Sandwich	BLT Burger	Hot Turkey & Cheese Bagel Melt G	Hamburger Pizza	Lean Turkey Hot Dog with Pickle Relish Crispy Tater Tots
ON THE GO	Ham Cobb Salad Honey mustard dressing, toasted flatbread wedges	Vegan Mediterranean Salad Spinach, chickpeas, cucumber, tomato, vinaigrette, toasted flatbread wedges	Classic Tuna Salad Over Lettuce with Seasoned Croutons D	Classic Chicken Caesar Salad Creamy Caesar dressing, seasoned croutons	Fresh Mixed Greens Salad with Egg Orange spiked Italian dressing, seasoned croutons
extra extra	Chilled Mixed Fruit Fresh Nectarine Corn & Black Bean Salsa Salad Sliced Cucumbers	Whole Orange Red Delicious Apple Chopped Romaine Lettuce Baby Carrots & Celery Sticks	Sliced Banana with Cinnamon Sugar Fresh Pear Tomato Wedges Confetti Coleslaw	Fresh Plum Unsweetened Applesauce Corn & Black Bean Salsa Salad Baby Carrots & Celery Sticks	Whole Banana Fresh Peach Homestyle Potato Salad Broccoli Florets

A Cereals containing gluten D Fish G Milk (including lactose) L Celery
MILK CHOICES: 1% Low-fat Milk served daily





Hazel Park Schools

2026 Elementary Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Sweet & Sour Popcorn Chicken with Brown Rice Steamed Seasoned Peas	Crispy Chicken Tenders Homemade honey mustard, mojo & Southwestern BBQ sauces, dinner roll Sweet Potato Fries	Toasted Three Cheese Sandwich Creamy Tomato Soup with Basil Mixed Vegetable Medley	Slow Cooked BBQ Pulled Pork Sandwich Boston Baked Beans	Rotini Pasta with Italian Style Meatballs A Creamy Alfredo & marinara sauces, sauteed peppers Roasted Broccoli Florets
AMERICAN CLASSICS	Classic Cheese Pizza	Mozzarella and Tomato Panini	BBQ Cheddar Burger	Cheese Stuffed Breadsticks with Marinara Sauce	Chicken & Ranch Sandwich
ON THE GO	Garden Salad with Mozzarella Balsamic dressing, seasoned croutons	Southwest Chicken Salad with Cheese Light ranch dressing, tortilla chips	Turkey Chef Salad Citrus Dijon dressing, seasoned croutons	Chicken Cobb Salad Light ranch dressing, dinner roll	Strawberry Chicken Salad with Homemade Cornbread Poppyseed Dressing
extra. extra	Whole Orange Fuji Apple Chopped Romaine Lettuce Sliced Cucumbers	Pineapple Tidbits Unsweetened Applesauce Corn Salad with Ranch Broccoli Florets	Chilled Mixed Fruit Whole Banana Tomato Wedges Citrus Chickpea Salad	Zucchini Sticks Baby Carrots & Celery Sticks Unsweetened Applesauce Fresh Pear	Red Delicious Apple Chilled Mixed Fruit Pickled Beet Salad Crisp Green Beans

A Cereals containing gluten D Fish G Milk (including lactose) L Celery
MILK CHOICES: 1% Low-fat Milk served daily

290





Hazel Park Schools

2026 Elementary Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Crispy Chicken Nuggets with Dinner Roll Savory Baked Beans	Mini Cheese Ravioli with Turkey Bolognese Sauce Roasted Italian Vegetables	Southwest Beef Carne Asada Tacos with Pico de Gallo Mexicali Corn	Mini Sweet Battered Turkey Corn Dogs Steamed Peas	General Tso's Chicken Stir Fry with Brown Rice Roasted Ginger Orange Cauliflower
AMERICAN CLASSICS	Swiss Cheeseburger	Mozzarella Pizza Burger AG	BBQ Cheddar Chicken Sandwich	Tuna Melt Sandwich	Brooklyn Style Pepperoni Flatbread
ON THE GO	Ham & Cheddar Chef Salad Fat free Italian dressing, seasoned croutons	Chicken & Apple-Cheddar Salad Honey mustard dressing, homemade cornbread	Cheddar-Mozzarella Salad Raspberry vinaigrette, seasoned croutons	Nachos, Cheese, & Salsa Fun Lunch	Sunbutter & Grape Jelly Sandwich
extra extra	Whole Orange Chilled Mixed Fruit Baby Carrots & Celery Sticks Zucchini Sticks	Chilled Mixed Fruit Whole Banana Tomato Wedges Sliced Cucumbers	Pineapple Tidbits Red Delicious Apple Black Bean Salad CrispGreen Beans	Zucchini Sticks Broccoli Florets Whole Orange Chilled Diced Peaches	Cinnamon Applesauce Sliced Banana with Cinnamon Sugar Baby Carrots & Celery Sticks Cilantro Lime Coleslaw

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MILK CHOICES: 1% Low-fat Milk served daily





Hazel Park Schools

2026 Elementary Lunch Menu

MONDAY	
create	Chicken & Vegetable Dumplings with Orange Sauce Sesame Green Beans
AMERICAN CLASSICS	Classic American Cheeseburger
ON THE GO	Crispy Chicken Nugget Caesar Salad Creamy Caesar dressing, seasoned croutons
extra extra	Fresh Pear Cinnamon Applesauce Sliced Cucumbers Zucchini Sticks

This Months Local Produce

Onions, Cucumbers, Peppers & Crisp Lettuces

MIEDEMA PRODUCE

Hudsonville, Michigan

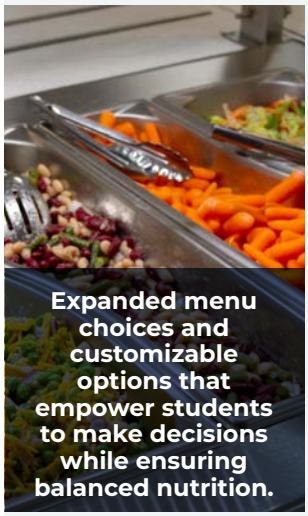
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MILK CHOICES: 1% Low-fat Milk served daily

Junior High School: Fueling Growth and Growing Confidence

Junior high school students are balancing demanding classes, team sports and afterschool activities. Chartwells can provide meals that support their energy, focus and independence while keeping them engaged and excited about what's on their plates.

We help School District of the City of Hazel Park achieve this through:



Expanded menu choices and customizable options that empower students to make decisions while ensuring balanced nutrition.



Programs like Global Eats that introduce new flavors and cultures, building curiosity and cultural awareness.



Nutrition education with programs like Power Up that encourage responsibility for personal health and reinforce smart food choices.



Elevated dining environments that foster connection, collaboration and a sense of school community.

THE RESULT?

Students who are energized and focused; higher participation and satisfaction; a cafeteria experience that supports growth and achievement.

Three in four (73%) Gen Alphas are being raised by millennial parents, who largely lead the plant-based food consumption movement along with Gen Zers.

Source: Yahoo
Datassential: A Guide to Gen Alpha

Scan the QR code to learn more about our research on generational insights.



Junior high school students are looking for a program that offers:

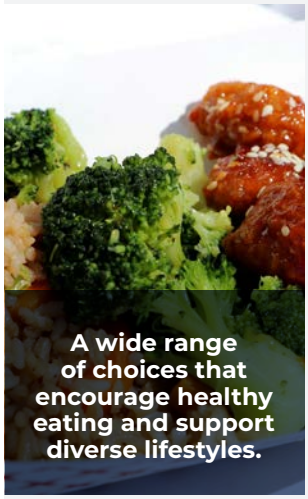
- Choices
- Flavor
- Independence
- Convenience
- Social connection
- Trends
- Adventure
- Ethnic cuisines

293

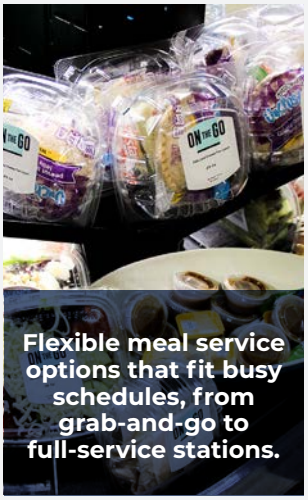
High School: Preparing Students for Life

High school is a critical time for students to develop independence, responsibility and lifelong habits. Chartwells supports a food program that fuels focus, supports wellness and gives students the flexibility they need to succeed academically and personally.

We help School District of the City of Hazel Park achieve this through:



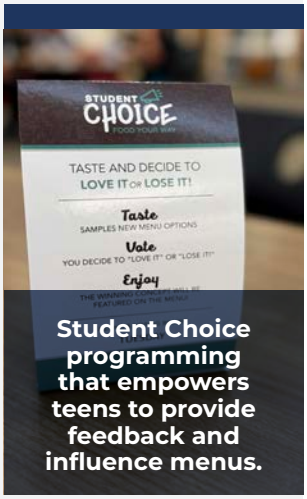
A wide range of choices that encourage healthy eating and support diverse lifestyles.



Flexible meal service options that fit busy schedules, from grab-and-go to full-service stations.



Exposure to global flavors and seasonal ingredients to broaden palates and cultural awareness.



Student Choice programming that empowers teens to provide feedback and influence menus.

THE RESULT?

Students who are energized and engaged, higher participation and satisfaction; a dining experience that supports independence, wellness and school pride.

Gen Z is a purpose-driven generation.

They expect brands, including foodservice providers, to reflect their values, promote sustainability and deliver authenticity.

Scan the QR code to learn more about our research on generational insights.



High school students are looking for a program that offers:

- Great taste
- Customization
- Social engagement
- Health-consciousness
- Sustainability
- Tech integration
- Cultural relevance
- Opportunities to have a voice in the program

Secondary School Breakfast

2026 Hazel Park Schools Menu



MILK CHOICES INCLUDE, 1% Low-fat Milk, Chocolate Skim Milk & Strawberry Fat Free Milk

CEREAL CHOICES INCLUDE, Cinnamon Toast Crunch, Cocoa Puffs, Chex & Cheerios

100% FRUIT JUICES INCLUDE, Apple, Grape & Orange



WEEK 1

MONDAY

Whole Grain French Toast Sticks with Syrup, Scrambled Eggs with Cheddar Cheese & Biscuit, Baked Oatmeal with Apple, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Apple Cinnamon Yogurt Parfait with Granola, Chilled Peaches, Golden Delicious Apple, Kiwi Wedges

TUESDAY

Chicken Biscuit Sandwich, Scrambled Eggs with Cheddar Cheese & Biscuit, Baked Oatmeal with Apple, Low Fat Mozzarella String Cheese, Hard Boiled Egg, Vanilla, Apple & Orange Smoothie with Graham Crackers, Chilled Diced Pears, Golden Delicious Apple, Fresh Grapefruit

WEDNESDAY

Fruit Breakfast Wrap, Scrambled Eggs with Cheddar Cheese & Biscuit, Baked Oatmeal with Apple, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Apple Cinnamon Yogurt Parfait with Granola, Pineapple Tidbits, Red Seedless Grapes, Golden Delicious Apple

THURSDAY

Sunbutter Banana Toast, Scrambled Eggs with Cheddar Cheese & Biscuit, Baked Oatmeal with Apple, Low Fat Mozzarella String Cheese, Hard Boiled Egg, Vanilla, Apple & Orange Smoothie with Graham Crackers, Fresh Pear, Chilled Tropical Fruit, Whole Banana

FRIDAY

Turkey Ham Breakfast Quesadilla, Scrambled Eggs with Cheddar Cheese & Biscuit, Baked Oatmeal with Apple, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Apple Cinnamon Yogurt Parfait with Granola, Whole Banana, Whole Nectarine, Chilled Apricots



WEEK 2

MONDAY

Ham, Egg & Cheese Burrito with Chipotle Sour Cream & Pico de Gallo, Scrambled Eggs with Cheddar Cheese, English Muffin & Jam, Cinnamon Oatmeal, Low Fat Mozzarella String Cheese, Raspberry Rainbow Yogurt, Peach Cobbler Yogurt Parfait with Granola, Whole Banana, Chilled Peaches, Red Delicious Apple

TUESDAY

Turkey Bacon, Egg, & Cheese on a Biscuit, Scrambled Eggs with Cheddar Cheese, English Muffin & Jam, Cinnamon Oatmeal, Low Fat Mozzarella String Cheese, Hard Boiled Egg, Apple Cinnamon Smoothie with Blueberry Muffin, Whole Orange, Chilled Diced Pears, Banana and Strawberry Slices

WEDNESDAY

Sunbutter & Jelly Pancake Sandwich, Scrambled Eggs with Cheddar Cheese, English Muffin & Jam, Cinnamon Oatmeal, Low Fat Mozzarella String Cheese, Raspberry Rainbow Yogurt, Peach Cobbler Yogurt Parfait with Granola, Whole Banana, Chilled Pineapple Chunks, Fresh Red Delicious Apple

THURSDAY

Cobblestone Breakfast Rolls, Scrambled Eggs with Cheddar Cheese, English Muffin & Jam, Cinnamon Oatmeal, Low Fat Mozzarella String Cheese, Hard Boiled Egg, Apple Cinnamon Smoothie with Blueberry Muffin, Fresh Pear, Chilled Tropical Fruit, Pineapple Tidbits

FRIDAY

Turkey Sausage, Egg, & Cheese Bagel, Scrambled Eggs with Cheddar Cheese, English Muffin & Jam, Cinnamon Oatmeal, Low Fat Mozzarella String Cheese, Raspberry Rainbow Yogurt, Peach Cobbler Yogurt Parfait with Granola, Whole Banana, Whole Nectarine, Chilled Apricots



This institution is an equal opportunity provider.

Secondary School Breakfast

2026 Hazel Park Schools Menu

WEEK 3

MONDAY

Sunbutter & Jelly Pancake Sandwich, Scrambled Eggs with Cheddar Cheese & Cinnamon Toast, Apple Loaf Cake, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Strawberry Yogurt Parfait with Granola, Whole Banana, Chilled Peaches, Granny Smith Apple

TUESDAY

Bacon, Egg & Cheese Croissant, Scrambled Eggs with Cheddar Cheese & Cinnamon Toast, Apple Loaf Cake, Low Fat Mozzarella String Cheese, Cherry Yogurt, Apple Cinnamon Smoothie with Graham Crackers, Graham Crackers, Chilled Diced Pears, Red Seedless Grapes, Sliced Fresh Strawberries

WEDNESDAY

Chicken & Waffle with Apple Topping, Syrup & Whipped Cream, Scrambled Eggs with Cheddar Cheese & Cinnamon Toast, Apple Loaf Cake, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Strawberry Yogurt Parfait with Granola, Whole Banana, Granny Smith Apple, Strawberry Apricot Fruit Salad

THURSDAY

Turkey Sausage & Egg on Croissant, Scrambled Eggs with Cheddar Cheese & Cinnamon Toast, Apple Loaf Cake, Low Fat Mozzarella String Cheese, Cherry Yogurt, Apple Cinnamon Smoothie with Graham Crackers, Fresh Pear, Chilled Tropical Fruit, Fresh Blueberries

FRIDAY

Egg, Cheddar & Herb Quesadilla, Scrambled Eggs with Cheddar Cheese & Cinnamon Toast, Apple Loaf Cake, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Strawberry Yogurt Parfait with Granola, Whole Banana, Fresh Nectarine, Chilled Apricots

WEEK 4

MONDAY

Pepper Jack Loaded Breakfast Taco, Scrambled Eggs with Cheddar Cheese & Cinnamon Sugar Breadstick, Pumpkin Bar, Low Fat Mozzarella String Cheese, Turkey Sausage Patty, Horchata Yogurt Apple Parfait with Cinnamon Chex, Whole Banana, Chilled Peaches, Gala Apple

TUESDAY

Homemade French Toast Casserole with Apple Topping & Syrup, Scrambled Eggs with Cheddar Cheese & Cinnamon Sugar Breadstick, Pumpkin Bar, Low Fat Mozzarella String Cheese, Cherry Yogurt, Peachy Strawberry Smoothie with Graham Crackers, Chilled Diced Pears, Cantaloupe Cubes, Gala Apple

WEDNESDAY

Homemade Pancakes with Syrup, Scrambled Eggs with Cheddar Cheese & Cinnamon Sugar Breadstick, Pumpkin Bar, Low Fat Mozzarella String Cheese, Turkey Sausage Patty, Horchata Yogurt Apple Parfait with Cinnamon Chex, Sliced Peaches, Fresh Pear, Red and Green Seedless Grapes

THURSDAY

Sunbutter Berry English Muffin, Scrambled Eggs with Cheddar Cheese & Cinnamon Sugar Breadstick, Pumpkin Bar, Low Fat Mozzarella String Cheese, Cherry Yogurt, Peachy Strawberry Smoothie with Graham Crackers, Fresh Pear, Chilled Tropical Fruit, Cantaloupe Cubes

FRIDAY

Ham, Egg & Cheese on English Muffin, Scrambled Eggs with Cheddar Cheese & Cinnamon Sugar Breadstick, Pumpkin Bar, Low Fat Mozzarella String Cheese, Turkey Sausage Patty, Horchata Yogurt Apple Parfait with Cinnamon Chex, Whole Nectarine, Apricot Applesauce, Peachy Summer Salad



WEEK 5

MONDAY

Sausage, Egg & Cheese on Croissant, Scrambled Eggs with Cheddar Cheese & Biscuit, Pumpkin Bar, Turkey Sausage Patty, Strawberry Banana Trix Yoplait, Blueberry Yogurt Parfait with Granola, Chilled Peaches, Golden Delicious Apple, Kiwi Wedges

BREAKFAST = Grain or protein entree + Two fruits side dishes + Choice of milk

This institution is an equal opportunity provider.







Hazel Park Secondary Schools

Daily Station Offerings

2 matc

Classic Cheese Pizza

Traditional Pepperoni Pizza

grilled

Classic American Hamburgers & Cheeseburgers A

Crispy Chicken Sandwich A

Nashville Hot Chicken Sandwich A

SO DELI

Deli Turkey

Sliced Deli Ham

Sliced Bread

Soft Flour Tortilla

Sub Roll

American Cheese

Provolone Cheese

Shredded Lettuce

Sliced Tomatoes

Mayonnaise

Yellow Mustard

extra. extra

1% Low-fat Milk

Chocolate Skim Milk

Strawberry Fat Free Milk

Ketchup Packet

Mayonnaise

Mustard Packet

Ranch Dressing

This Months Local Produce

Onions, Cucumbers, Peppers & Crisp Lettuces

MIEDEMA PRODUCE

Hudsonville, Michigan

SERVED DAILY

A Cereals containing gluten

MILK CHOICES: Chocolate Low Fat, 1% Low-Fat, Strawberry Low Fat

CONDIMENTS: Mayonnaise, Yellow Mustard, Ketchup & Ranch Dressing

This institution is an equal opportunity provider

Miedema Produce, Inc.





Hazel Park Schools

2026 Junior High School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Chicken Fajita & Black Bean Rice Bowl Cilantro, salsa, scallion, sour cream Dinner Roll Crispy Chicken Tenders & Waffles Apple topping & syrup Seasoned Corn	Baked Macaroni and Cheese Pulled Pork or Popcorn Chicken with Honey BBQ Sauce Cinnamon Roasted Sweet Potato Penne with Roasted Vegetable Sauce Soft Bake Breadstick	Spaghetti with Italian Meat Sauce Cannellini Bean Salad Sweet & Sour Chicken Meatballs Orange Rice Pilaf	Toasted Three Cheese Sandwich Creamy Tomato Basil Soup Glazed Carrots Pork Carnita & Cheese Quesadilla Pico de gallo, guacamole Seasoned Pinto Beans	Homemade Pancakes with Syrup ACG Strawberry topping & syrup Turkey Sausage Patty Home Fried Potatoes Fish Po' Boy Hoagie
2 matc	Aloha Pizza Ham, pineapple, peppers, onions, BBQ sauce	Chicken Alfredo and Broccoli Pizza	Veggie Lover's Pizza AG Green bell pepper, mushroom, red onion, black olives	BBQ Chicken Pizza	Buffalo Chicken Pizza
grilled	Mozzarella & Roasted Vegetable Panini Waffle Fries	Chicken Cordon Bleu Sandwich A Seasoned Crinkle Cut Fries	Cowpoke Burger Coleslaw, cheddar cheese, BBQ sauce Waffle Fries	Sriracha Turkey Burger Seasoned Crinkle Cut Fries	BBQ Cheddar Chicken Sandwich Waffle Fries
ON THE GO	Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges	Chicken Ranch Wrap Ham & Cheddar Chef Salad Toasted flatbread wedges, French dressing	Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges	Chicken Ranch Wrap Ham & Cheddar Chef Salad Toasted flatbread wedges, French dressing	Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges
extra extra	Fresh Pear Chilled Mixed Fruit Corn & Black Bean Salad Sliced Cucumbers	Red Delicious Apple Whole Banana Fresh Tomato Wedges Spinach & Romaine Salad	Chilled Mixed Fruit Sliced Banana with Cinnamon Sugar Carrot & Celery Sticks Cauliflower Florets	Red Delicious Apple Chilled Mixed Fruit Broccoli Florets Tomato Wedges	Whole Orange Fresh Pear Corn & Black Bean Salad Zucchini Sticks

A Cereals containing gluten C Egg D Fish G Milk (including lactose)

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Hazel Park Schools

2026 Junior High School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				Loaded Tater Tots Scallions, cheddar, jalapenos, chipotle sour cream	
create	Black Bean & Corn Nachos Roasted Tomato Salsa Beef, Bean, and Cheese Burrito Seasoned Pinto Beans Sour Cream	Mashed Potato & Chicken Bowl Pan gravy, cheddar cheese Fresh Baked Whole Grain Biscuit Sweet Potato Fries	Swedish Style Meatballs with Herb Rotini Pasta A Steamed Broccoli Florets Cheese Enchiladas with Fresh Avocado G Seasoned Pinto Beans	Pulled Pork or Diced Chicken with Caribbean or Memphis BBQ Sauce Boston Baked Beans Homemade Cornbread Baked Mozzarella Cheese Sticks with Marinara Sauce G Dinner Roll	Whole Grain French Toast Sticks Peach topping & syrup Turkey Sausage Patty Home Fried Potatoes Scrambled Egg & Cheese Breakfast Pizza
2 matc	Broccoli Ricotta Pizza	Buffalo Chicken Pizza	Chicken Parmesan Pizza	Seasoned Chicken Fajita Pizza	Hawaiian Pizza Pineapple, turkey ham
grilled	BBQ Bacon Cheddar Burger Seasoned Crinkle Cut Fries	Chicken Parmesan Sandwich AG Waffle Fries	Black Bean Burger Seasoned Crinkle Cut Fries	Crispy Buffalo Ranch Chicken Sandwich A Waffle Fries	Swiss Burger Seasoned Crinkle Cut Fries
ON THE GO	Vegetable Roasted Red Pepper Hummus Wrap Ham Cobb Salad Balsamic dressing, toasted flatbread wedges	Santa Fe Turkey and Cheddar Wrap Chicken Caesar Salad with Croutons	Vegetable Roasted Red Pepper Hummus Wrap Ham Cobb Salad Balsamic dressing, toasted flatbread wedges	Santa Fe Turkey and Cheddar Wrap Chicken Caesar Salad with Croutons	Vegetable Roasted Red Pepper Hummus Wrap Ham Cobb Salad Balsamic dressing, toasted flatbread wedges
extra extra	Chilled Mixed Fruit Fresh Nectarine Cheddar Bacon Pea Salad Tomato Wedges	Whole Orange Red Delicious Apple Baby Carrots Tossed Salad	Sliced Banana with Cinnamon Sugar Fresh Pear Crisp Snow Peas Broccoli Florets	Unsweetened Applesauce Fresh Plum Chopped Romaine Lettuce Red and Green Bell Pepper Strips	Whole Banana Chilled Mixed Fruit Tomato Wedges Citrus Kidney & Garbanzo Bean Salad

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Hazel Park Schools

2026 Junior High School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Sweet & Sour Popcorn Chicken Brown Rice Seasoned Green Beans & Carrots BBQ Chicken Flatbread	Bean Tostado Pico de Gallo Classic Guacamole Elotes Style Corn with Chili Chicken Salad Croissant	Crispy Chicken Tenders Homemade honey mustard, mojo or southwestern BBQ sauce Fresh Baked Whole Grain Biscuit Garlic-Parmesan Roasted Potatoes Korean Beef BibimBap Bowl Brown rice, veggies, Korean sesame BBQ sauce	Breaded Fish Bites Brown Rice Pineapple-Jalapeno Slaw Cilantro-Lime Mayonnaise Broccoli and Cheese Stromboli Dijon Glazed Carrots	Penne Pasta with Diced Chicken A Sauteed peppers, grated parmesan cheese Creamy Alfredo Sauce & Marinara Sauce Roasted Broccoli Italian Deli Combo Hoagie
2 matc	Chicken Bacon Ranch Pizza	Jalapeno Carnita Pizza	Margherita Pizza	Meat Lover's Pizza Italian sausage, pepperoni, turkey ham	Chicken Meatball Pizza
grilled	Crispy Chicken Sandwich A Dill pickle, lettuce, tomato Seasoned Crinkle Cut Fries	Crispy Chicken Sandwich with Cheese AG Waffle Fries	Buffalo Blue Chicken Sandwich A Seasoned Crinkle Cut Fries	Mushroom & Swiss Burger Waffle Fries	Fish Fillet Sandwich with Cheese ADG Seasoned Crinkle Cut Fries
ON THE GO	Honey Chicken & Spinach Wrap Beef Taco Salad C Tortilla chips, cumin lime vinaigrette	Kale Caesar Salad with Brown Rice and Chickpeas Crispy Cajun Chicken Wrap	Honey Chicken & Spinach Wrap Beef Taco Salad C Tortilla chips, cumin lime vinaigrette	Kale Caesar Salad with Brown Rice and Chickpeas Crispy Cajun Chicken Wrap	Honey Chicken & Spinach Wrap Beef Taco Salad C Tortilla chips, cumin lime vinaigrette
extra extra	Whole Orange Fuji Apple Baby Carrots & Celery Sticks Corn Salad with Ranch	Pineapple Tidbits Sliced Banana with Cinnamon Sugar Tomato Wedges Snow Peas	Chilled Mixed Fruit Whole Banana Corn & Black Bean Salad Baby Carrots & Celery Sticks	Unsweetened Applesauce Fresh Pear Tomato Wedges Chopped Romaine Lettuce	Red Delicious Apple Chilled Mixed Fruit Asian Pinto Bean Salad Broccoli Florets

A Cereals containing gluten C Egg D Fish G Milk (including lactose)

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300





Hazel Park Schools

2026 Junior High School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Korean Chicken BibimBap Bowl Brown rice, veggies, Korean sesame BBQ sauce Beef or Turkey Chili Cheese Hot Dog G Sauteed peppers & onions, BBQ sauce Sauteed Peppers & Onions BBQ Sauce Buttermilk Coleslaw Boston Baked Beans	Spaghetti & Chicken Meatballs A Pink Tomato Alfredo or Marinara Sauce Balsamic Roasted Summer Squash Grated Parmesan Cheese Vietnamese Pork Grain Bowl Brown rice, veggies, cliantro, garlic, ginger, lime, chilies	Baja Bean Tacos Pico de gallo, shredded cheddar, sour cream Roasted Diced Carrots Roasted Veggie & Spinach Stromboli Homemade Spicy Marinara	Beef and Bean Tostado Pico de gallo, sour cream Green Beans Philly Cheese Steak Hoagie G Sauteed Bell Peppers and Onions	Jamaican Style Jerk Chicken with Mango Chutney Cilantro Lime Brown Rice Roasted Pineapple Mini Cheese Ravioli with Turkey Bolognese Sauce Steamed Corn Soft Baked Breadstick
2 matc	Mexican Pepper Tomato & Olive Pizza	Pesto & Feta Cheese Pizza	Chicken Parmesan Pizza	Buffalo Chicken Pizza	Roasted Vegetable Pizza
grilled	Mozzarella Pizza Burger AG Waffle Fries	Spicy Chicken Sandwich Seasoned Crinkle Cut Fries	Jalapeno Cheeseburger Waffle Fries	BBQ Bacon Chicken Sub Seasoned Crinkle Cut Fries	Tangy Pork Rib Sandwich A Waffle Fries
ON THE GO	Tuna Salad, Flatbread & Cucumber Bento Box D Chicken Salsa Wrap	Turkey, Cheese, Flatbread & Cucumber Bento Box Cran-Apple Chicken Salad Toasted flatbread wedges, creamy Dijon dressing	Tuna Salad, Flatbread & Cucumber Bento Box Chicken Salsa Wrap	Turkey, Cheese, Flatbread & Cucumber Bento Box Cran-Apple Chicken Salad Toasted flatbread wedges, creamy Dijon dressing	Tuna Salad, Flatbread & Cucumber Bento Box D Chicken Salsa Wrap
extra extra	Whole Orange Chilled Mixed Fruit Tomato Wedges Citrus Kidney & Garbanzo Bean Salad	Chilled Mixed Fruit Whole Banana Sliced Cucumbers Citrus Kidney & Garbanzo Bean Salad	Pineapple Tidbits Red Delicious Apple Corn Salad with Ranch Broccoli Florets	Whole Orange Chilled Diced Peaches Baby Carrots & Celery Sticks Garbanzo Beans	Cinnamon Applesauce Sliced Banana with Cinnamon Sugar Corn Salad with Ranch Tomato Wedges

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Hazel Park Schools

2026 Junior High School Lunch Menu

MONDAY	
create	Chicken & Vegetable Dumplings with Orange Sauce Lo Mein Noodles with Chicken Roasted Ginger Orange Cauliflower
2 matc	Aloha Pizza Ham, pineapple, peppers, onions, BBQ sauce
grilled	Pizza Burger Seasoned Crinkle Cut Fries
ON THE GO	Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges Toasted Flatbread Wedges
extra. extra	Fresh Pear Pineapple Tidbits Corn & Black Bean Salad Sliced Cucumbers

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Hazel Park Schools

2026 High School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Chicken Fajita & Black Bean Rice Bowl Cilantro, salsa, scallion, sour cream Dinner Roll Crispy Chicken Tenders & Waffles Apple topping & syrup Seasoned Corn	Baked Macaroni and Cheese Pulled Pork or Popcorn Chicken with Honey BBQ Sauce Cinnamon Roasted Sweet Potato Penne with Roasted Vegetable Sauce Soft Bake Breadstick	Spaghetti with Italian Meat Sauce Cannellini Bean Salad Sweet & Sour Chicken Meatballs Orange Rice Pilaf	Toasted Three Cheese Sandwich Creamy Tomato Basil Soup Glazed Carrots Pork Carnita & Cheese Quesadilla Pico de gallo, guacamole Seasoned Pinto Beans	Homemade Pancakes with Syrup ACG Strawberry topping & syrup Turkey Sausage Patty Home Fried Potatoes Fish Po' Boy Hoagie
2 matc	Aloha Pizza Ham, pineapple, peppers, onions, BBQ sauce	Chicken Alfredo and Broccoli Pizza	Veggie Lover's Pizza AG Green bell pepper, mushroom, red onion, black olives	BBQ Chicken Pizza	Buffalo Chicken Pizza
grilled	Mozzarella & Roasted Vegetable Panini Waffle Fries	Chicken Cordon Bleu Sandwich A Seasoned Crinkle Cut Fries	Cowpoke Burger Coleslaw, cheddar cheese, BBQ sauce Waffle Fries	Sriracha Turkey Burger Seasoned Crinkle Cut Fries	BBQ Cheddar Chicken Sandwich Waffle Fries
ON THE GO	Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges	Chicken Ranch Wrap Ham & Cheddar Chef Salad Toasted flatbread wedges, French dressing	Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges	Chicken Ranch Wrap Ham & Cheddar Chef Salad Toasted flatbread wedges, French dressing	Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges
SONG	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Pork Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Pork Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro
extra extra	Fresh Pear Chilled Mixed Fruit Corn & Black Bean Salad Sliced Cucumbers	Red Delicious Apple Whole Banana Fresh Tomato Wedges Spinach & Romaine Salad	Chilled Mixed Fruit Sliced Banana with Cinnamon Sugar Carrot & Celery Sticks Cauliflower Florets	Red Delicious Apple Chilled Mixed Fruit Broccoli Florets Tomato Wedges	Whole Orange Fresh Pear Corn & Black Bean Salad Zucchini Sticks

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Hazel Park Schools

2026 High School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				Loaded Tater Tots Scallions, cheddar, jalapenos, chipotle sour cream	
create	Black Bean & Corn Nachos Roasted Tomato Salsa Beef, Bean, and Cheese Burrito Seasoned Pinto Beans Sour Cream	Mashed Potato & Chicken Bowl Pan gravy, cheddar cheese Fresh Baked Whole Grain Biscuit Sweet Potato Fries	Swedish Style Meatballs with Herb Rotini Pasta A Steamed Broccoli Florets Cheese Enchiladas with Fresh Avocado G Seasoned Pinto Beans	Pulled Pork or Diced Chicken with Caribbean or Memphis BBQ Sauce Boston Baked Beans Homemade Cornbread Baked Mozzarella Cheese Sticks with Marinara Sauce G Dinner Roll	Whole Grain French Toast Sticks Peach topping & syrup Turkey Sausage Patty Home Fried Potatoes Scrambled Egg & Cheese Breakfast Pizza
2 matc	Broccoli Ricotta Pizza	Buffalo Chicken Pizza	Chicken Parmesan Pizza	Seasoned Chicken Fajita Pizza	Hawaiian Pizza Pineapple, turkey ham
grilled	BBQ Bacon Cheddar Burger Seasoned Crinkle Cut Fries	Chicken Parmesan Sandwich AG Waffle Fries	Black Bean Burger Seasoned Crinkle Cut Fries	Crispy Buffalo Ranch Chicken Sandwich A Waffle Fries	Swiss Burger Seasoned Crinkle Cut Fries
ON THE GO	Vegetable Roasted Red Pepper Hummus Wrap Ham Cobb Salad Balsamic dressing, toasted flatbread wedges	Santa Fe Turkey and Cheddar Wrap Chicken Caesar Salad with Croutons	Vegetable Roasted Red Pepper Hummus Wrap Ham Cobb Salad Balsamic dressing, toasted flatbread wedges	Santa Fe Turkey and Cheddar Wrap Chicken Caesar Salad with Croutons	Vegetable Roasted Red Pepper Hummus Wrap Ham Cobb Salad Balsamic dressing, toasted flatbread wedges
sono	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Pork Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Pork Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro
extra extra	Chilled Mixed Fruit Fresh Nectarine Cheddar Bacon Pea Salad Tomato Wedges	Whole Orange Red Delicious Apple Baby Carrots Tossed Salad	Sliced Banana with Cinnamon Sugar Fresh Pear Crisp Snow Peas Broccoli Florets	Unsweetened Applesauce Fresh Plum Chopped Romaine Lettuce Red and Green Bell Pepper Strips	Whole Banana Chilled Mixed Fruit Tomato Wedges Citrus Kidney & Garbanzo Bean Salad

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Hazel Park Schools

2026 High School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Sweet & Sour Popcorn Chicken Brown Rice Seasoned Green Beans & Carrots BBQ Chicken Flatbread	Bean Tostado Pico de Gallo Classic Guacamole Elotes Style Corn with Chili Chicken Salad Croissant	Crispy Chicken Tenders Homemade honey mustard, mojo or southwestern BBQ sauce Fresh Baked Whole Grain Biscuit Garlic-Parmesan Roasted Potatoes Korean Beef BibimBap Bowl Brown rice, veggies, Korean sesame BBQ sauce	Breaded Fish Bites Brown Rice Pineapple-Jalapeno Slaw Cilantro-Lime Mayonnaise Broccoli and Cheese Stromboli Dijon Glazed Carrots	Penne Pasta with Diced Chicken A Sauteed peppers, grated parmesan cheese Creamy Alfredo Sauce & Marinara Sauce Roasted Broccoli Italian Deli Combo Hoagie
2 matc	Chicken Bacon Ranch Pizza	Jalapeno Carnita Pizza	Margherita Pizza	Meat Lover's Pizza Italian sausage, pepperoni, turkey ham	Chicken Meatball Pizza
grilled	Crispy Chicken Sandwich A Dill pickle, lettuce, tomato Seasoned Crinkle Cut Fries	Crispy Chicken Sandwich with Cheese AG Waffle Fries	Buffalo Blue Chicken Sandwich A Seasoned Crinkle Cut Fries	Mushroom & Swiss Burger Waffle Fries	Fish Fillet Sandwich with Cheese ADG Seasoned Crinkle Cut Fries
ON THE GO	Honey Chicken & Spinach Wrap Beef Taco Salad C Tortilla chips, cumin lime vinaigrette	Kale Caesar Salad with Brown Rice and Chickpeas Crispy Cajun Chicken Wrap	Honey Chicken & Spinach Wrap Beef Taco Salad C Tortilla chips, cumin lime vinaigrette	Kale Caesar Salad with Brown Rice and Chickpeas Crispy Cajun Chicken Wrap	Honey Chicken & Spinach Wrap Beef Taco Salad C Tortilla chips, cumin lime vinaigrette
sono	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Pork Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Pork Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro
extra extra	Whole Orange Fuji Apple Baby Carrots & Celery Sticks Corn Salad with Ranch	Pineapple Tidbits Sliced Banana with Cinnamon Sugar Tomato Wedges Snow Peas	Chilled Mixed Fruit Whole Banana Corn & Black Bean Salad Baby Carrots & Celery Sticks	Unsweetened Applesauce Fresh Pear Tomato Wedges Chopped Romaine Lettuce	Red Delicious Apple Chilled Mixed Fruit Asian Pinto Bean Salad Broccoli Florets

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Hazel Park Schools

2026 High School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Korean Chicken BibimBap Bowl Brown rice, veggies, Korean sesame BBQ sauce Beef or Turkey Chili Cheese Hot Dog G Sauteed peppers & onions, BBQ sauce Sauteed Peppers & Onions BBQ Sauce Buttermilk Coleslaw Boston Baked Beans	Spaghetti & Chicken Meatballs A Pink Tomato Alfredo or Marinara Sauce Balsamic Roasted Summer Squash Grated Parmesan Cheese Vietnamese Pork Grain Bowl Brown rice, veggies, cliantro, garlic, ginger, lime, chilies	Baja Bean Tacos Pico de gallo, shredded cheddar, sour cream Roasted Diced Carrots Roasted Veggie & Spinach Stromboli Homemade Spicy Marinara	Beef and Bean Tostado Pico de gallo, sour cream Green Beans Philly Cheese Steak Hoagie G Sauteed Bell Peppers and Onions	Jamaican Style Jerk Chicken with Mango Chutney Cilantro Lime Brown Rice Roasted Pineapple Mini Cheese Ravioli with Turkey Bolognese Sauce Steamed Corn Soft Baked Breadstick
2 matc	Mexican Pepper Tomato & Olive Pizza	Pesto & Feta Cheese Pizza	Chicken Parmesan Pizza	Buffalo Chicken Pizza	Roasted Vegetable Pizza
grilled	Mozzarella Pizza Burger AG Waffle Fries	Spicy Chicken Sandwich Seasoned Crinkle Fries	Jalapeno Cheeseburger Waffle Fries	BBQ Bacon Chicken Sub Seasoned Crinkle Fries	Tangy Pork Rib Sandwich A Waffle Fries
ON THE GO	Tuna Salad, Flatbread & Cucumber Bento Box D Chicken Salsa Wrap	Turkey, Cheese, Flatbread & Cucumber Bento Box Cran-Apple Chicken Salad Toasted flatbread wedges, creamy Dijon dressing	Tuna Salad, Flatbread & Cucumber Bento Box D Chicken Salsa Wrap	Turkey, Cheese, Flatbread & Cucumber Bento Box Cran-Apple Chicken Salad Toasted flatbread wedges, creamy Dijon dressing	Tuna Salad, Flatbread & Cucumber Bento Box D Chicken Salsa Wrap
sono	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Pork Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Pork Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro
extra extra	Whole Orange Chilled Mixed Fruit Tomato Wedges Citrus Kidney & Garbanzo Bean Salad	Chilled Mixed Fruit Whole Banana Sliced Cucumbers Citrus Kidney & Garbanzo Bean Salad	Pineapple Tidbits Red Delicious Apple Corn Salad with Ranch Broccoli Florets	Whole Orange Chilled Diced Peaches Baby Carrots & Celery Sticks Garbanzo Beans	Cinnamon Applesauce Sliced Banana with Cinnamon Sugar Corn Salad with Ranch Tomato Wedges

A Cereals containing gluten C Egg D Fish G Milk (including lactose)
This institution is an equal opportunity provider





Hazel Park Schools

2026 High School Lunch Menu

MONDAY	
create	Chicken & Vegetable Dumplings with Orange Sauce Lo Mein Noodles with Chicken Roasted Ginger Orange Cauliflower
2matc	Aloha Pizza Ham, pineapple, peppers, onions, BBQ sauce
grilled	Pizza Burger Seasoned Crinkle Cut Fries
ON THE GO	Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges Toasted Flatbread Wedges
sono	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro
extra extra	Fresh Pear Pineapple Tidbits Corn & Black Bean Salad Sliced Cucumbers

A Cereals containing gluten C Egg D Fish G Milk (including lactose)
This institution is an equal opportunity provider



Beverages

V8 Juice	$0.00	Tropicana Juice	$0.00
Flavored Water	$0.00	Switch	$0.00
Dasani Water	$0.00	Snapple	$0.00
Aquafina Water	$0.00	Juice Cup 4oz	$0.00

Chips/Pretzels/Snacks

Potato Chips	$0.00	Breakfast Parfait	$0.00
Assorted Muffin	$0.00	Breakfast Smoothie	$0.00
Cookies	$0.00	Hummus Cup	$0.00
Goldfish Crackers	$0.00	Protein Box	$0.00
Kettle Chips	$0.00	Yogurt Cup	$0.00
Pretzels	$0.00	Fresh Fruit Cup	$0.00
Graham Crackers	$0.00	Crudité dipping box	$0.00

Sandwiches/Salads

Ham & Cheese	$0.00	Italian Combo	$0.00
Turkey Sandwich	$0.00	Chef Salad	$0.00
Buffalo Chicken Wrap	$0.00	Cobb Salad	$0.00
BBQ Chicken Wrap	$0.00	Chicken Caesar Salad	$0.00

Additional Menus





Fresh Fruit & Vegetable Program

2026 Hazel Park Schools Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Fresh Blackberries	Sliced Cucumbers	Cantaloupe	Fresh Snow Peas	Fresh Carrots
Fresh Red and Green Seedless Grapes	Fresh Celery Sticks	Petit Whole Banana	Fresh Broccoli Florets	Fresh Red Delicious Apple
Fresh Pear	Red and Green Bell Pepper Strips	Sliced Fresh Strawberries	Fresh Cherry Tomatoes	Fresh Peach
Honeydew Cubes	Fresh Cauliflower Florets	Pineapple Cubes	Fresh Granny Smith Apple	Fresh Orange Wedges
Fresh Grapefruit				

This institution is an equal opportunity provider.

CACFP, Breakfast, Pre-K

2026 Hazel Park Schools Menu

1% Low-fat Milk, served daily





WEEK 1

MONDAY
Buttermilk Pancakes with Syrup, Baked Apple Slices, 1% Low-fat Milk

TUESDAY
Chicken Biscuit Sandwich, Apple, Orange & Grape Juice, 1% Low-fat Milk

WEDNESDAY
Fruit Breakfast Wrap, Petite Whole Banana, 1% Low-fat Milk

THURSDAY
Sunbutter Banana Toast, Apple, Orange & Grape Juice, 1% Low-fat Milk

FRIDAY
Turkey Ham Breakfast Quesadilla, Unsweetened Applesauce, 1% Low-fat Milk

WEEK 2

MONDAY
Blueberry Bagel with Light Cream Cheese, Chilled Peaches, 1% Low-fat Milk

TUESDAY
Turkey Bacon, Egg, & Cheese on a Biscuit, Apple, Orange & Grape Juice, 1% Low-fat Milk

WEDNESDAY
Sunbutter & Jelly Pancake Sandwich, Anjou Pear, 1% Low-fat Milk

THURSDAY
Breakfast Turkey Sausage Pizza, Apple, Orange & Grape Juice, 1% Low-fat Milk

FRIDAY
Turkey Sausage Biscuit Sandwich, Petite Whole Banana, 1% Low-fat Milk





This institution is an equal opportunity provider.

CACFP, Breakfast, Pre-K

2026 Hazel Park Schools Menu

WEEK 3

MONDAY
Turkey Sausage & Egg on English Muffin, Chilled Diced Pears, 1% Low-fat Milk

TUESDAY
Turkey Bacon, Egg & Cheese Bagel, Apple, Orange & Grape Juice, 1% Low-fat Milk

WEDNESDAY
Chicken & Waffle with Syrup, Petite Whole Banana, 1% Low-fat Milk

THURSDAY
Whole Grain French Toast Sticks with Syrup, Apple, Orange & Grape Juice, 1% Low-fat Milk

FRIDAY
Quesadilla w/ Apple Yogurt Dip, Unsweetened Applesauce, 1% Low-fat Milk

WEEK 4

MONDAY
Turkey Sausage Egg Breakfast Tacos, Baked Apple Slices, 1% Low-fat Milk

TUESDAY
Homemade French Toast Casserole with Strawberry Topping, Apple, Orange & Grape Juice, 1% Low-fat Milk

WEDNESDAY
Turkey Sausage Biscuit Sandwich, Anjou Pear, 1% Low-fat Milk

THURSDAY
Sunbutter Berry English Muffin, Apple, Orange & Grape Juice, 1% Low-fat Milk

FRIDAY
Breakfast Toasty Cheese Sandwich, Whole Petite Banana, 1% Low-fat Milk



Apple Juice, Orange Juice, Grape Juice

WEEK 5

MONDAY
Buttermilk Pancakes with Syrup, Baked Apple Slices, 1% Low-fat Milk

BREAKFAST = Grain or protein entree + Two fruits side dishes + Choice of milk

This institution is an equal opportunity provider.





CACFP, Lunch, Pre-K

2026 Hazel Park Schools Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Italian Baked Pasta Savory Green Beans Pineapple Tidbits	Crispy Chicken Nuggets with Seasoned Corn Cinnamon Diced Pears	Turkey & Cheese Sandwich Tater Tots Pineapple Tidbits	Teriyaki Glazed Chicken Vegetable Stir Fry Cinnamon Diced Pears	Baked Macaroni and Cheese Baked Beans Pineapple Tidbits
Classic Crispy Chicken Sandwich Sliced Carrots Chilled Applesauce	Mashed Potato & Chicken Bowl Seasoned Zucchini Chilled Peaches	Soft Turkey Whole Grain Tacos Seasoned Black Beans Chilled Applesauce	Classic Cheese Pizza Savory Green Beans Chilled Peaches	Roasted Turkey with Gravy Mashed Potatoes Chilled Applesauce
Chicken Pasta Alfredo Seasoned Peas Chilled Tropical Mixed Fruit	Mozzarella and Tomato Panini Sweet Potato Fries Chilled Applesauce	Veggie Chili & Cheese Potato Seasoned Broccoli Chilled Tropical Mixed Fruit	BBQ Pulled Pork Sandwich Baked Beans Chilled Applesauce	Penne Pasta with Italian Meat Sauce Savory Green Beans Chilled Tropical Mixed Fruit
Crispy Chicken Nuggets with Baked Beans Chilled Diced Peaches	Rotini with Italian Meat Sauce Seasoned Peas Cinnamon Diced Pears	Classic Crispy Chicken Sandwich Sweet Potato Fries Chilled Peaches	Classic Cheese Pizza Seasoned Zucchini Cinnamon Diced Pears	Teriyaki Glazed Chicken Savory Green Beans Chilled Peaches

MONDAY
Italian Baked Pasta Savory Green Beans Pineapple Tidbits

1% Low-fat Milk served daily.

This institution is an equal opportunity provider.





CACFP, Snack, Pre-K

2026 Hazel Park Schools Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Banana Muffin 1% Low-fat Milk	French Toast Goldfish Crackers 1% Low-fat Milk	Reduced Sugar Vanilla Yogurt 1% Low-fat Milk	Honeydew Cubes 1% Low-fat Milk	Cheddar Bunny Snack Crackers 1% Low-fat Milk
Cheerios Cereal 1% Low-fat Milk	Pineapple Tidbits 1% Low-fat Milk	Cheddar Goldfish Crackers 1% Low-fat Milk	Half Sunbutter Sandwich 1% Low-fat Milk	Graham Crackers 1% Low-fat Milk
Reduced Sugar Vanilla Yogurt 1% Low-fat Milk	Cheddar Goldfish Crackers 1% Low-fat Milk	Cheddar Cheese Cracker Cuts 1% Low-fat Milk	Chilled Peaches 1% Low-fat Milk	Blueberry Muffin 1% Low-fat Milk
Fresh Baked Whole Grain Biscuit with Grape Jam 1% Low-fat Milk	Chilled Tropical Fruit Cocktail 1% Low-fat Milk	Half Sunbutter Sandwich 1% Low-fat Milk	Cheddar Cheese Cracker Cuts 1% Low-fat Milk	Apple Cinnamon Muffin 1% Low-fat Milk

MONDAY
Banana Muffin 1% Low-fat Milk

This institution is an equal opportunity provider.

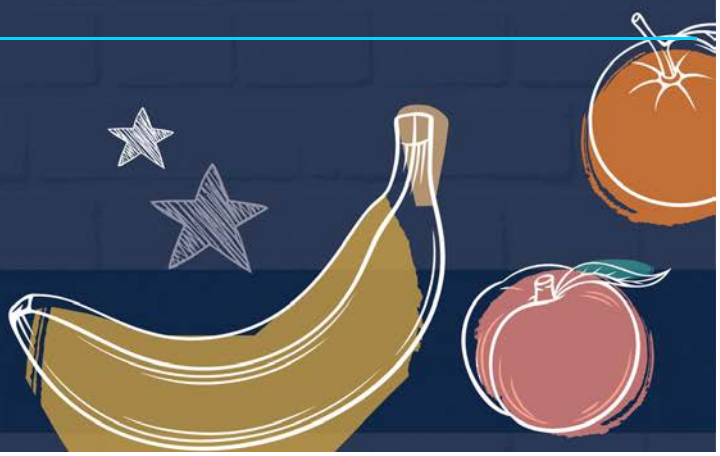
CACFP, Supper, K-12

2026 Hazel Park Schools Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	Soft Flour Turkey Tacos with Tomato Salsa *Seasoned corn, mild tomato salsa* Seasoned Corn Fresh Red Delicious Apple	Turkey & Cheese Pinwheels Sliced Cucumbers with Light Ranch Dressing Juicy Whole Orange	Classic Pepperoni Pizza Spinach & Romaine Salad with Light Ranch Dressing Red Delicious Apple	Mixed Greens Salad with Cheese & Light Ranch Dressing Dinner Roll Juicy Whole Orange	BBQ Pulled Pork Sandwich Cinnamon Glazed Carrots Red Delicious Apple
WEEK 2	Baked Macaroni and Cheese Savory Green Beans Petite Whole Banana	Ham Cobb Salad with Light Ranch Dressing Dinner Roll Anjou Pear	Classic Cheese Pizza Spinach & Romaine Salad with Balsamic Dressing Petite Whole Banana	Roasted Italian Vegetable Wrap Broccoli Florets with Light Ranch Dressing Anjou Pear	Crispy Chicken Nuggets with Homemade Honey Mustard BBQ Sauce Steamed Seasoned Peas Petite Whole Banana
WEEK 3	Mashed Potato & Chicken Bowl with Breadstick Steamed Seasoned Corn Red Delicious Apple	Turkey & Cheese Pinwheels Broccoli Florets with Light Ranch Dressing Petite Whole Banana	Italian Sausage Pizza Fresh Tomato Wedges with Light Ranch Dressing Red Delicious Apple	Classic Tuna Salad Over Lettuce with Balsamic Dressing Dinner Roll Petite Whole Banana	BBQ Roasted Chicken with Dinner Roll Seasoned Cauliflower Red Delicious Apple
WEEK 4	Classic Crispy Chicken Sandwich Seasoned Crinkle Cut French Fries Red Delicious Apple	Ham & American Cheese Sub Sandwich Zucchini Sticks with Light Ranch Dressing Juicy Whole Orange	Traditional Pepperoni Pizza Classic Caesar Salad Red Delicious Apple	Mixed Greens Salad with Cheese & Balsamic Dinner Roll Juicy Whole Orange	Seasoned Turkey Nachos Steamed Corn Red Delicious Apple
WEEK 5	Mashed Potato & Chicken Bowl with Breadstick Steamed Seasoned Corn Red Delicious Apple				

MILK CHOICES: 1% Low-fat Milk served daily

This institution is an equal opportunity provider



SFSP, Breakfast, K-12

2026 Hazel Park Menu

HP

1% Low-fat Milk, Chocolate Skim Milk, Strawberry Fat Free Milk, served daily



100% JUICE



WEEK 1

MONDAY
Buttermilk Pancakes with Syrup, Cinnamon Toast Crunch Cereal, Rice Chex Cereal, Chilled Mixed Fruit

TUESDAY
Scrambled Eggs with Whole Grain Toast, Reduced Sugar Trix Cereal, Cocoa Puffs Cereal, Apple Juice, Orange Juice, Grape Juice

WEDNESDAY
Whole Grain Waffles with Syrup, Cinnamon Toast Crunch Cereal, Rice Chex Cereal, Petite Whole Banana

THURSDAY
Chicken Biscuit Sandwich, Reduced Sugar Trix Cereal, Cocoa Puffs Cereal, Apple Juice, Orange Juice, Grape Juice

FRIDAY
Plain Bagel with Light Cream Cheese, Cinnamon Toast Crunch Cereal, Rice Chex Cereal, Applesauce

WEEK 2

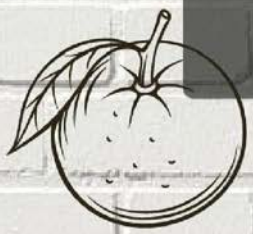
MONDAY
Turkey Sausage Biscuit Sandwich, Cheerios Cereal, Cocoa Puffs Cereal, Chilled Peaches

TUESDAY
Buttermilk Pancakes with Syrup, Cinnamon Toast Crunch Cereal, Frosted Mini-Wheats Cereal, Apple Juice, Orange Juice, Grape Juice

WEDNESDAY
Blueberry Bagel with Light Cream Cheese, Cheerios Cereal, Cocoa Puffs Cereal, Anjou Pear

THURSDAY
Fresh Baked Whole Grain Biscuit with Sausage Gravy, Cinnamon Toast Crunch Cereal, Frosted Mini-Wheats Cereal, Apple Juice, Orange Juice, Grape Juice

FRIDAY
Breakfast Turkey Sausage Pizza, Cheerios Cereal, Cocoa Puffs Cereal, Petite Whole Banana





This institution is an equal opportunity provider.

SFSP, Breakfast, K-12

2026 Hazel Park Menu

WEEK 3

MONDAY
Whole Grain Waffles with Syrup, Cheerios Cereal, Cinnamon Chex Cereal, Chilled Diced Pears

TUESDAY
English Muffin with Egg & Cheese, Blueberry Chex Cereal, Cocoa Puffs Cereal, Apple Juice, Orange Juice, Grape Juice

WEDNESDAY
Buttermilk Pancakes with Syrup, Cheerios Cereal, Cinnamon Chex Cereal, Petite Whole Banana

THURSDAY
Ham, Egg & Cheese Burrito, Blueberry Chex Cereal, Cocoa Puffs Cereal, Apple Juice, Orange Juice, Grape Juice

FRIDAY
Blueberry Bagel with Light Cream Cheese, Cheerios Cereal, Cinnamon Chex Cereal, Applesauce

WEEK 4

MONDAY
Whole Grain French Toast Sticks with Syrup, Corn Chex Cereal, Cinnamon Toast Crunch Cereal, Chilled Mixed Fruit

TUESDAY
Turkey Sausage Biscuit Sandwich, Reduced Sugar Trix Cereal, Honey Cheerios Cereal, Apple Juice, Orange Juice, Grape Juice

WEDNESDAY
Buttermilk Pancakes with Syrup, Corn Chex Cereal, Cinnamon Toast Crunch Cereal, Anjou Pear

THURSDAY
Fresh Baked Whole Grain Biscuit with Sausage Gravy, Reduced Sugar Trix Cereal, Honey Cheerios Cereal, Apple Juice, Orange Juice, Grape Juice

FRIDAY
Chicken Biscuit Sandwich, Corn Chex Cereal, Cinnamon Toast Crunch Cereal, Petite Whole Banana



Apple Juice, Orange Juice, Grape Juice

WEEK 5

MONDAY
Plain Bagel with Light Cream Cheese, Cinnamon Toast Crunch Cereal, Frosted Mini-Wheats Cereal, Chilled Mixed Fruit

BREAKFAST = Grain or protein entree + Two fruits side dishes + Choice of milk

This institution is an equal opportunity provider.





SFSP, Lunch, K-12

2026 Hazel Park Schools Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Spaghetti with Hearty Italian Meat Sauce Chicken Bacon Cheddar Melt Savory Green Beans Petite Whole Banana Celery Sticks Corn Salad with Ranch	Classic Cheeseburger Seasoned Crinkle Cut Fries Ranch Garden Salad with Cheddar Cheese & Dinner Roll Applesauce Broccoli Florets Green Bell Peppers Strips	Creamy Buffalo Chicken Dip with Tortilla Chips Turkey Ham & Cheese Melt Juicy Whole Orange Celery Sticks Corn Salad with Ranch	Baked Macaroni and Cheese Turkey Ham & Veggie Salad with Ranch & Dinner Roll Chilled Mixed Fruit Broccoli Florets Green Bell Peppers Strips	Classic Cheese Pizza Crispy Chicken Sandwich with Dill Pickles Anjou Pear Celery Sticks Corn Salad with Ranch
MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
Mashed Potato & Popcorn Chicken Bowl Toasted Turkey Ham & Swiss Seasoned Peas Applesauce Broccoli Florets Carolina Slaw	Spicy Crispy Chicken Sandwich Ranch Garden Salad with Cheddar Cheese & Dinner Roll Red Delicious Apple Celery Sticks Zucchini Sticks	Veggie Lovers Pizza Chicken Ranch Wrap with Lettuce & Tomato Tater Tots Chilled Diced Pears Broccoli Florets Carolina Slaw	Pulled BBQ Pork Sandwich Boston Baked Beans Turkey Ham & Veggie Salad with Ranch & Dinner Roll Chilled Mixed Fruit Celery Sticks Zucchini Sticks	Beefy Hard Shell Tacos Shredded cheddar, salsa Cilantro Lime Brown Rice Crispy Chicken Sandwich with Dill Pickles Petite Whole Banana Broccoli Florets Carolina Slaw

MILK CHOICES: 1% Low-fat Milk, Chocolate Skim Milk, Strawberry Fat Free Milk
CONDIMENTS: Ranch Dressing

This institution is an equal opportunity provider.





SFSP, Lunch, K-12

2026 Hazel Park Schools Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Chicken Rotini Pasta Alfredo Chicken Bacon Cheddar Melt Petite Whole Banana Tomato Wedges Cilantro Slaw	The Perfect Sloppy Joe Seasoned Pinto Beans Ranch Garden Salad with Cheddar Cheese & Dinner Roll Jicama Sticks Cauliflower Florets	Italian Style Meatball Pizza Chicken Ranch Wrap with Lettuce & Tomato Juicy Whole Orange Tomato Wedges Cilantro Slaw	Grilled Cheese Sandwich with Creamy Tomato Soup Turkey Ham & Veggie Salad with Ranch & Dinner Roll Chilled Mixed Fruit Jicama Sticks Cauliflower Florets	Whole Grain French Bites with Syrup & Turkey Sausage Crispy Chicken Sandwich with Dill Pickles Home Fried Potatoes Anjou Pear Tomato Wedges Cilantro Slaw
MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
Traditional Pepperoni Pizza Chicken Bacon Cheddar Melt Applesauce Garbanzo Beans Broccoli Florets	Penne Pasta with Hearty Italian Meat Sauce Ranch Garden Salad with Cheddar Cheese & Dinner Roll Red Delicious Apple Sliced Cucumbers Green Peas	Turkey Macaroni Bake Chicken Ranch Wrap Elotes Style Corn with Chili Chilled Diced Pears Garbanzo Beans Broccoli Florets	Spicy Crispy Chicken Sandwich Turkey Ham & Veggie Salad with Ranch & Dinner Roll Tart Granny Smith Apple Sliced Cucumbers Green Peas	Classic Cheeseburger Crispy Chicken Sandwich Baked French Fries Pineapple Tidbits Garbanzo Beans Broccoli Florets

MONDAY
Spaghetti with Hearty Italian Meat Sauce Chicken Bacon Cheddar Melt Savory Green Beans Petite Whole Banana Celery Sticks Corn Salad with Ranch

HP

MILK CHOICES: 1% Low-fat Milk, Chocolate Skim Milk, Strawberry Fat Free Milk
CONDIMENTS: Ranch Dressing

This institution is an equal opportunity provider.





NSLP, Snack, K-12

2026 Hazel Park Schools Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Banana Muffin 1% Low-fat Milk	French Toast Goldfish Crackers Chocolate Skim Milk	Nonfat Strawberry Greek Yogurt Chocolate Chip Muffin	Low Fat Mozzarella String Cheese Herb Breadstick	Fresh Vegetable Crudite Cup Light Ranch Dressing 1% Low-fat Milk
Cheerios 1% Low-fat Milk	Whole Apple Gala Chocolate Skim Milk	Cheddar Goldfish Crackers Grape Juice	Half Sunbutter Sandwich Chocolate Skim Milk	Carrot Sticks Light Ranch Dressing 1% Low-fat Milk
Nonfat Vanilla Greek Yogurt Cinnamon Breadstick	Cheddar Goldfish Crackers Chocolate Skim Milk	Low Fat Mozzarella String Cheese Blueberry Muffin	Fresh Vegetable Crudite Cup Light Ranch Dressing Chocolate Skim Milk	Deli Turkey Cheddar Cheese Cubes Chocolate Skim Milk
Fresh Fuji Apple 1% Low-fat Milk	Pretzel Goldfish Low Fat Mozzarella String Cheese	Half Sunbutter Sandwich 1% Low-fat Milk	Nonfat Blueberry Greek Yogurt Apple Juice	Apple Cinnamon Muffin 1% Low-fat Milk
Banana Muffin 1% Low-fat Milk				

This institution is an equal opportunity provider.

Secondary School Breakfast

2026 Hazel Park Invest / Roosevelt School Menu



MILK CHOICES INCLUDE, 1% Low-fat Milk, Chocolate Skim Milk & Strawberry Fat Free Milk

CEREAL CHOICES INCLUDE, Cinnamon Toast Crunch, Cocoa Puffs, Chex & Cheerios

100% FRUIT JUICES INCLUDE, Apple, Grape & Orange

All Meats are Halal Certified Products



WEEK 1

MONDAY

Whole Grain French Toast Sticks with Syrup, Scrambled Eggs with Cheddar Cheese & Biscuit, Baked Oatmeal with Apple, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Apple Cinnamon Yogurt Parfait with Granola, Chilled Peaches, Golden Delicious Apple, Kiwi Wedges

TUESDAY

Chicken Biscuit Sandwich, Scrambled Eggs with Cheddar Cheese & Biscuit, Baked Oatmeal with Apple, Low Fat Mozzarella String Cheese, Hard Boiled Egg, Vanilla, Apple & Orange Smoothie with Graham Crackers, Chilled Diced Pears, Golden Delicious Apple, Fresh Grapefruit

WEDNESDAY

Fruit Breakfast Wrap, Scrambled Eggs with Cheddar Cheese & Biscuit, Baked Oatmeal with Apple, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Apple Cinnamon Yogurt Parfait with Granola, Pineapple Tidbits, Red Seedless Grapes, Golden Delicious Apple

THURSDAY

Sunbutter Banana Toast, Scrambled Eggs with Cheddar Cheese & Biscuit, Baked Oatmeal with Apple, Low Fat Mozzarella String Cheese, Hard Boiled Egg, Vanilla, Apple & Orange Smoothie with Graham Crackers, Fresh Pear, Chilled Tropical Fruit, Whole Banana

FRIDAY

Turkey Ham Breakfast Quesadilla, Scrambled Eggs with Cheddar Cheese & Biscuit, Baked Oatmeal with Apple, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Apple Cinnamon Yogurt Parfait with Granola, Whole Banana, Whole Nectarine, Chilled Apricots

WEEK 2

MONDAY

Turkey Ham, Egg & Cheese Burrito with Chipotle Sour Cream & Pico de Gallo, Scrambled Eggs with Cheddar Cheese, English Muffin & Jam, Cinnamon Oatmeal, Low Fat Mozzarella String Cheese, Raspberry Rainbow Yogurt, Peach Cobbler Yogurt Parfait with Granola, Whole Banana, Chilled Peaches, Red Delicious Apple

TUESDAY

Turkey Bacon, Egg, & Cheese on a Biscuit, Scrambled Eggs with Cheddar Cheese, English Muffin & Jam, Cinnamon Oatmeal, Low Fat Mozzarella String Cheese, Hard Boiled Egg, Apple Cinnamon Smoothie with Blueberry Muffin, Whole Orange, Chilled Diced Pears, Banana and Strawberry Slices

WEDNESDAY

Sunbutter & Jelly Pancake Sandwich, Scrambled Eggs with Cheddar Cheese, English Muffin & Jam, Cinnamon Oatmeal, Low Fat Mozzarella String Cheese, Raspberry Rainbow Yogurt, Peach Cobbler Yogurt Parfait with Granola, Whole Banana, Chilled Pineapple Chunks, Fresh Red Delicious Apple

THURSDAY

Cobblestone Breakfast Rolls, Scrambled Eggs with Cheddar Cheese, English Muffin & Jam, Cinnamon Oatmeal, Low Fat Mozzarella String Cheese, Hard Boiled Egg, Apple Cinnamon Smoothie with Blueberry Muffin, Fresh Pear, Chilled Tropical Fruit, Pineapple Tidbits

FRIDAY

Turkey Sausage, Egg, & Cheese Bagel, Scrambled Eggs with Cheddar Cheese, English Muffin & Jam, Cinnamon Oatmeal, Low Fat Mozzarella String Cheese, Raspberry Rainbow Yogurt, Peach Cobbler Yogurt Parfait with Granola, Whole Banana, Whole Nectarine, Chilled Apricots





This institution is an equal opportunity provider.

320

Secondary School Breakfast

2026 Hazel Park Invest / Roosevelt School Menu

WEEK 3

MONDAY

Sunbutter & Jelly Pancake Sandwich, Scrambled Eggs with Cheddar Cheese & Cinnamon Toast, Apple Loaf Cake, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Strawberry Yogurt Parfait with Granola, Whole Banana, Chilled Peaches, Granny Smith Apple

TUESDAY

Turkey Bacon, Egg & Cheese Croissant, Scrambled Eggs with Cheddar Cheese & Cinnamon Toast, Apple Loaf Cake, Low Fat Mozzarella String Cheese, Cherry Yogurt, Apple Cinnamon Smoothie with Graham Crackers, Graham Crackers, Chilled Diced Pears, Red Seedless Grapes, Sliced Fresh Strawberries

WEDNESDAY

Chicken & Waffle with Apple Topping, Syrup & Whipped Cream, Scrambled Eggs with Cheddar Cheese & Cinnamon Toast, Apple Loaf Cake, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Strawberry Yogurt Parfait with Granola, Whole Banana, Granny Smith Apple, Strawberry Apricot Fruit Salad

THURSDAY

Turkey Sausage & Egg on Croissant, Scrambled Eggs with Cheddar Cheese & Cinnamon Toast, Apple Loaf Cake, Low Fat Mozzarella String Cheese, Cherry Yogurt, Apple Cinnamon Smoothie with Graham Crackers, Fresh Pear, Chilled Tropical Fruit, Fresh Blueberries

FRIDAY

Egg, Cheddar & Herb Quesadilla, Scrambled Eggs with Cheddar Cheese & Cinnamon Toast, Apple Loaf Cake, Strawberry Banana Trix Yoplait, Turkey Sausage Patty, Strawberry Yogurt Parfait with Granola, Whole Banana, Fresh Nectarine, Chilled Apricots

WEEK 4

MONDAY

Pepper Jack Loaded Breakfast Taco, Scrambled Eggs with Cheddar Cheese & Cinnamon Sugar Breadstick, Pumpkin Bar, Low Fat Mozzarella String Cheese, Turkey Sausage Patty, Horchata Yogurt Apple Parfait with Cinnamon Chex, Whole Banana, Chilled Peaches, Gala Apple

TUESDAY

Homemade French Toast Casserole with Apple Topping & Syrup, Scrambled Eggs with Cheddar Cheese & Cinnamon Sugar Breadstick, Pumpkin Bar, Low Fat Mozzarella String Cheese, Cherry Yogurt, Peachy Strawberry Smoothie with Graham Crackers, Chilled Diced Pears, Cantaloupe Cubes, Gala Apple

WEDNESDAY

Homemade Pancakes with Syrup, Scrambled Eggs with Cheddar Cheese & Cinnamon Sugar Breadstick, Pumpkin Bar, Low Fat Mozzarella String Cheese, Turkey Sausage Patty, Horchata Yogurt Apple Parfait with Cinnamon Chex, Sliced Peaches, Fresh Pear, Red and Green Seedless Grapes

THURSDAY

Sunbutter Berry English Muffin, Scrambled Eggs with Cheddar Cheese & Cinnamon Sugar Breadstick, Pumpkin Bar, Low Fat Mozzarella String Cheese, Cherry Yogurt, Peachy Strawberry Smoothie with Graham Crackers, Fresh Pear, Chilled Tropical Fruit, Cantaloupe Cubes

FRIDAY

Turkey Ham, Egg & Cheese on English Muffin, Scrambled Eggs with Cheddar Cheese & Cinnamon Sugar Breadstick, Pumpkin Bar, Low Fat Mozzarella String Cheese, Turkey Sausage Patty, Horchata Yogurt Apple Parfait with Cinnamon Chex, Whole Nectarine, Apricot Applesauce, Peachy Summer Salad



All Meats are Halal Certified Products

WEEK 5

MONDAY

Turkey Sausage, Egg & Cheese on Croissant, Scrambled Eggs with Cheddar Cheese & Biscuit, Pumpkin Bar, Turkey Sausage Patty, Strawberry Banana Trix Yoplait, Blueberry Yogurt Parfait with Granola, Chilled Peaches, Golden Delicious Apple, Kiwi Wedges

BREAKFAST = Grain or protein entree + Two fruits side dishes + Choice of milk

This institution is an equal opportunity provider.





Hazel Park Schools

2026 Invest/Roosevelt Daily Offeringss

2 Go Matc

Classic Cheese Pizza

Traditional Turkey Pepperoni Pizza

grilled

Classic American Hamburgers & Cheeseburgers A

Crispy Chicken Sandwich A

Nashville Hot Chicken Sandwich A

SO DELI

Deli Turkey Sliced Deli Turkey Ham

Sliced Bread Soft Flour Tortilla

Sub Roll American Cheese

Provolone Cheese Shredded

Lettuce Sliced Tomatoes

Mayonnaise

Yellow Mustard

Sono

Cilantro Lime Brown Rice

Soft Flour Tortilla

Tortilla Chips

Queso Blanco Cheese Sauce

Shredded Romaine Lettuce

Pico de Gallo

Salsa

Fresh Jalapenos

This Months Local Produce

Onions, Cucumbers, Peppers & Crisp Lettuces

MIEDEMA PRODUCE

Hudsonville, Michigan

SERVED DAILY

A Cereals containing gluten

MILK CHOICES: Chocolate Low Fat, 1% Low-Fat, Strawberry Low Fat

CONDIMENTS: Mayonnaise, Yellow Mustard, Ketchup & Ranch Dressing

This institution is an equal opportunity provider

HALAL All Meats are Halal Certified Products

Miedema Produce, Inc.





Hazel Park Schools

2026 Invest/Roosevelt School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Chicken Fajita & Black Bean Rice Bowl Cilantro, salsa, scallion, sour cream Dinner Roll Crispy Chicken Tenders & Waffles Apple topping & syrup Seasoned Corn	Baked Macaroni and Cheese Turkey or Popcorn Chicken with Honey BBQ Sauce Cinnamon Roasted Sweet Potato Penne with Roasted Vegetable Sauce Soft Bake Breadstick	Spaghetti with Italian Meat Sauce Cannellini Bean Salad Sweet & Sour Chicken Meatballs Orange Rice Pilaf	Toasted Three Cheese Sandwich Creamy Tomato Basil Soup Glazed Carrots Chicken Carnita & Cheese Quesadilla Pico de gallo, guacamole Seasoned Pinto Beans	Homemade Pancakes with Syrup ACG Strawberry topping & syrup Turkey Sausage Patty Home Fried Potatoes Fish Po' Boy Hoagie
2 matc	Aloha Pizza Ham, pineapple, peppers, onions, BBQ sauce	Chicken Alfredo and Broccoli Pizza	Veggie Lover's Pizza AG Green bell pepper, mushroom, red onion, black olives	BBQ Chicken Pizza	Buffalo Chicken Pizza
grilled	Mozzarella & Roasted Vegetable Panini Waffle Fries	Chicken Cordon Bleu Sandwich A Seasoned Crinkle Cut Fries	Cowpoke Burger Coleslaw, cheddar cheese, BBQ sauce Waffle Fries	Sriracha Turkey Burger Seasoned Crinkle Cut Fries	BBQ Cheddar Chicken Sandwich Waffle Fries
ON THE GO	Turkey Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges	Chicken Ranch Wrap Turkey Ham & Cheddar Chef Salad Toasted flatbread wedges, French dressing	Turkey Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges	Chicken Ranch Wrap Turkey Ham & Cheddar Chef Salad Toasted flatbread wedges, French dressing	Turkey Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges
sono	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Turkey Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Turkey Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro
extra extra	Fresh Pear Chilled Mixed Fruit Corn & Black Bean Salad Sliced Cucumbers	Red Delicious Apple Whole Banana Fresh Tomato Wedges Spinach & Romaine Salad	Chilled Mixed Fruit Sliced Banana with Cinnamon Sugar Carrot & Celery Sticks Cauliflower Florets	Red Delicious Apple Chilled Mixed Fruit Broccoli Florets Tomato Wedges	Whole Orange Fresh Pear Corn & Black Bean Salad Zucchini Sticks

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Hazel Park Schools

2026 Invest/Roosevelt School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Black Bean & Corn Nachos Roasted Tomato Salsa Beef, Bean, and Cheese Burrito Seasoned Pinto Beans Sour Cream	Mashed Potato & Chicken Bowl Pan gravy, cheddar cheese Fresh Baked Whole Grain Biscuit Sweet Potato Fries	Chicken Meatballs with Herb Rotini Pasta A Steamed Broccoli Florets Cheese Enchiladas with Fresh Avocado G Seasoned Pinto Beans	Loaded Tater Tots Scallions, cheddar, jalapenos, chipotle sour cream Pulled Turkey or Diced Chicken with Caribbean or Memphis BBQ Sauce Boston Baked Beans Homemade Cornbread Baked Mozzarella Cheese Sticks with Marinara Sauce Dinner Roll G	Whole Grain French Toast Sticks Peach topping & syrup Turkey Sausage Patty Home Fried Potatoes Scrambled Egg & Cheese Breakfast Pizza
2 matc	Broccoli Ricotta Pizza	Buffalo Chicken Pizza	Chicken Parmesan Pizza	Seasoned Chicken Fajita Pizza	Hawaiian Pizza Pineapple, turkey ham
grilled	BBQ Bacon Cheddar Burger Seasoned Crinkle Cut Fries	Chicken Parmesan Sandwich AG Waffle Fries	Black Bean Burger Seasoned Crinkle Cut Fries	Crispy Buffalo Ranch Chicken Sandwich A Waffle Fries	Swiss Burger Seasoned Crinkle Cut Fries
ON THE GO	Vegetable Roasted Red Pepper Hummus Wrap Turkey Ham Cobb Salad Balsamic dressing, toasted flatbread wedges	Santa Fe Turkey and Cheddar Wrap Chicken Caesar Salad with Croutons	Vegetable Roasted Red Pepper Hummus Wrap Turkey Ham Cobb Salad Balsamic dressing, toasted flatbread wedges	Santa Fe Turkey and Cheddar Wrap Chicken Caesar Salad with Croutons	Vegetable Roasted Red Pepper Hummus Wrap Turkey Ham Cobb Salad Balsamic dressing, toasted flatbread wedges
sono	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Turkey Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Turkey Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro
extra extra	Chilled Mixed Fruit Fresh Nectarine Cheddar Bacon Pea Salad Tomato Wedges	Whole Orange Red Delicious Apple Baby Carrots Tossed Salad	Sliced Banana with Cinnamon Sugar Fresh Pear Crisp Snow Peas Broccoli Florets	Unsweetened Applesauce Fresh Plum Chopped Romaine Lettuce Red and Green Bell Pepper Strips	Whole Banana Chilled Mixed Fruit Tomato Wedges Citrus Kidney & Garbanzo Bean Salad

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Hazel Park Schools

2026 Invest/Roosevelt School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Sweet & Sour Popcorn Chicken Brown Rice Seasoned Green Beans & Carrots BBQ Chicken Flatbread	Bean Tostado Pico de Gallo Classic Guacamole Elotes Style Corn with Chili Chicken Salad Croissant	Crispy Chicken Tenders Homemade honey mustard, mojo or southwestern BBQ sauce Fresh Baked Whole Grain Biscuit Garlic-Parmesan Roasted Potatoes Korean Beef BibimBap Bowl Brown rice, veggies, Korean sesame BBQ sauce	Breaded Fish Bites Brown Rice Pineapple-Jalapeno Slaw Cilantro-Lime Mayonnaise Broccoli and Cheese Stromboli Dijon Glazed Carrots	Penne Pasta with Diced Chicken A Sauteed peppers, grated parmesan cheese Creamy Alfredo Sauce & Marinara Sauce Roasted Broccoli Italian Deli Combo Hoagie
2 matc	Chicken, Turkey Bacon Ranch Pizza	Jalapeno Carnita Pizza	Margherita Pizza	Meat Lover's Pizza Italian sausage, Turkey peperoni, turkey ham	Chicken Meatball Pizza
grilled	Crispy Chicken Sandwich A Dill pickle, lettuce, tomato Seasoned Crinkle Cut Fries	Crispy Chicken Sandwich with Cheese AG Waffle Fries	Buffalo Blue Chicken Sandwich A Seasoned Crinkle Cut Fries	Mushroom & Swiss Burger Waffle Fries	Fish Fillet Sandwich with Cheese ADG Seasoned Crinkle Cut Fries
ON THE GO	Honey Chicken & Spinach Wrap Beef Taco Salad C Tortilla chips, cumin lime vinaigrette	Kale Caesar Salad with Brown Rice and Chickpeas Crispy Cajun Chicken Wrap	Honey Chicken & Spinach Wrap Beef Taco Salad C Tortilla chips, cumin lime vinaigrette	Kale Caesar Salad with Brown Rice and Chickpeas Crispy Cajun Chicken Wrap	Honey Chicken & Spinach Wrap Beef Taco Salad C Tortilla chips, cumin lime vinaigrette
song	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Turkey Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Turkey Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro
extra extra	Whole Orange Fuji Apple Baby Carrots & Celery Sticks Corn Salad with Ranch	Pineapple Tidbits Sliced Banana with Cinnamon Sugar Tomato Wedges Snow Peas	Chilled Mixed Fruit Whole Banana Corn & Black Bean Salad Baby Carrots & Celery Sticks	Unsweetened Applesauce Fresh Pear Tomato Wedges Chopped Romaine Lettuce	Red Delicious Apple Chilled Mixed Fruit Asian Pinto Bean Salad Broccoli Florets

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Hazel Park Schools

2026 Invest/Roosevelt School Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
create	Korean Chicken BibimBap Bowl Brown rice, veggies, Korean sesame BBQ sauce Beef or Turkey Chili Cheese Hot Dog G Sauteed peppers & onions, BBQ sauce Sauteed Peppers & Onions BBQ Sauce Buttermilk Coleslaw Boston Baked Beans	Spaghetti & Chicken Meatballs A Pink Tomato Alfredo or Marinara Sauce Balsamic Roasted Summer Squash Grated Parmesan Cheese Vietnamese Chicken Grain Bowl Brown rice, veggies, cliantro, garlic, ginger, lime, chilies	Baja Bean Tacos Pico de gallo, shredded cheddar, sour cream Roasted Diced Carrots Roasted Veggie & Spinach Stromboli Homemade Spicy Marinara	Beef and Bean Tostado Pico de gallo, sour cream Green Beans Philly Cheese Steak Hoagie G Sauteed Bell Peppers and Onions	Jamaican Style Jerk Chicken with Mango Chutney Cilantro Lime Brown Rice Roasted Pineapple Mini Cheese Ravioli with Turkey Bolognese Sauce Steamed Corn Soft Baked Breadstick
2 matc	Mexican Pepper Tomato & Olive Pizza	Pesto & Feta Cheese Pizza	Chicken Parmesan Pizza	Buffalo Chicken Pizza	Roasted Vegetable Pizza
grilled	Mozzarella Pizza Burger AG Waffle Fries	Spicy Chicken Sandwich Seasoned Crinkle Fries	Jalapeno Cheeseburger Waffle Fries	BBQ Bacon Chicken Sub Seasoned Crinkle Fries	Tangy Beef Sandwich A Waffle Fries
ON THE GO	Tuna Salad, Flatbread & Cucumber Bento Box D Chicken Salsa Wrap	Turkey, Cheese, Flatbread & Cucumber Bento Box Cran-Apple Chicken Salad Toasted flatbread wedges, creamy Dijon dressing	Tuna Salad, Flatbread & Cucumber Bento Box D Chicken Salsa Wrap	Turkey, Cheese, Flatbread & Cucumber Bento Box Cran-Apple Chicken Salad Toasted flatbread wedges, creamy Dijon dressing	Tuna Salad, Flatbread & Cucumber Bento Box D Chicken Salsa Wrap
sono	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Turkey Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro	Turkey Carnitas Seasoned Turkey Taco Meat Seasoned Pinto Beans	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro
extra extra	Whole Orange Chilled Mixed Fruit Tomato Wedges Citrus Kidney & Garbanzo Bean Salad	Chilled Mixed Fruit Whole Banana Sliced Cucumbers Citrus Kidney & Garbanzo Bean Salad	Pineapple Tidbits Red Delicious Apple Corn Salad with Ranch Broccoli Florets	Whole Orange Chilled Diced Peaches Baby Carrots & Celery Sticks Garbanzo Beans	Cinnamon Applesauce Sliced Banana with Cinnamon Sugar Corn Salad with Ranch Tomato Wedges

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Hazel Park Schools

2026 Invest/Roosevelt School Lunch Menu

MONDAY	
create	Chicken & Vegetable Dumplings with Orange Sauce Lo Mein Noodles with Chicken Roasted Ginger Orange Cauliflower
2 matc	Aloha Pizza Turkey Ham, pineapple, peppers, onions, BBQ sauce
grilled	Pizza Burger Seasoned Crinkle Cut Fries
ON THE GO	Turkey Ham and Cheese Wrap Turkey Chef Salad with Cheddar Cheese French dressing, toasted flatbread wedges Toasted Flatbread Wedges
sono	Seasoned Beef Taco Meat Fajita Marinated Chicken Refried Black Beans with Cilantro
extra extra	Fresh Pear Pineapple Tidbits Corn & Black Bean Salad Sliced Cucumbers

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Experience with Kitchen/Food Service Design for New Construction or Renovations – 2 points

Chartwells Approach to Cafeteria Design and Flow

Chartwells has over 40 years of experience in Michigan collaborating with 175 accounts to design K-12 kitchens.

Designing a school cafeteria space involves specific considerations to cater to a younger demographic. Here are some key points to keep in mind for each aspect:

Layout and Traffic Flow

Create distinct areas for different purposes such as food stations, seating areas and possibly a grab-and-go section.

Designate separate queues for popular food items to reduce congestion and waiting times.

Consider a flow that encourages students to move efficiently through the cafeteria while maintaining a comfortable and inviting atmosphere.

Equipment Needed

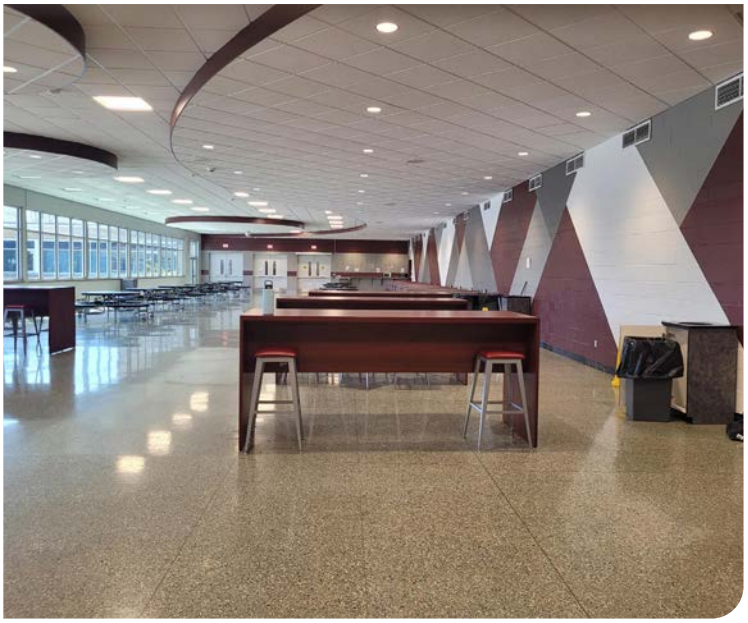
Equip the cafeteria with items like serving counters, food warmers, refrigeration units, quick-cook equipment and made-to-order stations.

Ensure the equipment is appropriately sized for the student population and menu offerings to facilitate smooth operations and ease for staff.

Your High School Cafeteria Refresh

We completed a comprehensive high school cafeteria refresh that included updated serving areas and kitchen enhancements to improve flow, efficiency and the overall dining experience. As part of this upgrade, digital menu boards were installed and integrated with Nutrislice, providing real-time access to menus and nutrition information.

In addition, we have made significant investments in enhancing the dining environment across the district through updated signage and new service spaces. Recent improvements include the introduction of modern, engaging cafeteria concepts such as “The Market” at the middle school, along with pop art and fun, student-friendly messaging at the elementary level. Implemented during the 2024–2025 school year, these updates create a more inviting, contemporary atmosphere that elevates the overall dining experience.



The new coffee station was implemented this school year and features a new Bunn machine. Partnering with Biggby Coffee, we are able to offer both lattes and hot coffee, along with reimbursable options supported by a grant-funded hot chocolate machine.

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Experience with School Programming – 2 points

Bringing local foods to our students and supporting Michigan farmers and local companies are important to Chartwells and evident in our partnership with School District of the City of Hazel Park over the years.

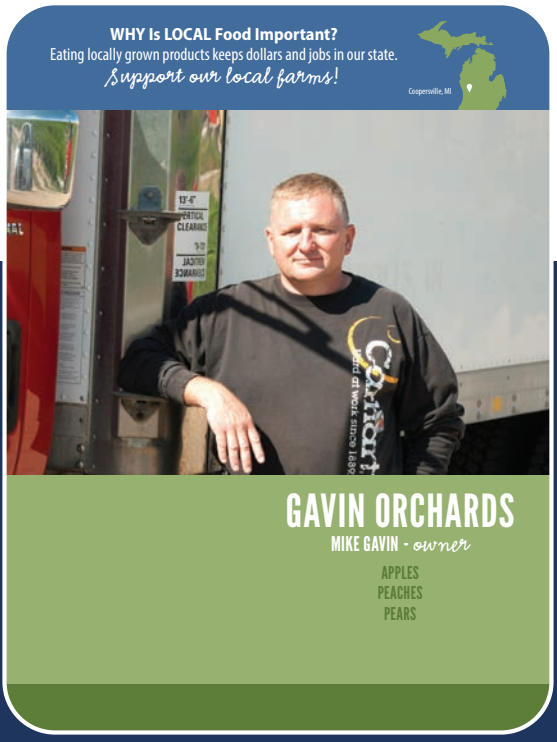
Through local grants, our management and culinary team brings extra funds to maximize local purchasing.

10 Cents a Meal for Michigan's Kids & Farms

During the 2022-2023 school year, Chartwells school districts received $2,455,318 under the 10 Cents a Meal for Michigan's Kids & Farms grant. The program provides schools and early childhood education centers up to 10 cents per meal in matching funding to purchase and serve Michigan-grown fruits, vegetables and legumes.

Local Foods for Schools

To better connect students to the foods native to Michigan, a variety of celebratory and educational events are provided by the Chartwells team to teach students about the nutritional benefits of these foods and get students to taste the difference. Activities include taste testing, showcasing healthy snack recipes with complimentary recipe cards, marketing local farmers with posters on service lines and participating in crop-specific celebratory events such as Cherry Slurp Day and Apple Crunch Day.





Gavin Orchards, Coopersville

Gavin Orchards is a third generation, family-owned and -operated, agricultural organization. Its mission is to provide healthy, quality produce, while profoundly respecting the environment. Gavin Orchards believes agriculture forms the basis of sustainable growth, and it strives to establish an innovative, entrepreneurial environment that empowers great ideas.

Gavin Orchards grows a variety of fruits and vegetables, including Empire, Fuji, Gala, Ginger Gold, Golden Delicious and McIntosh apples.

Educational Sustainability Partnership

Swartz Creek Middle Schoolers Cultivate Fresh Food with Hydroponic Gardening

Anthony Delgado, director of dining services at Swartz Creek Community Schools, has long been eager to bring hydroponic gardening to the district. “Having the space to be able to do it – the accessibility to water, to power, to everything – just kind of limited what we could do,” Anthony said. His interest in hydroponic gardens began when he learned about systems that could grow fresh produce efficiently, even in small, confined spaces.

With the help of Michele Biebly, the district’s STEM coordinator, Anthony found the perfect partner to make this vision a reality. Together, they worked to integrate the hydroponic system into the middle school curriculum, utilizing the excellent resources provided by Fork Farms, the manufacturer of the system. This initiative offers students a unique opportunity to engage in hands-on learning and discover a completely new way to grow food – a transformative experience for many who had never planted a garden or cultivated their own food before.







Students take an active role in every stage of the process. They assist in planting seeds, which sprout within just a few days, and then transplant the seedlings into the hydroponic system once they develop leaves. Students also monitor and maintain nutrient and water levels as the plants grow under LED lights set on an 18-hour schedule. The crops they grow include lettuce, kale and basil. After harvesting the produce in the classroom, dining staff wash and process it in the cafeteria. The basil is incorporated into recipes, while the lettuce and kale are used in sandwiches, wraps and salads.

“Watching their excitement as they witness plants grow from seemingly nothing has been incredibly rewarding,” Anthony said. The first full planting was harvested in 25 days, yielding enough greens to prepare approximately 48 salads. Moving forward, plantings are staggered on a four-week cycle, allowing for the harvest and replanting of a quarter of the system each week.

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Michigan Farmers Markets

As part of our Farm to School initiative, Chartwells proudly sponsors farmers markets in districts throughout Michigan. These events not only provide students with access to fresh, local produce, but also aim to influence how they select healthy foods outside of school. By mimicking a real farmers market, we offer an immersive experience that teaches children about healthy eating, financial literacy, math and nutrition in a fun and hands-on way.

During the event, outdoor tents can be set up to create an authentic market atmosphere, just like students would experience in their own communities. All students are encouraged to participate in this shopping experience using play money to “purchase” a variety of fruits and vegetables. Each child receives a reusable bag to hold their selected produce, allowing them to take home what they have “bought” and share their experience with family members. The activity fosters a deeper understanding of budgeting, as students learn to manage their money and make choices based on what they can afford with their play currency.

Additionally, the students receive handouts and healthy recipe cards, providing simple instructions for preparing the produce they have picked. These recipes encourage students and their families to experiment with fresh ingredients at home, creating a direct link between school lessons and real-world application.



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Avondale Farmers Market

As the students arrived, they were given an Avondale Farmers Market T-shirt, a canvas tote bag and "veggie bucks" to shop at the market.

We worked with Tom Maceri & Son, our usual supplier of fresh, local fruits and vegetables along with Farm to Freezer products, to stock the market. In addition to Chartwells leaders from all over southeast Michigan, Avondale teachers, administrators, parents and even student-athletes assisted with the event.









Farmers Market Activities

- Cauliflower fried rice cooking demonstration with Regional Executive Chef Aaron Mason
- A pumpkin patch with melon and pumpkin carving demonstrations, a planting station, seed tasting and guessing game
- Boxed lunches featuring vegetables from the market
- A smoothie bike to celebrate National Chocolate Milk Day where students could blend their own smoothie using Farm to Freezer products
- Tasting stations for different types of apples, tomatoes, pickles and popcorn
- Beverage stations that offered water infused with fresh fruit and lemonade prepared with fresh lemons
- Apple cider from Yates Cider Mill and doughnuts
- A fresh herb cart that taught students how herbs flavor our food and allowed them to "purchase" herbs with their "veggie bucks"
- A fun, fall photo booth to capture a memory of the day

Scan here to read FoodService Director's coverage of this magnificent event.

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Engagement and Education

Student Choice

It's a simple yet powerful idea – let students decide what's on the menu.

Global Eats

This program offers a culinary passport to bring students authentic cuisines from all over the world.

Discovery Kitchen

Foster curiosity and learning through hands-on engagement in this flagship nutrition education program.

Discovery Kitchen Cookoff

Contestants build skills, gain experience, create delicious meals and, most importantly, have fun.

Sports Nutrition Eat to Compete

Let us help you inspire high school athletes to enhance performance through nutrition education.

Power Up

Teaches all students how to boost performance on and off the field by fueling their bodies with nutritious foods and proper hydration.

Mood Boost

Boost students' moods with knowledge about how the foods we eat impact our overall wellness.

Farmers Market

An extension of Farm to School, farmers markets allow students to "shop" for fresh local produce to take home and share with their families.

Community events include parent nights, open houses, family fun nights, advisory committees, grocery shopping classes and fun nights for students. For more details, see the Promotion section.

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Plan to Increase Participation



Plan to Increase Participation – 6 points

Participation innovation: student engagement and nutrition education.

Creative marketing, engaging educational programs and hands-on experiences spark curiosity and enthusiasm for nutritious eating at School District of the City of Hazel Park. Themed events and interactive activities connect students, families and staff, fostering a vibrant foodservice culture that drives participation and celebrates healthy choices.

Programs	Elementary	Middle and High School
chartwells Discovery Kitchen	X	X
Mood Boost	X	X
Global Eats	X	X
Fun Days	X	X
Nutrition: Game On!	X	
chartwells Farmers Market	X	
Student Choice Food Your Way		X
sports nutrition Eat to Compete		X
power up fueling performance	X	X

Themed Monthly Marketing Calendars

Each month, fresh energy is brought to the cafeteria with themed marketing calendars. Building on the momentum we've created together, these calendars will continue to align nutrition education, special events and menu offerings around unique monthly themes, sparking curiosity and boosting participation. Your students can expect:

- Seasonal tastings and holiday and district-specific events.
- Special menu items tied to monthly themes.
- Visual displays and interactive activities to engage students.

Programs for All Ages

Signature programs blend nutrition education with hands-on experiences, turning healthy eating into something fun, memorable and exciting for every student.

- **Discovery Kitchen:** Pop-up tastings, chef demonstrations and cookoffs introduce new foods and cooking techniques in a lively, interactive setting.
- **Mood Boost:** This program links diet to well-being using fun characters and collectibles for elementary and middle school students.
- **Global Eats:** Students explore international flavors, learning about cultures while expanding their culinary horizons.
- **Fun Days and Limited-Time Offers:** Seasonal tastings and special menu items keep meals fresh and exciting.



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Plan to Gather and Use Student/ Staff/Parent Feedback – 2 points

Our plan includes leveraging these tools year-round to capture feedback and refine the program as student needs evolve.



Food Ratings in Nutrislice

Students and parents rate dishes and provide feedback, sent directly to your director of dining services.



Surveys

Tailored templates for parents, students and staff maximize response rates and guide action plans.



Experience Cards

Comment cards in cafeterias for immediate feedback.



Student Choice

Students taste and vote on new menu items, ensuring their voices are heard.



Mentimeter

Used for quick feedback during Student Choice events or anytime.



Youth Advisory Council

Elected members meet to promote nutrition, sample foods, share ideas and bridge communication.



Happy or Not

Kiosks with happy/sad buttons provide instant feedback.



ChattBack

Text-based feedback tool for direct communication with dining services.

On average, focus groups deliver a 5% increase in participation and higher levels of customer satisfaction.

Focus Groups

Interactive sessions with students and staff to understand attitudes and behaviors, leading to actionable changes.

Innovative and Efficient Service Models – 2 points

Every student deserves access to nutritious meals, and Chartwells continues to offer flexible, engaging service models to make that possible throughout the day and year.



Breakfast in the Classroom

Kids fuel up for the day while teachers take morning attendance and the class settles in.

Universal Free Breakfast

Eliminating the financial hurdle makes breakfast available to all students.

Second Chance Breakfast

Students who may not be ready to eat first thing in the morning get a second chance to participate in this important meal after first period.

Menu Innovations

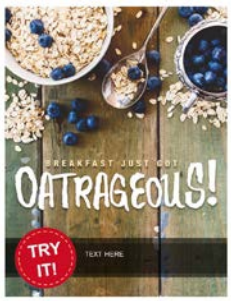
We learn student favorites, listen when they want something new and design the menu accordingly with choices like all-day oatmeal, fresh breakfast pizzas and fresh fruit parfaits.

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Breakfast Promotions

We will continue to make breakfast exciting and accessible with creative promotions and engaging activities that encourage students to participate and try new foods.



Bring on Breakfast	Breakfast Bingo and Scratch-Off	Oatrageous
		
Customizable calendar themes align with Discovery Kitchen lessons and events, adding excitement to the start of school.	Students collect punches or scratch-offs for eligible purchases and redeem completed cards for prizes	Unique oatmeal parfaits and overnight oats with fun flavors like carrot cake and whole-grain blends.

Summer Meal Program

We recognize the importance of nourishing children year-round and offer flexible summer meal solutions to fight food insecurity in your community.

Flexible Service Models	Themed Menus and Resources	Nutrislice App
		
Support for traditional feeding at schools, camps and community sites, as well as pickup or delivery options.	Summer-themed menus, nutrition education, print and digital resources and social media content.	Helps families find their nearest meal site, increasing participation and access.

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nutrislice Proven Impact

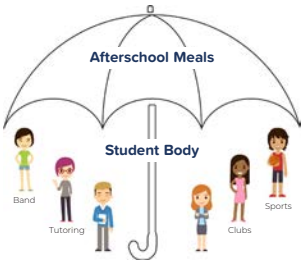
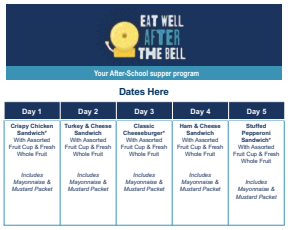
25% increase *in summer meals participation*

20% increase *in intent to participate*

App users are ***113%*** *more likely to find* ***nutrient*** *info and* ***85%*** *more likely to find* ***allergy info***

Afterschool Meals, Snacks and Supper Programs

Our afterschool and supper programs are designed for students who stay late for activities or need extra support, ensuring no child goes hungry.

Umbrella Model	Balanced, Grab-and-Go Options	Toolkit Support	Participation Growth
			
Expands access so all students and siblings can participate, not just program enrollees.	Retail-style bento boxes, fresh fruit and healthy snacks for busy students.	Assessment, planning, training and promotional materials to maximize reach and participation.	Significant increases for partners using these models, supporting students in sports, clubs, band, tutoring and more.



Creative Strategies to Increase Breakfast and Lunch Participation – 2 points

Just as you strive to help students reach their full potential, we're committed to doing the same for your foodservice program. From introducing the latest culinary concepts and creating convenient ways to serve more students, to leading the charge on sustainability, Chartwells remains dedicated to setting the standard for innovation.

Evolving Service Capabilities

We continuously introduce new ways to serve students with alternate points of service, mobile carts and kiosks, reduce crowds and wait times and creating a positive, relaxed environment. These flexible solutions can be tailored to each school's needs.

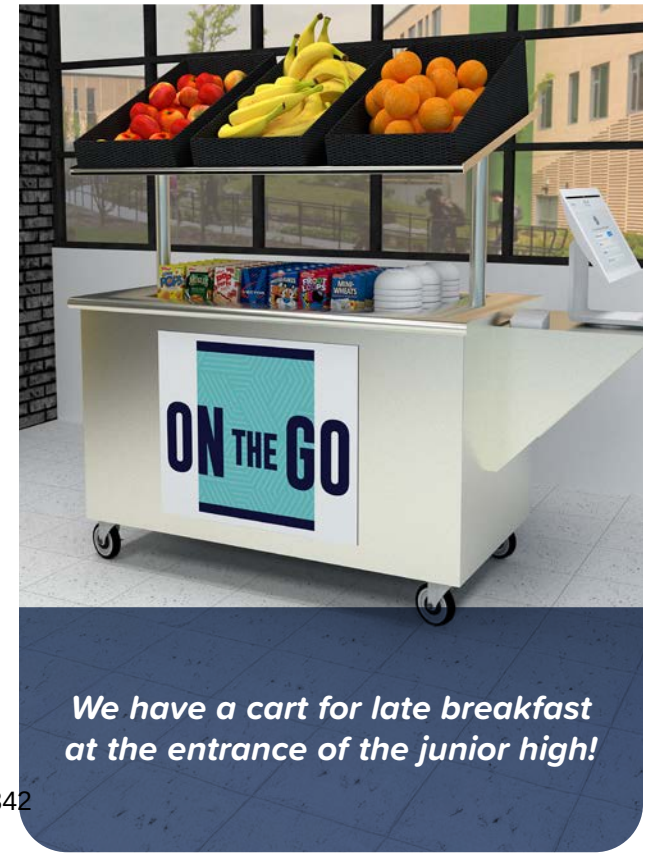
C-Stores: Convenience and Compliance

High school retail outlets offer a collegiate feel and quick service while meeting all National School Lunch Program and Smart Snack regulations. Students can build reimbursable meals or grab healthy snacks, boosting participation and satisfaction.



Mobile Carts and Kiosks

Mobile carts and branded kiosks provide versatile, on-the-go meal options for breakfast, lunch, snacks and special events. They can be placed in hallways, entrances or remote locations, offering a retail feel without major renovations.



We have a cart for late breakfast at the entrance of the junior high!

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Pop-Up Food Stations

This versatile food truck-style station offers self-serve packaged meals before checkout or as a standalone option. It can also serve as a mini market with coffee and smoothies, a mobile order pickup point and provide afterschool snacks for student-athletes. Designs are available for all grade levels, with customizable graphics to showcase each school's name and logo.



Coffee Station

The new coffee station was implemented this school year and features a new Bunn machine. Partnering with BIGGBY COFFEE, we are able to offer both lattes and hot coffee, along with reimbursable options supported by a grant-funded hot chocolate machine.



Mobile Teaching Carts and Blender Bikes

We have regular events for the blender bike and the teaching cart!

Mobile teaching carts bring hands-on cooking demonstrations to every school, making food discovery accessible and fun. Blender bikes add interactive nutrition education, letting students and staff create smoothies or sauces through pedal power.



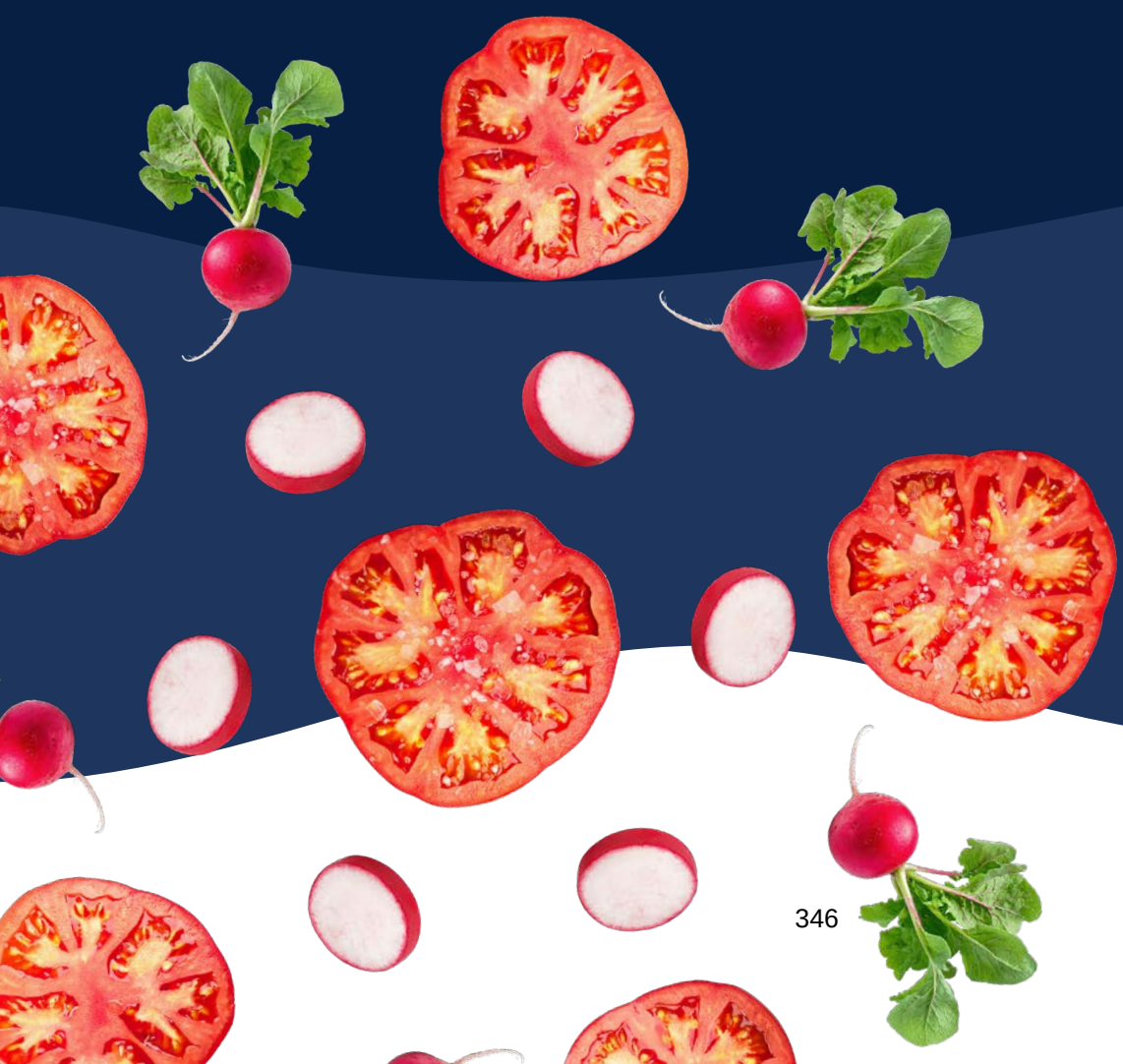




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Marketing and School Culture Alignment



Marketing and School Culture Alignment – 4 points

Our promotions strategy is designed to:

Increase Participation and Satisfaction

Get Students Excited About School Meals

Our Approach

We will continue to deliver innovative programs tailored to your community and future goals. This long-term strategy is built through collaboration among chefs, dietitians, marketers and directors of dining services to create:

Inviting environments

Food kids love to eat

Fun and engaging programs



Recognition of Holidays, School Events and Cultural Celebrations – 2 points

Discovery Kitchen Promotional Calendar

Each month features a unique theme aligned with our Discovery Kitchen promotional calendar. Themes include:

- **August –** The Great American Roadtrip: Take a culinary adventure through the U.S.
- **September –** FIT (Fuel. Ignite. Thrive): Learn how food fuels performance.
- **October –** Seed to Table: Celebrate fresh, seasonal and local foods.
- **November –** Let's Get Cooking: Empower kids to cook at home.
- **December –** Spice It Up: Explore global flavors without added salt.
- **January –** Plant Power: Plant-based nutrition education.
- **February –** Smart Snacking: Balanced mini-meals with snack foods.
- **March –** Bring on Breakfast: Kick off the school year with energizing meals.
- **April –** Be a Waste Warrior: Reduce waste and learn sustainability.
- **May –** Summer Fun: Enjoy seasonal favorites.

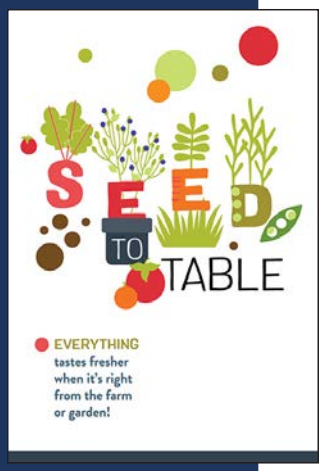
Supporting Materials

- Banners, signs, recipe cards
- Chef demos and classroom lessons
- Newsletters, videos, social media
- Interactive lessons and nutrition education

October

Seed to Table

A celebration of fresh, seasonal and local foods



December

Spice It Up

Learn how global flavors season foods without salt



February

Smart Snacking

Create mini, balanced meals with "snack" foods



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Seasonal Campaigns and Limited-Time Offers

We will continue to offer seasonal campaigns and a limited-time offer (LTO) program, refreshed each school year with thoughtfully chosen themes that align with current trends among school-aged children.

Each year features four unique themes, with recipes carefully selected by our chefs to ensure quality, student appeal and meeting all USDA meal component and nutrient requirements.

The program is designed to be easily implemented in the cafeteria and as a retail add-on with seasonal recipes, innovative new retail offerings from our beverage and snack partners, and tie-ins to our engagement programs, with these core campaign elements to drive student participation and enhance satisfaction and as your current partner, we will continue to deliver and evolve these elements to support your program's ongoing success:

- Trend-driven limited-time offer recipes for elementary and secondary menus.
- Promotional resource support for campaign tie-ins of our existing student programs.
- Retail drivers that align with or complement our campaigns.
- Themed marketing materials to promote LTO menu items and retail products.



Fun Days and Celebrations

We believe the cafeteria should be the happiest place in school. Our promotions calendar includes themed events and interactive experiences that make mealtime exciting and encourage students to explore new foods.

Example Celebration: Lucky Tray Day

Students win a prize if they find a "You win!" sticker under their tray.

- Elementary prizes: Fun stickers, colorful sunglasses, inspirational wristbands.
- Secondary prizes: Cookie or snack coupons, lip balm, hand sanitizer.

Lucky Tray Day can inspire better eating habits and increase participation by more than 20%.

Holiday Celebrations

We celebrate occasions like National Taco Day, Chinese New Year and Valentine's Day to create festive dining experiences.

Samplings and Tastings

Interactive stations introduce new products and seasonal offerings, helping boost visibility and interest in menu items.

Themed Events

- National School Lunch Week
- Pizza Day
- Lucky Tray Day
- Seasonal holidays



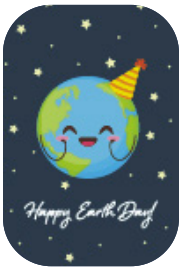
Example Promotional Calendars

Use of Promotions (Taste Tests, Theme Days, Student Engagement) – 3 points

To go with our promotions calendar, we have marketing materials advertising upcoming events and special fun days to get students excited about the cafeteria. Here are a number of examples of the different events we host. All of our marketing includes posters, flyers, menu templates, activities, games and more for each special event.







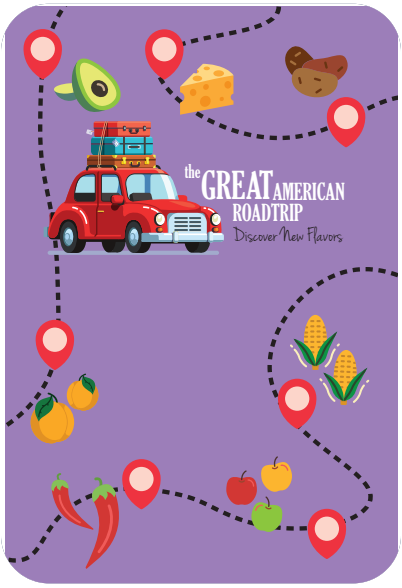


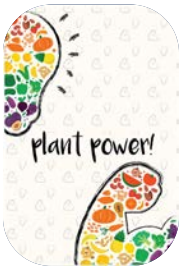
















NUTRITION: GAME ON!

Nutrition education meets fun with Nutrition: Game On!

Introducing Nutrition: Game On!, our new, bold and high-energy nutrition education program designed exclusively for elementary students. More than a traditional lesson, it transforms healthy eating into an interactive, year-long adventure where curiosity, movement and imagination drive learning. Through monthly missions, students explore food, fuel and healthy habits in ways that feel fun, empowering and appropriate per the quick, gamified learning experiences Gen Alpha craves.

Program Overview

At the center of Nutrition: Game On! is a playful story led by two best friends: Dani, an energetic go-getter who kicks off each mission with a curious craving, and Leo, her thoughtful sidekick who loves solving puzzles and connecting the dots. Together, Dani, Leo and supporting characters guide students through themed missions that blend storytelling, movement, critical thinking and hands-on activities, making nutrition feel like a game worth playing.



Each month introduces a new mission focused on a specific nutrition concept, brought to life by a colorful cast of characters, including a friendly farmer, an inquisitive scientist, a creative chef, a grocery guide and a playful athlete. Every character plays a role in helping students understand where food comes from, how it fuels their bodies and how smart choices support active, healthy lives.



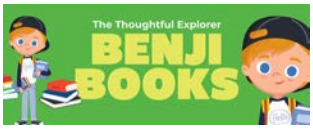
Bringing It to Life in the New Level Up Cafe

Level Up Cafe is Chartwells' newly reimagined elementary dining destination, designed to be more than a cafeteria. It is a vibrant, welcoming space where nutritious meals meet fun, engaging experiences every day.

Nutrition: Game On! comes to life in the cafe through:

- Bright overhead signage that sets the tone
- Large graphics and wall art that immerse students in the story
- Monthly visual updates, including character displays as missions progress

At the heart of the Level Up Cafe, Nutrition: Game On! transforms school meals into an opportunity to eat well, learn more and level up every day.

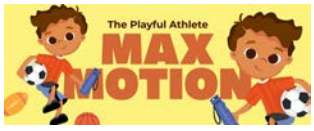














MOOD BOOST

Mood Boost is an innovative program that helps students understand the connection between what they eat and how they feel.

Developed in response to growing concerns about youth mental health, this program makes nutrition fun and relatable by focusing on six moods that kids can easily identify: Happy, Alert, Calm, Strong, Confident and Smart.

Program Overview

Purpose – Teach students that food impacts physical and emotional well-being.

Approach – Weekly tastings and menu items featuring mood-boosting ingredients.

Adaptability – Designed for elementary students but easily modified for middle school and high school with age-appropriate icons.





How It Works

- Students taste foods in the cafeteria or select menu items linked to specific moods.
- Menu items emphasize fruits, vegetables and exciting, delicious ingredients that support mental and physical health.
- Mood Boost recipes can be integrated into daily menus or featured as special sampling events.

Supporting Materials

- Characters – Fun Moodie monsters help younger students recognize and relate to different moods.
- Trading Cards – Each card highlights a Moodie character, key ingredients and recipes families can make at home.
- Fun Giveaways – Extend messaging beyond the cafeteria with take-home items such as stickers and wristbands to remind students how food can make them feel.
- Posters, signs and recipe cards.
- Chef demos and classroom lessons.

Kids today are more likely to report poor mental health compared to previous generations, according to the American Psychological Association. Mood Boost addresses this challenge by making healthy eating a positive, empowering experience.

Scan to hear more about Mood Boost.

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Global Eats

Global Eats is an immersive engagement program that uses the power of food to connect students with diverse cultures and flavors.

This initiative transforms the cafeteria into a culinary adventure, allowing students to experience authentic dishes from around the world while learning about cultural heritage and global traditions.

Program Highlights

- Features cuisines from Mexico, Italy, India, China, Korea and the Caribbean.
- Encourages cultural appreciation and purposeful relationships with food.
- Includes educational videos, themed events and occasional school visits from celebrity chefs.
- Recognized as 2023 Best Management Company Concept for its innovative approach.

Celebrity Chef Partners

Our culinary team collaborates with renowned chefs to create authentic, on-trend recipes and educational content. These chefs (right) bring expertise, passion and star power to the program:



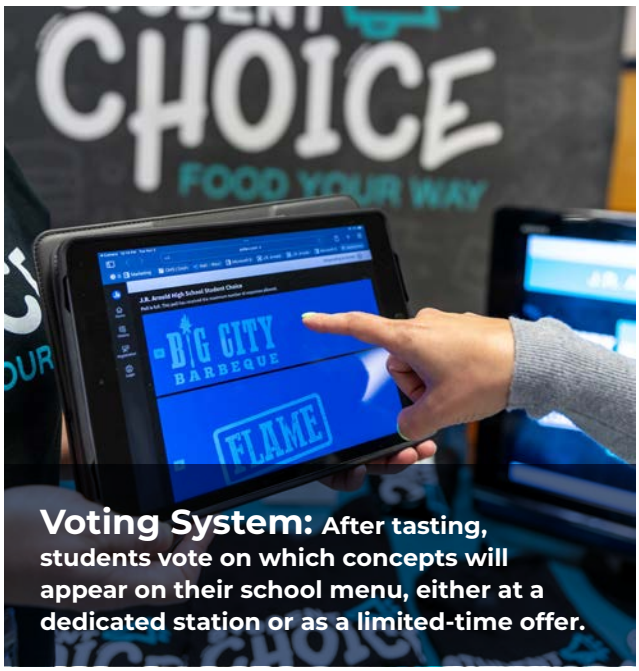
STUDENT CHOICE
FOOD YOUR WAY

Student Choice is a secondary school engagement program that gives students a voice in shaping their cafeteria experience.

Today's students are savvy about food trends, and this program ensures menus reflect what they want most.

Program Highlights

Restaurant-Inspired Concepts: Students sample trending food options designed to mirror popular dining experiences.



Voting System: After tasting, students vote on which concepts will appear on their school menu, either at a dedicated station or as a limited-time offer.



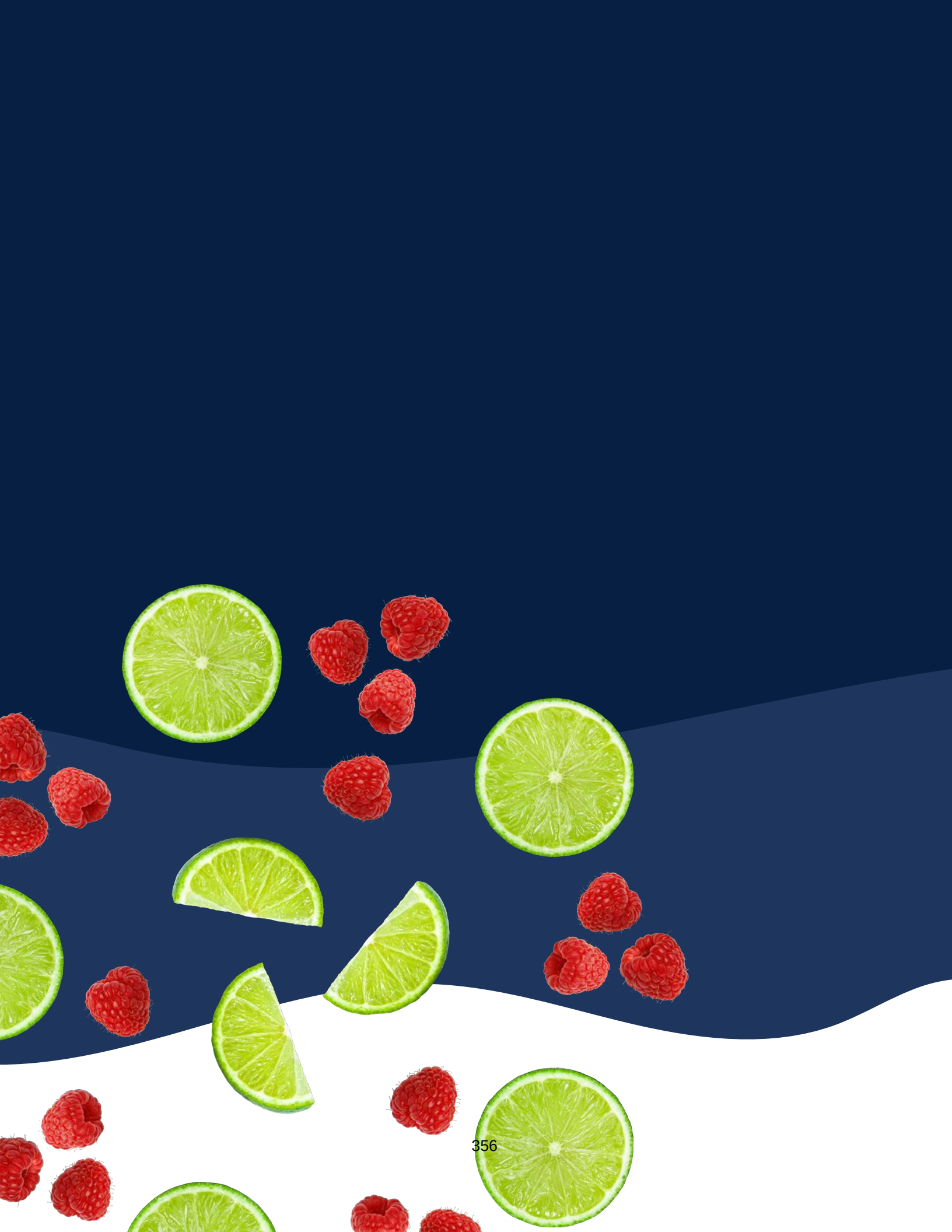
Empowerment: Students feel ownership and engagement by influencing what's served.



Dynamic and Fresh: Concepts are updated regularly to keep menus exciting and relevant.



Operations and Facility Planning



Operations and Facility Planning – 6 points

Equipment Recommendations (New, Replacement or Optimization) – 3 points

Powerful Procurement Support for School Nutrition Programs

With over 40 years of experience, Chartwells has built a trusted legacy in sourcing high-quality kitchen equipment and supplies for school districts across the United States. Backed by the purchasing strength of Foodbuy, Chartwells delivers tailored procurement solutions that prioritize cost-efficiency, durability and regulatory compliance, helping schools meet student nutrition needs without overextending their budgets.

Together, Chartwells and Foodbuy unlock best-value pricing on a wide range of nonfood essentials, from heavy-duty kitchen equipment to everyday smallwares. This partnership ensures every cafeteria, whether large or small, is outfitted for operational success.

Equipment Built for K-12 Demands

Chartwells specializes in sourcing commercial-grade, high-volume equipment designed to withstand the rigors of daily school service. Common selections include:

- Combi ovens, steamers and tilt skillets for versatile cooking
- Hot and cold holding units to ensure food safety and service efficiency
- Utensils, sheet pans, scoops and storage containers for daily prep and portioning

Tailored Solutions for Every School Kitchen

Whether your site requires a warming-only kitchen, a full production setup or support for a satellite meal distribution model, Chartwells offers preset equipment packages designed to fit a variety of school configurations – simplifying the planning and procurement process.

Compliance, Sustainability & Savings

All equipment sourced through Chartwells meets USDA, NSLP and local health department standards. Chartwells also helps districts select energy-efficient, ENERGY STAR-rated models, supporting long-term sustainability goals and utility cost reductions.

Through Foodbuy's group purchasing power, schools benefit from deeply discounted pricing, manufacturer rebates and volume incentives – making the most of every dollar, especially when using limited funds from USDA Equipment Assistance grants or other capital allocations.

End-to-End Project & Life Cycle Support

Chartwells doesn't stop at sourcing. Their team also partners with districts on kitchen renovations and new construction, collaborating with foodservice directors, architects and contractors to ensure design and procurement align from Day 1.

Chartwells also supports equipment life cycle planning, helping districts map out priority replacements and better time capital investments to minimize disruptions and maximize value.

Flexible Purchasing Within District Guidelines

Understanding the complexity of public sector purchasing, Chartwells and Foodbuy work within existing district procurement policies, including Buy American requirements and local vendor preferences, to maintain compliance without sacrificing value.

Facility Layout/Design Aligned to Menu and Student Population – 3 points

Creating a welcoming, efficient dining space is essential for a positive student experience.

Our approach combines merchandising, signage, uniforms and design concepts to make the cafeteria feel modern, fun and easy to navigate.



Merchandising and Presentation

We will continue to focus on making food look fresh, colorful and abundant while optimizing traffic flow and visibility.

- Displays highlight menu choices and seasonal items.
- Strategic layout improves throughput and promotes meal participation.

Signage

Clear, professional signage ensures students know where to find their favorite foods and stay informed about specials.

- Concept/Station Signs: Large overhead or countertop signs for easy identification.
- Digital Monitors: Customizable displays for specials, announcements and real-time menu data.
- Countertop Menus and POS Signs: Quick reference for identifying food items and daily specials.
- Promotional Materials: Posters, wall clings and themed graphics create a vibrant atmosphere.

Dress to Impress

Uniforms set the tone for professionalism while adding personality.

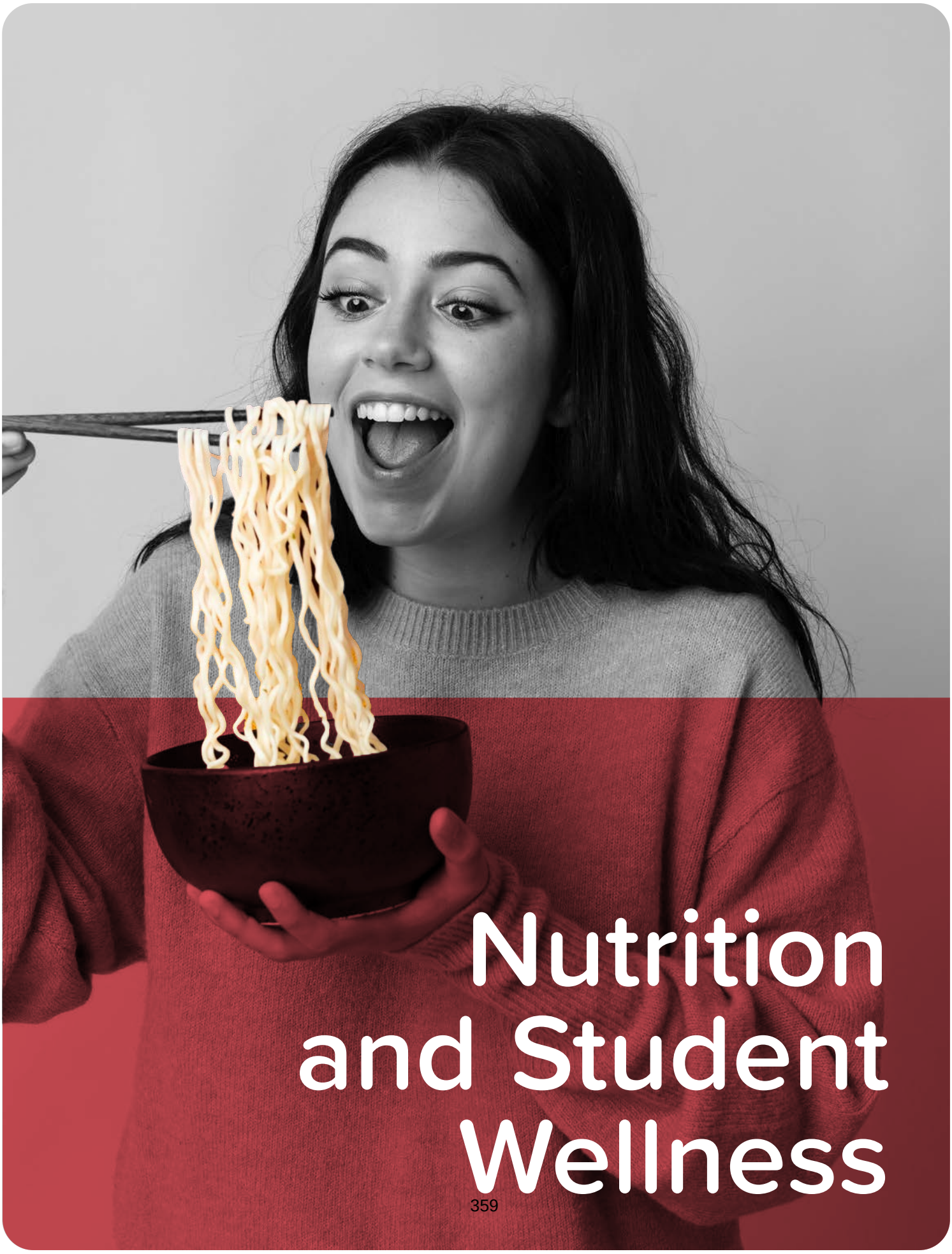
- Standard uniforms tailored to school culture.
- Fun options like program-specific and our signature “Fun Pun” T-shirts to bring smiles and create a friendly vibe.

Smallwares

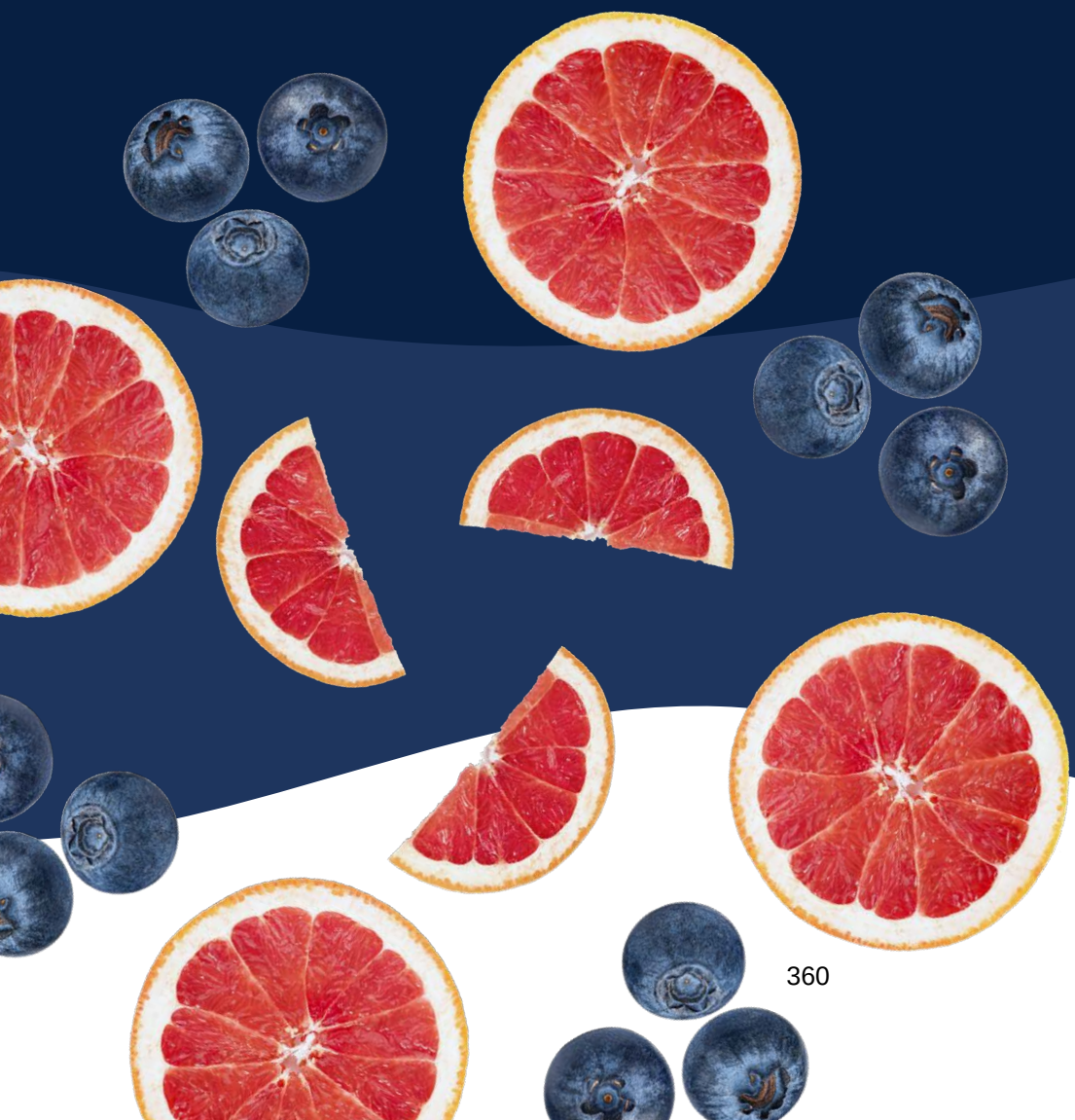
Presentation Matters: Our smallwares options enhance food appeal and create a retail-like experience.

- Attractive displays, racks and merchandisers.
- Eye-catching fixtures and finishes for visual impact.

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Nutrition and Student Wellness



Nutrition and Student Wellness – 4 points

Your Partner in Industry Expertise







Discovery Kitchen

Discovery Kitchen, our flagship approach to nutrition education and school meal promotion, is designed to ignite each student's sense of adventure and discovery with engaging cooking demonstrations, tasting events and the menu itself. At the core of the program are exciting monthly themes that connect food, promotions and education.

As our partner, you can continue to expect a tailored Discovery Kitchen experience with events that vary in size and complexity based on your unique needs. You'll receive professionally designed promotional materials and the communication resources you need to get the word out to your school community.

Mood Boost

Traditional nutrition education programs often teach how food affects our physical health, but this award-winning program reflects emerging research on how our diet impacts our mental well-being. Mood Boost helps students connect what they eat with how they feel in a fun and engaging way.

Nutrition Education

Our nutrition education programs are built on the belief that food should be an adventure and that kids learn best through experiences. Our team of chefs and registered dietitians design groundbreaking, inspirational educational experiences that energize the cafe, the classroom, afterschool and summer programs, school gardens and community events.

We promote healthy foods like fruits, vegetables and whole grains through digital and print signage, as well as tasting events in the cafeteria. Students are encouraged to try new foods, such as brown rice or overnight oats and participate in fun activities like "guess the grains" or pressing their own corn tortillas. Our approach to nutrition education reflects our conviction that students should experience food as a fun adventure that expands their horizons while building lifelong healthy habits.

Scan here to hear more about our approach to nutrition education.

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power up
fueling performance

Power Up

We recognize many students – from those who play sports or compete in band to those who perform academically – are interested in how their diet impacts performance. That's why we offer resources that encourage all students to eat healthily and be physically active. Our Power Up program has a variety of activities for the whole district. Through this program, students learn fun facts about fueling for performance – whether that's on the field or in the classroom.

sports nutrition
EAT TO COMPETE

Sports Nutrition

If you're looking to go above and beyond to give your high school athletes an edge, we're also proud to offer our premier Sports Nutrition program. Our registered dietitians teach the fundamentals of nutrition and provide tips on how to eat to compete at a series of in-person education sessions for athletic teams and their coaches. Student-athletes learn how to make food choices that promote athletic performance, how to stay fueled up on game day and the value of proper hydration.

Each lesson includes fun, interactive tastings that showcase the entrees, snacks and drinks that are best before, during and after a competition. Athletes learn firsthand how to prepare simple, healthy foods at home with basic ingredients. Some of our Sports Nutrition partners have us prepare special meals to meet the high-performance needs of their student-athletes, and meals are timed to be available before or after practice to keep students fueled and focused.

We've seen great success with Sports Nutrition – surveys and testimonials from coaches and student-athletes reveal positive outcomes like increased energy, endurance, concentration, strength, confidence and overall fitness.



Enhancing Athletic Performance at North Reading School District

More than 50 male and 30 female athletes and their coaches from football, soccer, lacrosse, tennis, cheerleading and cross-country teams attended hourlong sessions with Registered Dietitian Laura Bantle at North Reading High School.

Laura shared valuable insights on macronutrient fundamentals, nutrition strategies for before, after and during a workout and hydration tips. She also debunked common misconceptions in high school athletics. During the sessions, students enjoyed a housemade lemon-lime sports drink and asked thoughtful questions, such as:

- "What should I eat before an 8 a.m. practice?"
- "What's a good choice at a sub restaurant?"
- "How can I convey to my parents the significance of sports nutrition?"

Coaches received a list of suitable snacks for practice and halftime that were then shared with boosters to ensure all donated foods help optimize each student-athlete's nutritional intake.

Scan here to learn more about Sports Nutrition.

15.4%

of children under age 18 are living with food insecurity in Michigan.

– Data from Feeding America's Map the Meal Gap study, 2023

Edible Arrangements a Hit with Elementary School Food Critics

The Chartwells team at Duval County Public Schools partnered with Edible Arrangements to serve students at 38 elementary schools participating in the Fresh Fruit and Vegetable Program. Each student received a bag of strawberries, cantaloupe, honeydew and their well-known flower-shaped pineapple.

Dietitians Breanna Petrucciani and Claire Jasinski taught fourth and fifth graders at two elementary schools about National Nutrition Month, the importance of eating nutritious foods and trying new foods.

Students tried each of the fruits in their snack bag and completed the Kids Food Critic Activity worksheet, which asked them to rate the visual appeal, smell, taste and texture of each. They also received handouts with tips for creating healthy snacks at home, encouraging them to pair fiber-containing carbohydrates such as fruits and vegetables with a protein-containing food to keep them feeling full and fueled throughout the day.

Students enjoyed it so much that the handouts were made available to all Duval County Public Schools participating in the Fresh Fruit and Vegetable Program so teachers could try these activities with their students during future FFVP sessions.

Ensuring Every Student Has Access to Nutritious Meals

School meals provide students with the nourishment they need to grow and succeed. Studies have found that students who eat breakfast at school are healthier and students who choose school lunch consume more high-quality, nutritious foods. With approximately 14.7 million children and adolescents facing obesity* and 12.5% of households with children experiencing food insecurity,** school meals are more essential than ever.

We work with our partners to offer the full spectrum of USDA nutrition programs and ensure every student can easily access these necessary opportunities. As experts on these offerings, we can help your district decide which programs will best serve your school community.

National School Breakfast and Lunch Programs

In addition to offering a variety of wholesome menu options each day, our teams will work with you to implement new serving models or programs to ensure all students can participate. Breakfast in the Classroom, Second Chance Breakfast and mobile carts can all help eliminate the obstacles that prevent students from eating breakfast.

Afterschool Snacks and At-Risk Afterschool Meals (Supper)

Busy students often need additional nutrition after the school day ends. Students who participate in afterschool meals have a higher consumption of important food groups than those who do not. Offering these meals can also increase interest in the educational and enrichment activities offered by your district.

Summer Foodservice Program and Seamless Summer Option

Summer feeding programs give families peace of mind, encourage students to participate in summer enrichment activities and ensure they continue to receive the health benefits school meals provide.

Fresh Fruit and Vegetable Program

Qualifying schools receive additional funding to purchase fresh produce to serve as a snack during the school day. The program offers a winning combination of the exposure, education and support needed to help students develop healthy habits that will last a lifetime.

*Source: CDC, National Health Statistics Reports, National Health and Nutrition Examination Survey 2017–March 2020

**Source: USDA, Economic Research Service, Household Food Security in the United States in 2021

Nutrition Education Materials Promoting Healthy Choices – 2 points

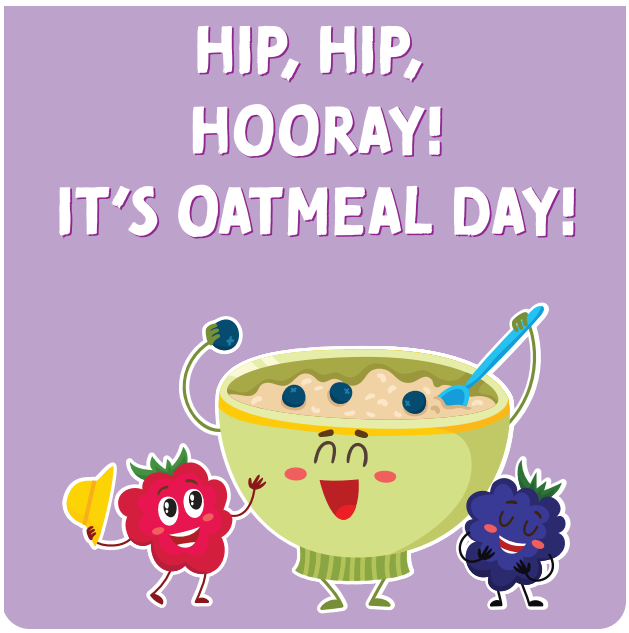


Healthy Messages, Healthy Choices

At Chartwells K12, we believe it is not only our responsibility to feed students nutritious and delicious meals, but also educate them on how to make healthy choices in our cafes, at home and in the community.

We do this with healthy promotions and messaging throughout the dining experience. Examples include:

- Discovery Kitchen events
- Mood Boost characters
- Sports nutrition education
- Nutrislice marketing
- Fun food theme days – Celebrating healthy foods such as eggs, oatmeal and parfaits
- Point-of-sale signage
- Wellness tables
- Portion control guidance
- Introducing more fruits and vegetables – Through the Fresh Fruit and Vegetable Program, Michigan 10 Cents a Meal grant and nutrition education







Collaborative Nutrition Education and Wellness Efforts

Chartwells offers nutrition education through our signature programs Discovery Kitchen, Mood Boost and Power Up.

In addition, we proudly work with our partners to cater to their unique needs of the students and local wellness goals.

Rethink Your Drink at Edina





Chartwells Resident Dietitian Alex Turnbull presented to 80 third-grade students at Cornelia Elementary on the topic of sugar-sweetened beverages. Throughout the presentation Alex discussed the daily recommendation for added sugar, showed examples of how much sugar was in popular sugar-sweetened beverages and discussed how many of these beverages exceed the daily recommendation. She also taught the students how to read nutrition fact labels and choose tasty beverages that limit or exclude added sugar.

Alex led an interactive activity where students worked in groups to measure out the amount of sugar in specific beverages. Not only was this an eye-opening opportunity for students to visually see how much sugar is in some of their favorite beverages, but it also incorporated a math component for students to measure and count.

Following the activity, students lined up at the front of the classroom to display how much sugar was in each beverage and share with the group a healthier alternative.



10 Cents a Meal Grant

10 Cents a Meal for Michigan's Kids and Farms is a state-funded program providing schools and early childhood education centers with match incentive funding up to $0.10 per meal to purchase and serve Michigan-grown fruits, vegetables and legumes.

During the 2023-2024 SY, Chartwells secured over $2,455,000 to bring more local fruits and vegetables to our school partners. Implementation of this grant helps expose students to more Michigan favorites such as fresh, crunchy apples and berries.

10 CENTS A MEAL
FOR MICHIGAN'S KIDS & FARMS

Nutrition Education Lessons

One of the greatest opportunities Chartwells K-12 has in our schools is to educate students about food and nutrition. This happens in all areas of the student's dining experience, including before and after meals, in the classroom and at home. Here are a few examples how we will bring nutrition education to School District of the City of Hazel Park students:

Mood Boost



Emerging research suggests that the food we eat can not only improve our physical health but can also positively impact our mental well-being. Chartwells helps students make this connection through its Mood Boost program and its respective Moodies characters: **Alert**, **Calm**, **Confident**, **Happy**, **Smart** and **Strong**.

This seven-week program will be implemented by Brenda Sapp at School District of the City of Hazel Park. An introduction lesson will be provided to elementary students during the first week of the program and be followed by weekly themed stories around each of the Moodie characters. Every week a new Moodie will be introduced through Mood Boost discovery videos that teachers can play in their classrooms or students can watch online at home. Each video will tell a story about a Moodie and how food can impact students' mental well-being.



Students will be able to make the connection from their classroom to the cafe as Mood Boost foods and recipes associated with each Moodie will be featured as part of the cafe menu. Additional pop-up and educational activities and games, with giveaways and prizes, will also be provided in cafeterias to bring the fun. Giveaways and prizes include Mood Boost swag such as key chains, drawstring bags, wristbands, sunglasses, lip balm, trading cards, and reusable straws and cups.



Menu Variety, Including Healthy Alternatives – 2 points

Nutritious, appealing menus made easy.

Our proprietary menu planning software simplifies the menu planning process for our operators. This powerful tool brings together our most popular recipes and empowers our teams to make smart menuing decisions that increase student satisfaction and participation throughout the year.

menuworks®
Building Better Menus

Built on Data. Designed for Taste.

MenuWorks, our menu management platform, puts more than 15,000 crave-worthy recipes at your fingertips, making it easy to plan menus that balance student appeal, nutrition and cost.

Customizable for Your Community

MenuWorks provides our culinary teams the flexibility to tailor menus based on local preferences, student feedback and cultural relevance. By featuring proven favorites alongside regional customization, the program supports stronger participation and a more inclusive dining experience.

Budget-Friendly and Participation

Our MenuWorks platform supports foodservice goals by delivering meals students enjoy while still meeting your budget targets.

Easy to Use. Built to Grow.

With user-friendly planning tools, MenuWorks reduces time spent in the office and gives foodservice staff more opportunities to connect with students and create positive dining experiences.

This program reflects our leadership team's commitment to continuous menu innovation, with resources that will keep evolving to enhance menu development, costing, forecasting and training for associates, ensuring School District of the City of Hazel Park continues to stay ahead of the curve.



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Culinary Concepts

Leading the Way in Menu Innovation

Your middle and high school students can expect a retail feel in their cafeterias. We are pleased to offer innovative retail culinary concepts that offer a balance of traditional favorites and trending dishes.

2.mato

American Classics

Create

Grilled

Sono

Extra! Extra!

So Deli

Made to Melt

Revolution Noodle

Mac & Cheesyology

The Smoothie Station

Veg Out

Rush Hour

Butcher + Baker

Bok Choy

Big City Barbeque

Build Pizza by Design

Chaat House Indian

Flame

Market Fresh

The Roost

On the Go

Roadtrip

Traditional favorites and current, Italian-inspired dishes.

2.mato

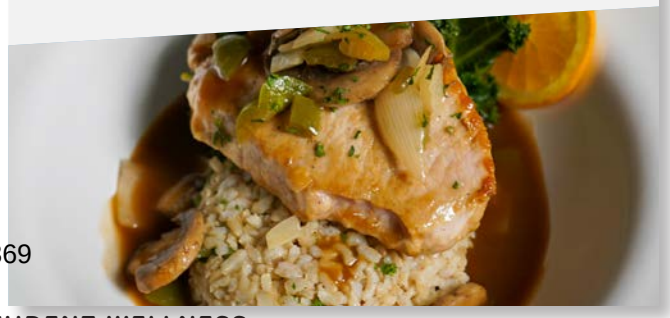
2.mato blends the flavors, styles and preferences of modern consumers with hints of tradition. Focusing on authentic Italian ingredients ranging from traditional to gourmet, 2.mato features classic Italian favorites and unexpected menu items that highlight fresh, local ingredients. The menu is designed with simplicity, quality, variety and portability in mind. 2.mato offers healthier alternatives while encouraging the use of local flavors and seasonal ingredients where available.



Get back to basics and serve up American comfort food.

AMERICAN CLASSICS

Homestyle cooking is beloved for its comforting, traditional flavors. This hearty cuisine combines regional and seasonal favorites, featuring recognizable dishes like jambalaya, Philly cheesesteaks, hot dogs, hamburgers, BBQ and sloppy joes. American Classics showcases the diverse nature of our nation's cuisine. Today, these iconic dishes often incorporate ingredients and flavors from around the world into regional staples. Nothing brings family, flavor and tradition to the table – or cafeteria – quite like American Classics.



create

A customizable culinary experience.

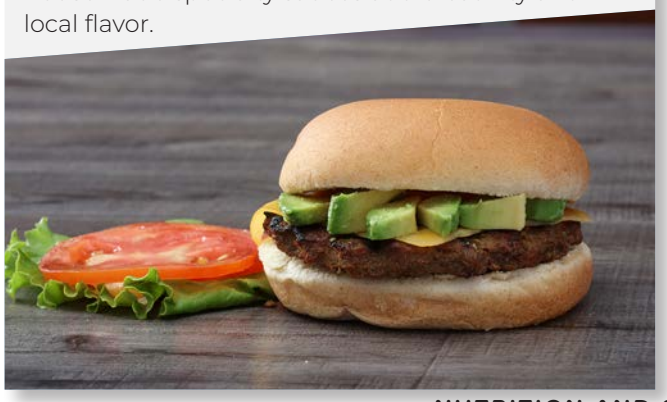
Create allows students to customize their selections as food is prepared right before their eyes, enhancing student satisfaction and creating a personal experience. Featuring signature recipes and flexible service, Create showcases the creativity and skill of our chefs, providing engagement and excitement.



grilled

Fast and hot handhelds, sandwiches and sides.

Grilled offers a fast-casual dining experience featuring basic burgers, chicken sandwiches and a variety of hot, handheld lunch and breakfast items. It simplifies building reimbursable meals by showcasing fruits and vegetables alongside main entrees. Grill stations highlight local produce and whole-grain breads while signature sandwiches, location-specific recipes and housemade specialty sauces add creativity and local flavor.



sono CELEBRATE LATIN

Celebrating Latin ingredients and cooking techniques.

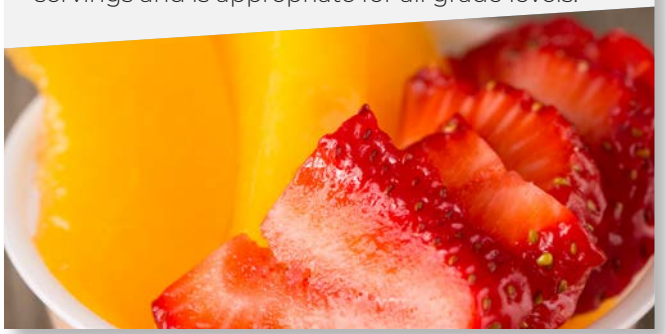
At Sono, students can build their own tacos, burritos, rice bowls and tortas, choosing from an exciting array of flavorful toppings and sauces to create an authentic Latin-inspired dining experience. Latin America is a diverse region, encompassing North, Central and South America, as well as the Caribbean, with cuisines that vary greatly from one area to another. Typical ingredients include tortillas, peppers, corn and a range of spices and condiments like guacamole, salsa fresco and chimichurri. These distinct flavors define Latin American cuisine, yet each country adds its own unique touch.



extra extra

Brimming with flavor, these fresh fruit and vegetable side dishes can accompany any menu item.

Extra! Extra! is a great way to maximize fruits and vegetables as part of your regular menu. Offering fruit and vegetable side dishes and finishing bars encourages students to build a complete meal while allowing them the independence to select their favorites. Where appropriate, hot side dish bars can be offered. This concept can be implemented as self-service or with preportioned servings and is appropriate for all grade levels.



Downright delicious sandwiches.

SO DELI

So Deli showcases a delightful selection of fresh, high-quality ingredients, including crisp produce, whole-grain artisanal breads, reduced-fat cheeses, lean roasted meats and our signature condiments. You'll find classic favorites like the Italian hero, turkey club and flavorful chicken and tuna wraps. So Deli offers the perfect blend of variety, freshness and seasonal ingredients with the level of customization your students crave and deserve.



Noodles are always a good idea.

REVOLUTION NOODLE

Revolution Noodle was developed to respond to the guest demand for Asian cuisine. This concept is designed to be prepared exhibition-style, giving your students a fresh meal assembled to order. We utilize the freshest produce, specific noodles and, of course, housemade broths – the cornerstone of the cuisine.



Hot and melty!

made to melt
EVERYTHING CHEESE

Grilled, pressed or toasted cheese sandwiches are a staple on menus, but a significant trend shift has the gourmet grilled cheese appearing on plates at many upscale restaurants. Made to Melt takes this traditional American comfort food and introduces fresh, regionally influenced flavors to create custom sandwiches that are quick and delicious. Students can combine a variety of cheeses, artisanal breads, toppings and fillings in one extremely crave-worthy sandwich that's sure to please.



Turn your cafeteria into a cheesy paradise.

MAC & CHEESY OLOGY

Mac & Cheesyology delivers big flavor with a creative twist on classic mac and cheese. While traditional macaroni and cheese has roots in New England church suppers and Thomas Jefferson's return from Italy, this concept elevates the dish with reinvented recipes. Each serving features classic mac topped with a variety of proteins and vegetables for an exciting flavor experience.



Packed with protein, smoothies offer students chilled, fruity fun.

Wondering where to find the best smoothie in your area? Now it's in your cafeteria. Smoothies are a great way to boost sales throughout the day, and our recipes use real, wholesome milk or yogurt with fresh fruits and vegetables to deliver powerful nutrients that keep students (and staff) fueled all day. The concept is flexible enough to be a standalone station, an add-on to a current concept or coffee bar, or it can be served right from the line.



Enjoy a hearty breakfast all day long.

No matter what time it is, students will crave these delicious options whenever they want something guaranteed to satisfy. With today's hectic schedules and early morning starts, some lunch periods even take place in the morning. Many students aren't ready for traditional afternoon fare or don't have the opportunity to consistently enjoy a variety of breakfast foods.



A growing trend!

Plant-based meal options are here to stay, with vegan, vegetarian, flexitarian and plant-forward eating patterns becoming more popular across the nation. Veg Out embraces this trend by bringing fruit and vegetable-based dishes to the center of the plate.

While many students identify as vegetarian or vegan, others simply want to reduce their meat intake. A plant-forward diet isn't about eliminating food groups; it's about adding and enjoying more plants. With more than 20,000 edible plants on the planet, there are countless ways to create fresh, plant-based entrees.



Top-quality sliced meats, cheeses, artisanal breads and side salads.

This premium deli offering gives your students a wide array of daily specialty sandwiches, salads, wraps and customizable options. Students get to choose each part of their sandwich, including toppings, sides, freshly prepared condiments and spreads. B+B serves tried-and-true favorites alongside more adventurous flavors to keep students full and happy.



Bright colors and aromatics of sweet and spicy flavors.

Dishes inspired by Japanese, Chinese, Thai and Korean food cultures deliver a made-for-you menu focused on healthy, fresh ingredients. Bok Choy offers a globally inspired cuisine that's on-trend and gives students what they crave.



Delivering made-to-order, personal-sized pizzas with local flavor.

BUILD Pizza by Design is a fast, fresh and flavorful quick-serve concept based on artisan flatbreads, garden-fresh local produce, flavorful sauces, traditional cheeses and quality proteins. It's a fun experience that delivers mouth-watering flavors with speedy service and lets students build their own creation.



A taste of this country's best BBQ creations.

Whether you're in a big city or a small town, barbeque is a beloved classic with regional sauces offering a range of flavors. Eastern North Carolina uses a vinegar-based sauce, while Western North Carolina prefers a ketchup base. Kansas City BBQ is sweet, spicy and tangy, while Texas BBQ tends to be spicier and less sweet.

Big City BBQ starts with high-quality proteins like pulled pork, shredded turkey and roasted chicken, paired with a variety of regionally and globally inspired sauces to create sandwiches, wraps, bowls and other BBQ-inspired entrees.



Classic favorites with exciting flavors.

Flame offers classic student favorites like burgers and sandwiches alongside upscale options, unique toppings, limited-time offers and vegetarian items. Committed to freshness, the menu includes seasonal local produce, whole-grain bread and no artificially added trans fats. Daily offerings feature traditional burger toppings, specialty items and an array of housemade spreads and aioli. Flame allows students to fully customize their meals, creating their own signature sandwiches while enjoying innovative flavors that elevate the traditional burger experience.



A customizable salad experience.

Market Fresh highlights fresh fruits, seasonal produce and superfoods sourced from local farmers whenever possible. Designed as a fully customizable salad bar solution, Market Fresh enhances your dining program with an array of fresh vegetables, lean proteins, whole grains and housemade dressings, allowing students the freedom to create their ideal salad or select from a wide variety of signature options.



A true culinary experience featuring everything we love about chicken.

The Roost offers three staple chicken sandwiches every day – the original chicken sandwich, Nashville hot chicken sandwich and classic grilled chicken sandwich – along with chef-tested options for added variety. Featuring on-trend flavors like honey mustard BBQ, cilantro lime and teriyaki pineapple, these sandwiches provide the exciting flavors students expect from their favorite restaurants. Coupled with side salads, The Roost brings popular food trends to the cafeteria.



The solution to busy schedules.

Busy students and staff are looking for meals and snacks that are quick and flavorful, and your cafeteria can be well positioned to satisfy them. On the Go offers a diverse roster of salads, gourmet sandwiches and sides.



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Experience this great country through the power of food.

Roadtrip

Take your students on a journey through the quadrants of the U.S., where they will learn about local favorites and the geography that allows each region to produce certain foods for the entire country. Designed to spark curiosity about agriculture and cuisines around the country, Roadtrip is packed full of delicious recipes and fun activities for students of all ages.



Inspired by the regional flavors of India.

chaat HOUSE INDIAN KITCHEN

Chaat House offers vibrant, customizable dishes like bowls and wraps filled with flavorful curries, masalas and colorful vegetables. Chaat refers to Indian snack foods that blend sweet, sour and spicy flavors. Originally developed by Chartwells Higher Ed, Chaat House brings its bold, exciting flavors to K-12 schools with a menu crafted to appeal to Gen Z.



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"I think the kids will be very excited with the appearance of the food, the taste of the food. Teachers at other schools have already been talking about how good the food smells when they come down the hall."

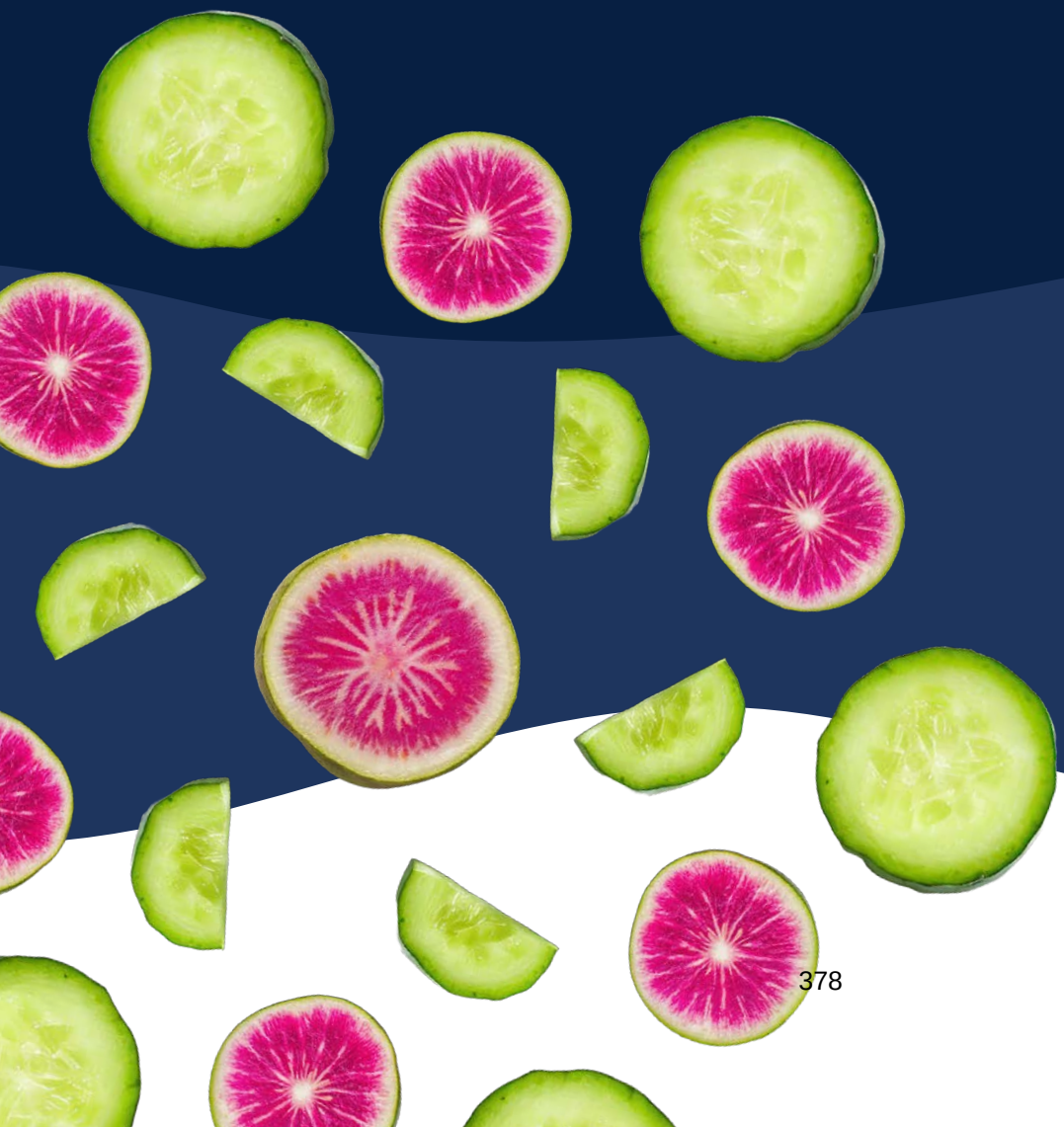
– Jeff Murrie, Farm to School Coordinator, Florence 1 Schools



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Employee Training and Development



Employee Training and Development – 5 points

Empowering people and elevating performance.

Happy associates are the foundation of a successful foodservice program. Their passion for serving happy, healthy meals drives our mission. Chartwells always strives to be an "employer of choice," fostering an inclusive, safe and energizing workplace where people feel inspired to build long-term careers.

Benefits That Matter



Competitive wrap-around benefits such as same-day pay and family coverage help attract and retain top talent across the program.

- Honor current hours and roles
- Benefits for spouses and families
- Retention and transition incentives

Growth and Recognition



Personal and professional development opportunities help associates build skills, confidence and satisfaction. Engagement and recognition are key to long-term retention.

- Training programs for career advancement
- Recognition initiatives to celebrate achievements
- Inclusive work environments

Training for Excellence

Chartwells K12
Culinary Masterclass

Chartwells invests in ongoing training and development, ensuring every team member is equipped to deliver exceptional service and results.

- Comprehensive onboarding
- Continuous learning opportunities
- Supportive leadership

Celebrating Our People

chartwells
CHEERS

We celebrate associates who go above and beyond in living our values and supporting the mission to ensure students leave the cafeteria happier and healthier than when they came in.

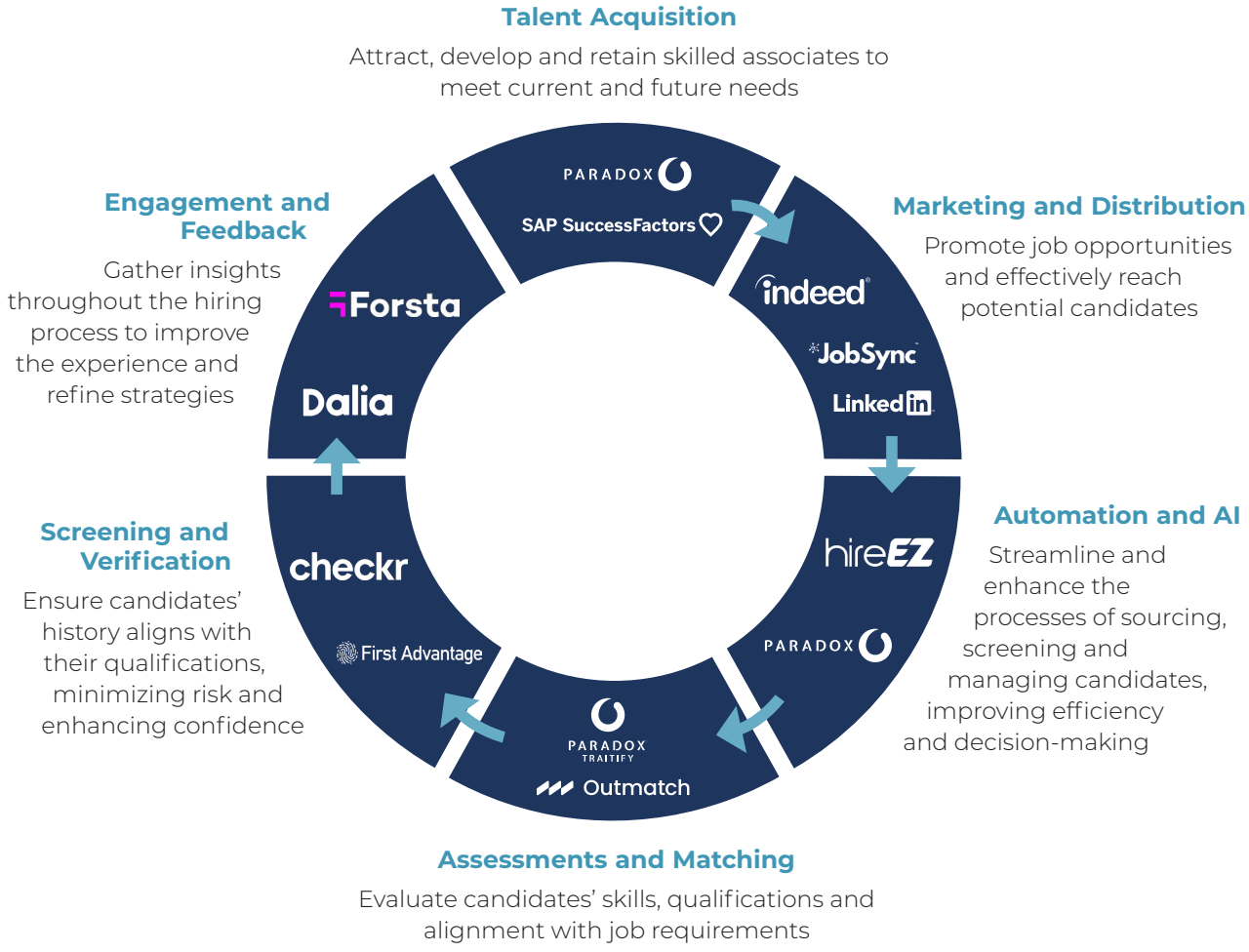
- Monthly local recognition
- Quarterly regional recognition opportunities
- Appreciation that drives associate engagement

Bring the Best Onboard

We know open positions can strain school teams, impacting morale and meal quality. Continuing to partner with Chartwells means tapping into a proven, strategic approach to recruitment. Our dedicated recruiters leverage innovative technology to identify top talent quickly, ensuring a smooth, efficient hiring process at every level.

Our Innovative Recruitment Technology

In today's digital age, technology is the backbone of effective talent acquisition. From AI-powered sourcing tools to automated interview scheduling, our technology suite is designed to optimize every stage of the recruitment life cycle, delivering faster and smarter hiring solutions.



Develop Talent for Tomorrow

We succeed when our people succeed. That's why we invest in every associate, providing support, training and empowerment to help them reach their full potential.

All foodservice associates play a vital role in shaping the dining experience and, ultimately, in supporting the education of the students we serve. To ensure their continued growth, our corporate and regional teams continue to work closely with each account to deliver ongoing training and professional development for directors of dining services and their teams.

Every associate completes an annual training plan, with special focus on new team members through personalized onboarding and hands-on learning alongside experienced foodservice professionals.



Onboarding

Happy U: Salaried Associates

Happy U is our onboarding program for new salaried associates, designed to make the first 60 days welcoming and productive. Associates connect with experts across culinary, nutrition, marketing, finance, safety and HR, gaining a broad understanding of our operations and culture.

- Live sessions and interactive e-learning build leadership and teamwork skills.
- Directors of dining services and salaried staff in culinary, marketing and nutrition participate.
- Advanced training is available for select roles like Nutrition Essentials, Culinary Essentials and Financial Essentials.

Happy U Survey Results

Happy U was a welcoming experience

★★★★★

Satisfied with the Happy U experience

★★★★½

Happy U was a valuable learning experience

★★★★½

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Back-to-School Training

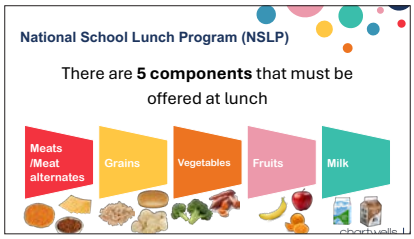
Back-to-school training delivers concise content on nutrition standards, culinary techniques, safety and creating positive experiences for students. Your director of dining services will continue to lead these sessions, supported by:

- Live train-the-trainer sessions.
- Printed materials and customizable presentations.
- Tools available in English, Spanish and Haitian Creole.

Training topics include:

- Financial – Inventory, cost control, cash handling.
- Safety and Food Handling – HACCP, ServSafe, quality assurance.
- Nutrition and Culinary – Menu development, local produce, USDA regulations.
- Marketing and Merchandising – Discovery Kitchen, food presentation, customer service.









Workbook	Back-to-School Presentation	Facilitator's Guide
The Back-to-School Workbook allows foodservice associates to interact with and capture key pieces of information of the presentation to use throughout the school year.	Our customizable back-to-school presentation allows for directors of dining services to modify content based on district-specific information while providing teams with clear and concise content.	This resource guides directors on details to consider, timelines to follow, customizable agendas based on district needs, additional training topics and ideas on how to bring fun into the presentation.

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Keep Great People Thriving

We're proud of our nearly 70% frontline associate retention rate, with turnover that is more than 2.5 times lower than the industry average.

We foster connection and minimize turnover through recognition programs, leadership networks and targeted engagement efforts. We keep doing this through:

- Recognition and engagement.
- Skill development and career advancement.
- An inclusive workplace where every associate can bring their whole self to work.

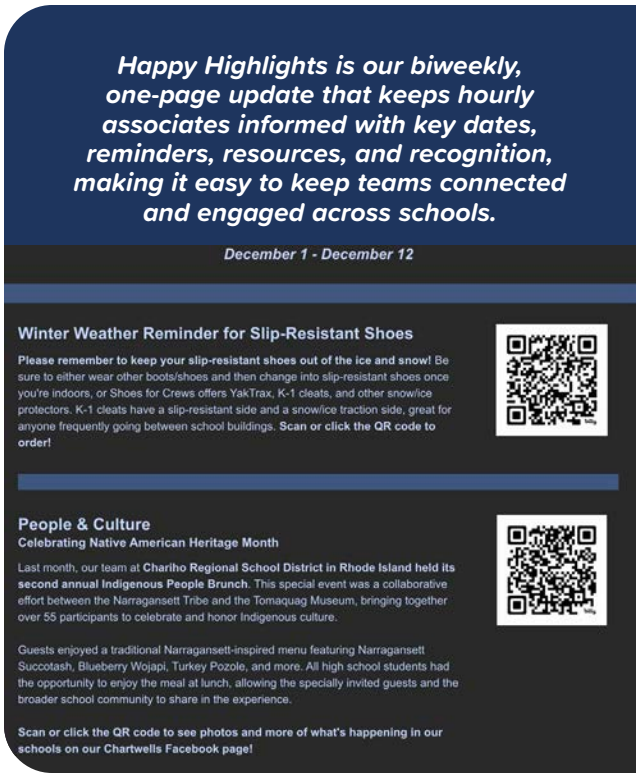
Leadership Legacy Network and Veterans Network support career growth and retention as well, ensuring the talents and passions of our associates are supported and developed.



Celebration and Appreciation

We celebrate associates who bring our values to life in cafeterias and communities nationwide. Through the Cheers program, individuals and teams are recognized monthly for going above and beyond to support our mission of making students happier and healthier. Recognized employees are more engaged: 87% of those who feel appreciated are less likely to leave, according to Gallup.

chartwells CHEERS





Food Safety and Sanitation Training – 2 points

Safeguarding every bite, supporting every student.

PAGE
Policy Advisory Group Experts

Policy Advisory Group Experts

PAGE brings together experts in nutrition, operations, legal and communications to keep your foodservice program compliant and efficient. Their guidance ensures every meal meets the highest standards for student well-being.



Rigorous food safety adherence

Associates follow strict sanitation and health and safety procedures to keep students and staff safe. Procedures include daily quality check and temperature logs to ensure every meal is safe.



Ongoing allergen protocol

All associates are FARECheck trained. This provides a standardized training protocol to reduce the adverse risk of any allergic reactions.

USDA

USDA compliance led by passionate dietitians

Registered dietitians monitor regulatory changes and guide your program to meet all USDA requirements, keeping menus compliant and up to date.

nutrislice



Easy access to nutrition and allergen info via Nutrislice

The Nutrislice app lets families and staff quickly view nutrition details and filter for allergens, supporting informed meal choices.



Daily quality checks and ongoing staff training

Associates receive regular training on food safety and compliance, reinforced by daily spot-checks and documentation for consistent excellence.

STOP. THINK. ACT.

SAFETY

Food Safety

We will continue to never compromise on the health and safety of our partners. To keep your students healthy, we take our responsibility for quality, food safety, sanitation and HACCP very seriously. We are also committed to making sure every school we operate is always in full compliance with regulatory requirements. With quality assurance spot-checks, printed daily menus and temperature logs with service times, School District of the City of Hazel Park can continue relying on our verification process and the level of detail in our information recording.

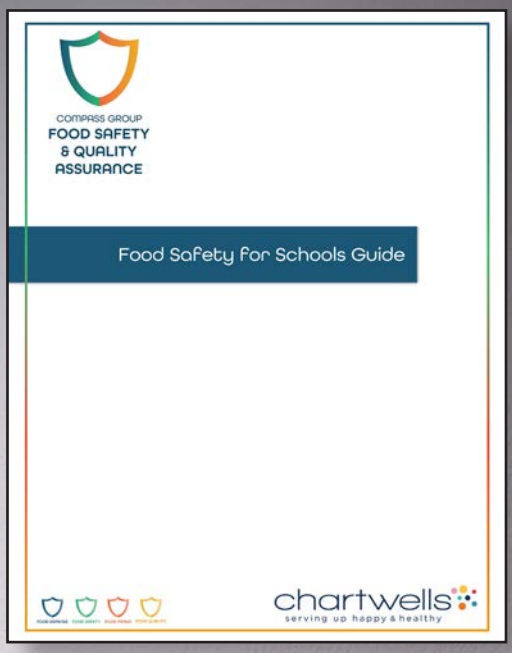
Food Safety for Schools Guide

The Food Safety for Schools Guide (FSSG) serves as the foundation of our food safety system. It is used for food safety, sanitation and HACCP training in every school and contains useful information for directors, school supervisors and food handlers, including:

- Separate sections for each topic (e.g., proper chemical handling, food storage practices) and each critical control point in our HACCP plan.
- All forms and logs needed to document our processes.
- Informational handouts for use during training.
- Guidance for supervisors on managing each topic and food safety system.
- An outline of our plan for compliance with USDA HACCP requirements.
- A section with guidance for schools that produce and transport food or receive prepared food.

The companion to this guide is our Food Safety Signage, which features:

- Signs to remind food handlers of safety standards and procedures.
- Visual aids for training.
- Instructions for each critical control point in our HACCP plan.
- Food safety reminders for students at service stations.





Management Training

All directors, chefs and supervisors are to maintain ServSafe certification at all times, regardless of local health department requirements. While the National Restaurant Association – provider of the premier food safety certification course in the nation – requires recertification every five years, Chartwells requires recertification every three years so managers are always up to date on the latest advancements in food safety.



Hourly Food Handler Training

Supervisors use our Twenty-Four 5-Minute Training Topics Worksheet from the Food Safety for Schools Guide to train our frontline associates. Supervisors also conduct a training on one topic in the guide each week, reinforcing and refining systems as they go.

USDA HACCP Compliance

Detailed below are the seven steps identified by the USDA for a HACCP-compliant food safety system along with the Chartwells plan that meets or exceeds each requirement.

Step 1 ***Conduct a hazard analysis.***	Chartwells requires a quarterly Food Safety for Schools Inspection to be completed for each school.
Step 2 ***Determine the critical control points. Develop and implement standard operating procedures.***	Our sanitation standard operating procedures (SSOP) and standard operating procedures (SOP) are included in our Food Safety for Schools Guide (FSSG). Supporting signage is posted in all schools, and training topic worksheets help train and implement procedures.
Step 3 ***Establish critical limits. Identification and written documentation per the Process Approach to HACCP.***	Chartwells Food Safety System identifies four food process flows in our HACCP plan, one more than the USDA model. Menu HACCP worksheets are in the FSSG and are completed and retained by each school. HACCP flowcharts for each of the processes are also in the FSSG.
Step 4 ***Establish monitoring procedures.***	Monitoring procedures are established and documented for each critical control point within the FSSG and specified on our posted HACCP signage.
Step 5 ***Establish corrective actions.***	Corrective actions are established and documented in the FSSG for each critical control point. They are specified on our HACCP signage and identified on each log.
Step 6 ***Establish recordkeeping and documentation practices.***	Master copies of HACCP logs are in the FSSG. Completed records are retained in each school per the records retention schedule.
Step 7 ***Establish verification procedures.***	Each school is regularly inspected for compliance with our Food Safety for Schools program, including observations of food handling associates in-service. Completed HACCP logs are reviewed and approved by management.

Food Safety/HACCP Customization and Planning Guide

An effective HACCP program must be customized to the unique elements of the school where it is used. Our planning guide helps managers identify specific processes based on the school's menu, equipment, staffing level and service style. This guide assists managers in identifying:

Who is assigned to each task	**Where** tools should be stored	**When** and where tasks are to be completed	**How** tasks should be done

Menu HACCP Worksheets

Managers document the process for each unique menu item served at each school on the Menu HACCP worksheets. School-specific procedures and controls are also documented here, and completed worksheets are used for procedure monitoring and training.

Inventory Storage

When considering storage, our first priority is food safety. Chartwells follows all food safety guidelines as outlined in federal, state and local regulations. We work with our partners to address any facility issues, ensuring food is securely stored and safe to use.

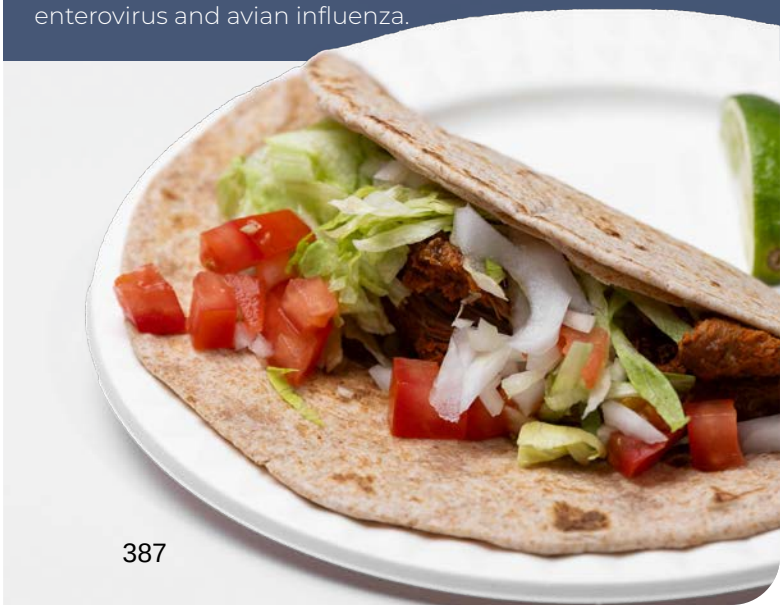
- The on-site supervisor manages product flow and ensures all food safety practices are followed. They also review all purchases and compare them to on-hand inventory to ensure optimal utilization of USDA foods and prevent overstocking at any school location.
- USDA and DoD foods are always utilized first – before purchased foods – to optimize use of commodities.
- All products are rotated on a FIFO – first in, first out – basis to ensure products flow through in the order received.
- Audits are performed at each school throughout the year to ensure food safety and accuracy.
- Inventory for purchased foods is taken weekly on Wednesdays after service and the last day of the month for USDA and DoD foods.
- Inventory is counted in the warehouse and at every school location; reports are submitted to the compliance coordinator monthly.

Foodborne Illness and Public Health

Our dedicated quality assurance department monitors emerging concerns, trends and potential risks to food safety and public health every day. These risks might include recalled food and consumer products, foodborne illness outbreaks and communicable diseases in the U.S. and internationally. Due to the scale of our operations and geographical distribution, We will continue to closely track our response to potential health issues through our Crisis Management Hotline. This hotline is toll-free and monitored around the clock, and once a call is received, the team immediately assigns appropriate experts to support the district.

The QA department follows the investigation guidelines outlined by the International Association of Food Protection, and in the case of foodborne illness, the vice president of quality assurance coordinates an investigation of the complaints. As part of our larger public health responsibility, local health departments are often involved as well.

We will continue to consistently communicate with our teams regarding potential public health risks. We provide educational information and actionable measures to prevent the spread of disease and ensure safe environments for working and dining. In recent years, we have provided information regarding COVID-19, norovirus, Ebola, enterovirus and avian influenza.



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Creating a Safe Place to Learn and Work

From working closely together during our partnership, we know safety is a top priority. We take safety seriously, and we'll collaborate with you to find the best solutions for your students, staff and district.

Student Safety

A safety committee comprised of your director of dining services and five associates will continue to have regular meetings and perform audits. A regional and area safety coordinator will continue to be part of your safety team. Safety topics are communicated weekly, and we hold regular sessions to reinforce safe practices and coach associates. They'll learn how to interpret and assess risks and manage situations as they arise. Daily safety huddles, individual job safety talks and monthly safety meetings all contribute to the prevention of unsafe situations during service and preparation.

Associate Safety

We've developed a comprehensive health and safety platform, a corporate health and safety team and our own safety standards that exceed legislation. It is important we create a culture of safety to minimize the risk of workplace injuries. Your local team will continue to:

- Be accountable for all matters relating to health and safety for the associates they supervise directly and/or indirectly.
- Preserve transfer of knowledge of duties and obligations under all relevant health and safety legislation.
- Ensure associates use personal protective equipment as prescribed and follow all safety procedures and practices.
- Provide training for use of equipment, safe work practices and procedures and handling of hazardous materials.
- Take every reasonable precaution to protect associates.

District Safety

Chartwells will continue to adhere to School District of the City of Hazel Park's district- and site-specific procedures to maintain the integrity of buildings, vehicles, property and facilities. We will:

- Participate in safety drills.
- Follow crisis procedures.
- Ensure work areas are free from debris to prevent accidents.
- Keep loading docks cleared.
- Maintain security in areas that our associates access.
- Safeguard doors to prevent entry without authorization.





American Classics Cornbread and Chili

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Work Place Safety Training – 3 points

Ensuring the safety of school foodservice personnel is paramount to maintaining a healthy and productive work environment. In a busy kitchen setting, employees are often exposed to various hazards, including lifting heavy objects, bending frequently and using sharp equipment for cutting and slicing. Chartwells provides comprehensive guidelines and training to mitigate risks associated with these tasks and promotes a culture of safety within School District of the City of Hazel Park's foodservice facilities.

Lifting Safety

Lifting heavy objects incorrectly can lead to strains, sprains and other musculoskeletal injuries. Chartwells trains staff to follow these guidelines to ensure safe lifting practices:

- Assess the weight of the object before lifting. If it's too heavy, ask for assistance.
- Bend at the knees, not at the waist, to lift objects from the ground.
- Keep the object close to your body while lifting.
- Avoid twisting while carrying a heavy load.
- Use lifting aids such as dollies or carts for transporting heavy objects whenever possible.

Bending Safety

Frequent bending and stooping can strain the back and lead to discomfort or injury over time:

- When bending down, squat with your knees rather than bending at the waist.
- Use adjustable work surfaces to minimize the need for bending.
- Store frequently used items at waist level to minimize bending and reaching.

Cutting and Slicing Safety

Working with knives and slicers requires careful attention to prevent cuts and lacerations. Chartwells trains staff to follow these safety precautions when handling sharp objects:

- Always use sharp knives, as dull knives are more likely to slip and cause accidents.
- Keep knives and slicers clean and dry to maintain a firm grip.
- Use cutting boards made of nonslip material to stabilize food items while cutting.
- Pay attention to where your fingers are positioned, keeping them away from the path of the blade. PPE cutting glove is essential to safety.
- When not in use, store knives in designated racks to prevent accidental contact.

General Safety Tips

In addition to the specific guidelines outlined above, Chartwells' staff follows these general safety tips to promote a safe working environment:

- Wear appropriate personal protective equipment (PPE) such as nonslip shoes, cut-resistant gloves and aprons.
- Attend regular safety training sessions to stay informed about potential hazards and safe work practices.
- Report any safety concerns or hazards to your supervisor immediately.
- Keep work areas clean and free of clutter to reduce the risk of slips, trips and falls.

Chartwells encourages open communication among team members regarding safety issues and best practices. Chartwells culture of safety incorporates safety practices into daily routines to minimize the risk of accidents and injuries. Safety is everyone's responsibility and prioritizing it ensures a healthy and productive work environment for the team.



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SAFETY FIRST
in everything we do

THE GOLDEN RULES OF SAFETY



SAFE LIFTING

Never lift more than you can comfortably handle. Lift with your legs, not your back, and use a buddy lift and/or carts when handling heavy items.



SLIP & FALL SAFETY

All team members, including managers and chefs, must wear slip resistant shoes. Overshoe covers must be worn by temporary associates or other non-employees in kitchen areas.



CUT SAFETY

When using or cleaning a knife, mandolin, peeler or anything sharp, wearing cut resistant gloves is mandatory.



CLEANING

Clean as you go and quickly remove spills and floor hazards.



AVOIDING BURNS

Only use oven mitts, fryer or steamer gloves to grasp hot items. Towels, aprons or other items are not safe.



PPE

Wearing personal protective equipment (chemical gloves, goggles, face shields, vinyl aprons) is mandatory when working with chemicals and cleaning.



SITUATIONAL AWARENESS

Always be aware of your surroundings and provide safe distance with other team members working close by.



DON'T RUSH

Complete all tasks in an organized, controlled, and efficient manner.

ALL INJURIES INCLUDING MINOR ONES MUST BE REPORTED TO YOUR SUPERVISOR.

COMPASS GROUP®

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Safety Examples



YOUR HOME

WINTER STORM SURVIVAL CHECKLIST

SAFETY FIRST

- ☐ FLASHLIGHT
- ☐ BATTERIES
- ☐ RADIO
- ☐ FIRST AID KIT
- ☐ EXTRA BLANKETS
- ☐ BASIC TOILETRIES
- ☐ 7-DAY SUPPLY OF MEDICATIONS
- ☐ COPIES OF PERSONAL DOCUMENTS
- ☐ SPACE HEATER
- ☐ BACKUP POWER GENERATOR

STOCK THE KITCHEN

- ☐ 3-DAY SUPPLY OF NON-PERISHABLE FOOD
- ☐ 3-DAY SUPPLY OF WATER
- ☐ NON-ELECTRIC CAN OPENER
- ☐ MATCHES
- ☐ COOLER FILLED WITH ICE
- ☐ PET FOOD AND SUPPLIES
- ☐ BABY FOOD AND SUPPLIES

GOOD HOUSEKEEPING

TAKE 5

Cleanliness Program

TEAM CLEAN UP

The Take 5 Cleanliness Program is a time-based cleaning schedule which can be implemented at specific times, whereby all kitchen staff engage in small, predetermined clean-up procedures. This allows managers to provide quick and effective cleaning opportunities for their staff throughout the day. The program will help reduce the amount of food, liquid, debris and other slip, trip and fall hazards which otherwise may not have been identified and corrected during busy production times.

Even though the "clean as you go" policy has been in effect over the past few years, it has become apparent that this policy is not providing the expected outcome, as the number of slip, trip and fall incidents over spilled water, oils, greases, food, boxes and other kitchen materials have increased, resulting in costly workers compensation bills. It is inevitable that that a new approach to kitchen cleanliness must be enacted.

Take 5 activities should be done with an "eyes down" approach. Since most slip, trip and fall incidents happen as a result of unseen hazards on the floor, this is where associates should focus their efforts.

While each operation is free to implement a Take 5 cleaning regimen that best fits into their production schedule, the success of this program ties directly to consistent and routine application across the unit.

Example:

During the last 5 minutes of every hour, kitchen associates take part in a quick 5 minute clean-up by removing dropped food, spilled liquids, packaging materials, and other slip, trip and fall hazards from their immediate work area.

Frequent Take 5 sessions will deliver better results, but the minimum acceptable number of clean-up opportunities is *THREE*, evenly spaced throughout the day

TAKE 5 ACTIVITIES:

- + Pick up dropped food items
- + Sweep cluttered areas
- + Mop wet/greasy areas
- + Setting up wet floor signs as needed
- + Remove cardboard boxes and other packaging material from aisles and work areas
- + Move empty pallets to proper storage areas
- + Ensure approved slip-resistant matting is in-place in high hazard areas

NOTE : Take 5 is not designed to replace daily clean-up procedures already in use at an operation. It is intended to supplement and strengthen existing "Clean As You Go" procedures.

Safety Minders

Lessons Learned From Recent Incidents

Return Home in the Same Condition You Arrived!



Safe Walking in Snow, Ice and Rain Conditions

Walking to and from parking lots during the winter requires special attention to avoid slipping and falling**! In cold weather, approach with caution and assume that all wet, dark areas on pavement are slippery and icy**



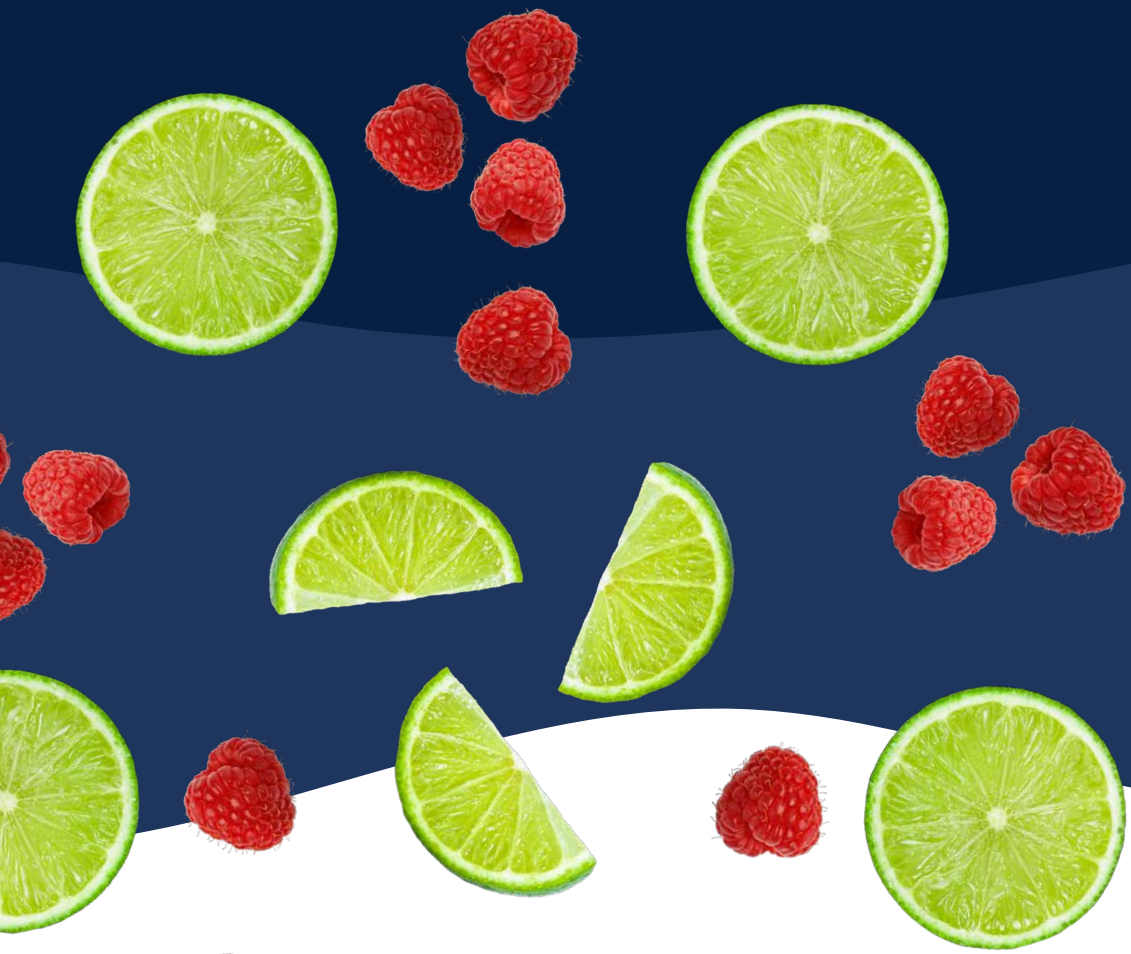
- Wear shoes or boots that provide traction
- Use special care exiting vehicles – use the vehicle for support
- Walk in designated walkways; look ahead when you walk
- **Point your feet out slightly like a penguin**! Spreading your feet out slightly while walking on ice increases your center of gravity.
- Bend slightly and walk flat footed with your center of gravity directly over the feet as much as possible
- Extend your arms out to your sides to maintain balance
- Keep your hands out of your pockets! You can break your fall with your hands free if you do start to slip
- Watch where you are stepping and ….**GO S-L-O-W-L-Y!**
- Take short steps or shuffle for stability
- Wear a heavy bulky coat that will cushion you if you fall
- Try avoid landing on your knees, wrist or spine. Try to fall on a fleshy part of your body, such as your side
- Try to relax your muscles if you fall. You'll injure yourself less if you are relaxed



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Management Support and Accessibility



Management Support and Accessibility – 3 points

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ANN SMITH

Area Director

Qualifications

As a Chartwells senior management team member, Ann is the area director responsible for parts of southeast Michigan. She began her career in the restaurant business during high school and joined the Chartwells team in 2002 as the director of dining services at Perry and Morrice area schools. In 2005, Ann was promoted to director of dining services at Holly Area Schools, then promoted to area director in 2007. Ann has extensive knowledge working with both union and non-union hourly associates and has been on negotiating teams.

Ann attended Delta College and has 50 years of foodservice experience. She has been recognized as one of the top 15% performers in North America and, in 2007, was named Salaried Associate of the Year for the Great Lakes Region. A current member of School Nutrition Association, Ann is passionate about feeding students healthy, nutritious meals.

Ann works closely with district administration and local directors to ensure a high-quality foodservice program while developing and training her team to reach their potential. She makes herself available to meet with district administration to address any concerns they may have and to come to a resolution through mutually agreed-upon solutions. Ann conducts monthly trainings with her directors that include culinary, marketing, employee development, USDA compliance and menu planning. She conducts on-site visits monthly, working closely with directors on district-specific needs.

As a Chartwells management team member, Ann coaches and directs her staff on the importance of communication through newsletters, websites, principals meetings, PTO meetings and attending school open houses to address and answer any questions/concerns. She knows the value of parent and community feedback is critical to the success of the foodservice program.

Ann resides in Grand Blanc.

CONFIDENTIAL

ANN SMITH

Area Director

EXPERIENCE

Chartwells **2002-Present**

Area Director, 2007-Present

- Manage volume of $22 million in annual sales in 18 school districts
- Oversee 15 directors of dining services to ensure a high quality/profitable foodservice program developing and training team to reach their potential
- Interview, hire and train directors of dining service as well as appraise performance
- Report and present to superintendents, business managers as well as school boards with program updates and financial reconciliations
- Participate in sales process through client/site visits, preparation of budgets and driving revenue, while controlling costs
- Conduct client negotiations and renegotiations of unit retention contracts
- Negotiate labor agreements with foodservice unions
- Conduct operational audits of district units and design improvements to optimize financial performance and operational productivity
- Ensure compliance with USDA, MDE, HACCP and Chartwells standards
- Ensure consistent administration of human resource policies, procedures and guidelines to facilitate effective employee relations
- Plan and conduct district and director meetings
- Analyze financial statements and weekly operating reports for areas of profit improvement and develop corrective actions with on-site directors
- Conduct and monitor customer, client and associate surveys
- Develop and assist in the implementation of monthly marketing/promotions to drive participation
- Work with and develop director's catering skill set

Director of Dining Services, Holly Area Schools, 2002-2007

- Worked collaboratively with Holly Area Schools as a member of the administrative team
- Developed an awarding winning Foodservice program
- Exceeded Chartwells operating budget expectations each year
- Effectively managed a diverse staff of 30

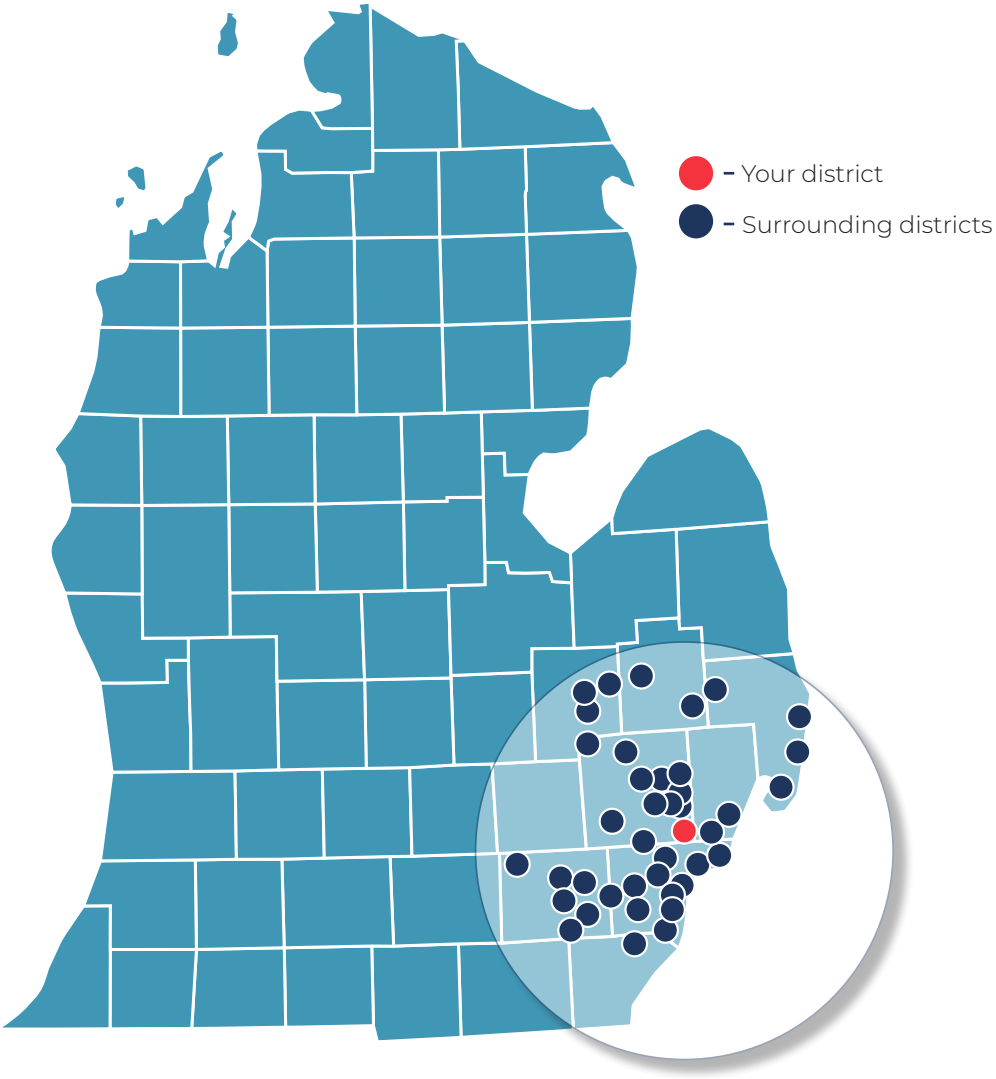
SKILLS

- Skilled in Microsoft Word, Excel, Power Point
- Compliance with State and Federal guidelines
- Food Safety, Sanitation, and HACCP implementation
- Menu Development
- Food allergy and special diet management
- Outstanding Customer Service Skills
- Controlling food cost and inventory management
- Effective communication skills

AWARDS AND ACCOMPLISHMENTS

- Exceptional Dedication & Selfless Teamwork Award, November 2011
- Salaried Associate of the year for Great Lakes Region, 2007
- Recognized as one of the top 15% performers in North America, 2004
- ServSafe Certified
- Completion of Compass College I, II, III
- Completion of Preventing Workplace Harassment
- Completion of Culinary Masterclass
- Completion of Developing Dynamic Leadership
- Completion of Diversity & Inclusion

Ease and Ability to Travel to District Upon Request – 3 points



Sphere of Support

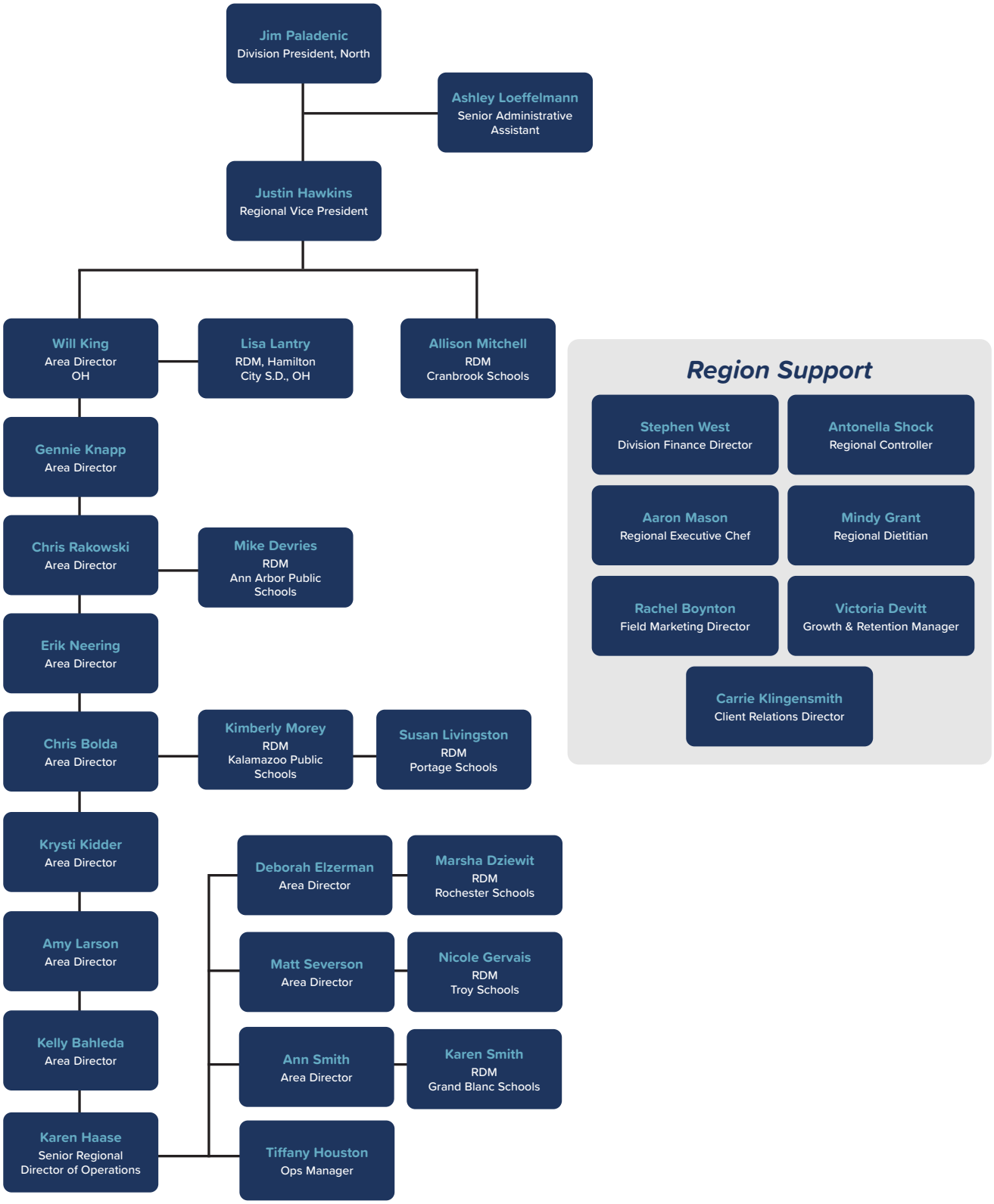
Chartwells offers the kind of support to School District of the City of Hazel Park that no other company or self-operated program can match. Our Great Lakes regional support team offers subject-area expertise, guidance and solutions in the areas of marketing, finance, culinary and purchasing, nutrition and safety.

Beyond that, our density of accounts in the state of Michigan means that the team at School District of the City of Hazel Park is supported by a network of 45 districts and professional colleagues in a 50-mile radius, overlapping four area director regions. Each of those mini-regions has its own subject-area champion, a fellow director of dining services, who helps support all managers with chefs, culinary training, nutrition education, marketing, finance, safety, purchasing and human resources.

That sphere also means that for special events like Discovery Kitchen, districtwide celebrations and large caterings, Chartwells can supply any partner account with assistance and support to make your district shine. When emergencies arise, Chartwells has personnel and support at the ready to step in and maintain service for the students of School District of the City of Hazel Park.

Beyond that 50 miles is an even larger network of 132 accounts. This gives each and every partner district a way to share best practices and new ideas, pilot new programs, and offer fresh eyes to review any school program.

Great Lakes Region Organization Chart



Your Regional Support Team

In a time when many companies are cutting regional and corporate resources, we continue to invest in them. This strengthens what we provide to our students, clients and associates. The people listed in the chart below are the reason we continue delivering on our commitments to School District of the City of Hazel Park. There's no question we have the infrastructure in place to ensure success.

Your regional leaders support the district team, providing essential services, such as:

- Transition planning and execution
- Staffing, onboarding and training
- Menu innovation
- New program development
- Emergency response
- USDA regulation compliance
- Ongoing recruiting
- Supply chain management
- Marketing and communications
- Grant opportunities
- Audit readiness

Meet Your Regional Support Team



Jim Paladenic • Division President

Jim's career spans more than two decades in executive roles in the hospitality industry, focusing on operations leadership, organizational strategy and team development.

Based in the Greater Cleveland area, Jim has held senior roles in various companies, including – since 2016 – division vice president and regional vice president at Chartwells. Before that, he was a chief operating officer for a restaurant company based out of New York and held several leadership positions with RTM Restaurant Group along with the U.S. Army, serving as a company commander.

Jim earned a master's degree in management (organizational leadership) from Colorado State University in 2016.



Justin Hawkins • Regional Vice President

Justin serves as regional vice president for Chartwells K12, leading strategic operations across school districts in Michigan, Ohio and Kentucky. With more than 20 years of foodservice management experience, he is dedicated to student wellness, operational excellence and client satisfaction. Throughout his career, he has led initiatives across Indiana, Wisconsin and Minnesota, building strong partnerships and delivering customized dining solutions tailored to diverse communities.

Known for his collaborative leadership style, Justin works closely with area directors, culinary teams and client partners to ensure high-quality service and engagement. He plays an active role in proposal development, district transitions, training and mentoring, helping expand Chartwells' regional impact. An FMP (Foodservice Management Professional) credential holder with a culinary background, Justin is passionate about fostering strong relationships, building high-performing teams and enhancing the student dining experience

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Ann Smith • Area Director

Ann has more than 42 years of foodservice experience and joined Chartwells in 2002. A dedicated member of the team, she works in parts of southeast Michigan with district administration and local directors of dining services to ensure a high-quality foodservice program while developing and training her team to be its best.



Karen Haase • Senior Regional Director of Operations

Karen is a seasoned K-12 foodservice leader whose dedication and expertise have supported Chartwells K12 across all facets of educational dining. With 30 years of experience in hospitality management, sales strategy and education-focused foodservice, she is passionate about nutrition, student engagement and operational excellence. Beginning her career in K-12 operations, Karen advanced through district and area director roles to become the Great Lakes region director of operations.

In her current role, Karen partners closely with district administrators and the Chartwells support team to drive participation, improve efficiency, ensure safety and compliance and achieve financial goals, all while fostering a happy, healthy dining experience for students. Her experience across public, private, parochial and specialty institutions gives her a deep understanding of the unique needs of educational clients and positions her as a trusted resource for districts seeking to strengthen their meal programs.



Rachel Boynton • Field Marketing Director

Rachel has worked in operations, training and marketing in the hospitality industry for nearly 20 years. Before joining Chartwells, she worked in traditional restaurants in corporate training and strategy roles, and most recently, she was the senior regional director of food and beverage for a senior living company.

Her passion is using training techniques to create collaborative resolutions that drive programming and increase meal participation. She is dedicated to ensuring confidence through communication to create ideal student experiences.



Stephen West • Division Finance Director

Stephen provides financial support and guidance to our teams in Ohio, Indiana, Illinois, Iowa, Wisconsin and Minnesota. He ensures accuracy of reporting, trains directors of dining services and area directors on how to best utilize our financial systems and analyzes results to identify and solve problems. Stephen oversees weekly and monthly management reporting, annual budgets and monthly and quarterly forecasts. He has 12 years of experience in the food industry and five in K-12 foodservice. Stephen graduated from Michigan State University with a bachelor's degree in food industry management.



Aaron Mason • Regional Executive Chef

Chef Aaron graduated from the University of London and became a head chef at the age of 23. He has more than 26 years of culinary experience, ranging from fine dining restaurants to corporate catering events. He worked in Sydney, Australia, learning the cuisines and styles of Australasia before returning to London as the chef de cuisine at Restaurant Associate's flagship account, Arthur Andersen.

As regional executive chef, Aaron has the opportunity to mold young minds and offer nutritious, balanced food choices. Food is the foundation of memories and celebrations, and the cafeteria is no different. After working in many Compass Group sectors across the globe for the past 18 years, Aaron knows food is truly at the forefront of everything we do.



Antonella Shock • Regional Controller

Nella provides financial support and guidance to our teams across the Great Lakes Region. She partners with operators to drive financial accuracy and accountability, oversees budgets and forecasts, and ensures teams are equipped to meet performance goals.

Nella holds a degree in culinary arts from Le Cordon Bleu (Chicago) and is pursuing a degree in finance at the University of Toledo. Nella uses her previous experience as a director of dining services and area director to connect operational insight with financial performance.



Mindy Grant • Regional Dietitian

Mindy earned her Bachelor of Science in dietetics from Michigan State University and became a registered dietitian. She started with Chartwells in 2005 as the first regional dietitian in the Great Lakes. Mindy then served as the foodservice director for Chartwells at Lowell Area Schools. She also spent time as a regional vice president at Morrison Community Living and worked as a program manager in Michigan for No Kid Hungry.

Mindy and her family reside in Freeport, Michigan. She likes to stay active, has a passion for health and wellness and loves learning about the latest nutrition discoveries. Mindy is ecstatic to be back in a position that brought her so much joy; she knows she is supporting a great team and affecting the lives of kids across the state



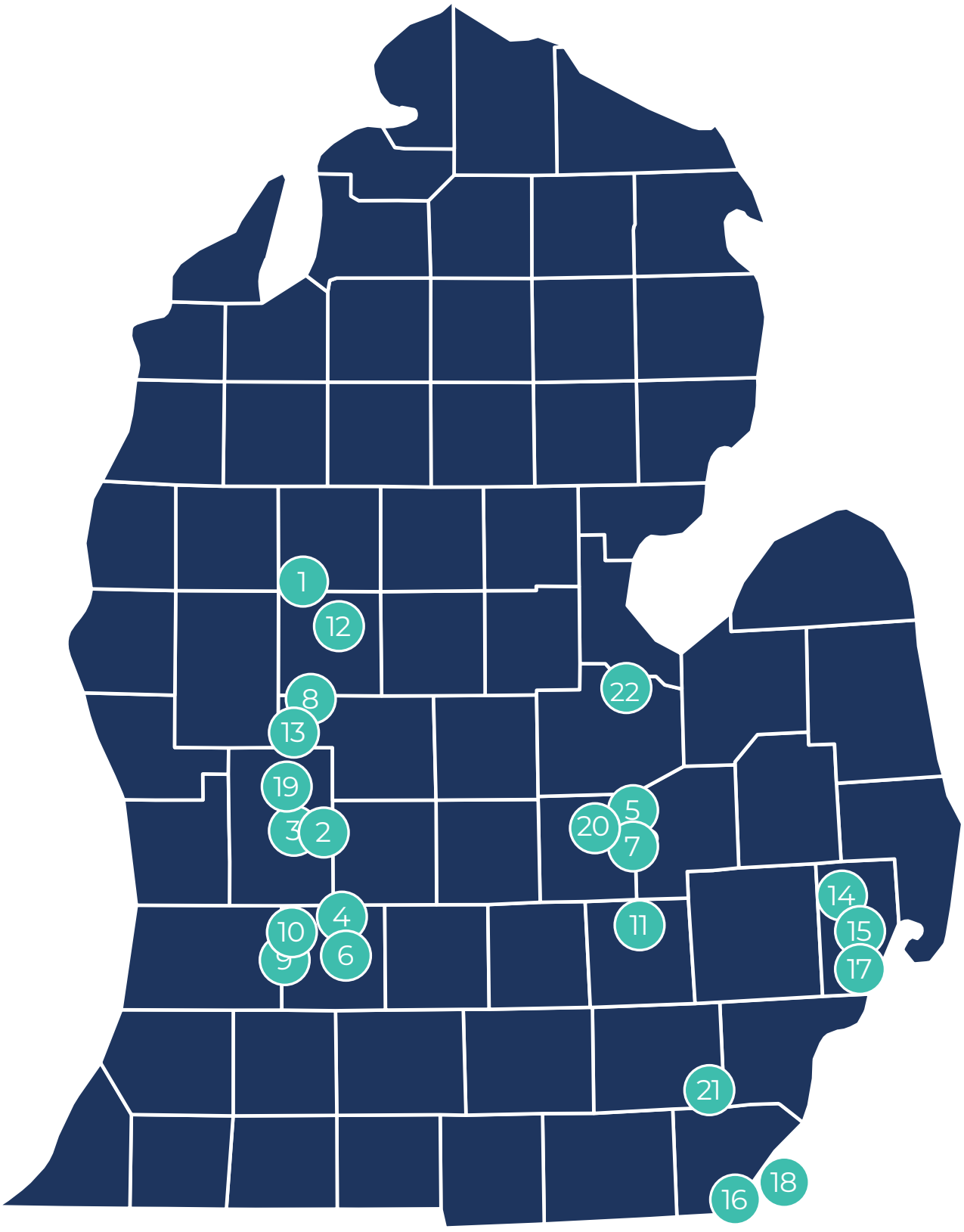
Carrie Klingensmith • Client Relations Director

Carrie has over 20 years of experience partnering with K-12 school districts. Prior to Chartwells, she spent two years as a business development director in K-12 foodservice.

Carrie is dedicated to promoting student health and wellness and building relationships with her clients. Carrie's focus on meeting the needs of our client partners along with her K-12 experience will ensure strong and lasting partnerships that serve the needs of students, districts and communities.



Local Support Network



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Chartwells Michigan Support System

1. Cadillac
   Gennie Knapp
   Area Director
2. Caledonia
   Amy Larson
   Area Director
3. Caledonia
   Erik Neering
   Area Director
4. Freeport
   Mindy Grant
   Regional Dietitian
5. Grand Blanc
   Ann Smith
   Area Director
6. Hastings
   Justin Hawkins
   Regional Vice President
7. Howell
   Kelly Bahleda
   Area Director
8. Howard City
   Scott Smith
   Vice President of Finance
9. Kalamazoo
   Chris Rakowski
   Area Director
10. Kalamazoo
    Chris Bolda
    Area Director
11. Lyon Charter Township
    Allison Mitchell
    Resident District Manager
12. Big Rapids
    Krysti Kidder
    Area Director
13. Rockford
    Aaron Mason
    Regional Executive Chef
14. Shelby Township
    Karen Haase
    Senior Regional
    Director of Operations
15. Shelby Township
    Debbie Elzerman
    Area Director
16. Toledo
    Nella Shock
    Regional Controller
17. Harrison Township
    Joe Willinger
    Culinary Support Manager
18. Ohio
    Carrie Klingensmith
    Client Relations Director
19. Grand Rapids
    Rachel Boynton
    Field Marketing Director
20. Swartz Creek
    Tiffany Houston
    Operations Manager
21. Clawson
    Matt Severson
    Area Director
22. Essexville
    Stephen West
    North Finance Director

Local Support Network

Our regional support is crucial in the management of your schools because it allows your team to focus on you, managing your programs and making them the best they can be. The following are value-added features that our local and regional support teams provide:

- We know and understand what makes your community unique.
- Support with media requests, both proactively and reactively, to drive positive publicity for the program and district.
- Support and training for state agency administrative reviews for exceptional results.
- Active involvement in the community to understand what drives the economy and to contribute by buying local and farm-fresh food.

Chartwells is distinctly equipped to serve all of School District of the City of Hazel Park's needs at any given time. We understand that on occasion additional resources may be necessary. With our on-site director and local management team, Chartwells' proximity to your schools makes it easy to respond to special requests, answer last-minute calls or respond to any emergency. With a number of school districts in your area, we are able to leverage our resources to best serve you.

Support Visitation Schedule

We monitor district satisfaction by establishing a formal cadence for communication. An essential component of this process is determining a visitation schedule for our region and division support teams. At the start of our partnership, we worked with you to identify all key stakeholders who may want to be involved with each visit. For example, your safety and wellness director or district nurse may want to meet with our regional dietitian. This is how we ensure the on-site team is getting consistent, superior support.

Representative	Responsibilities	District Connectivity	Schedule
Amy Shaffer CEO **Jim Paladenic** Division President	Ensure we are upholding our promise to the School District of the City of Hazel Park community and that the on-site staff is well supported to serve the district.	Amy and Jim meets with Dr. Wilcox and any people you deem appropriate to gain insights and feedback to deepen the partnership. They provide ongoing support and resources for the director of dining services and team.	As needed
Justin Hawkins Region Vice President	Justin's primary objective is to ensure the operation is being managed to optimize results and maximize quality. Justin supports the management team and celebrates employees.	Justin meets with School District of the City of Hazel Park contacts to strengthen the partnership by gaining additional insights and understanding any areas of opportunity for the team.	As needed
Karen Haase Senior Regional Director of Operations	Karen serves as a resource and support for area directors to ensure quality food and customer service.	Karen will meet with School District of the City of Hazel Park contacts to strengthen the partnership by providing additional operational expertise and support to School District of the City of Hazel Park.	As needed
Ann Smith Area Director	Ann also works to ensure the operation is being managed to optimize results and maximize quality. She will continue to oversee audits, support the team and celebrate associates.	Ann meets with Dr. Wilcox to discuss day-to-day operations and gain additional insights into areas of opportunity and points of pride.	Quarterly and more often as needed at the start of the partnership

Representative	Responsibilities	District Connectivity	Schedule
Rachel Boynton Field Marketing Director	Rachel works with the director of dining services to ensure all promotions are well executed, toolkits are utilized and signage is in place.	Rachel works with Ann Smith to provide the district communications team with the Chartwells tools needed for communication to the community. Rachel will continue working hand-in hand with the director of dining services to coordinate surveys and feedback with district staff and administration.	Rachel visits district for in-person training and signage recommendations as needed.
Aaron Mason Regional Executive Chef	Aaron conducts culinary reviews focused on quality, USDA recipe standards, station configuration and best practices. He will continue to conduct audits and training and assist with any special events, such as Discovery Kitchen.	Aaron meets with the director of dining services and any appropriate client stakeholders to gain insight into your culinary program.	Aaron visits School District of the City of Hazel Park initially for in-person training and then as needed.
Mindy Grant Regional Dietitian	Mindy meets with the director of dining services and team to provide any additional training or support required. They ensures USDA compliance and that the account is always audit-ready.	Mindy meets with the district's CNP liaison to work through any audits.	Mindy visits School District of the City of Hazel Park initially for in-person training and then as needed.
Carmen Stanley Division HR Director	Carmen will continue to meet with Chartwells staff to ensure all appropriate training and initiatives are implemented.	Unless there are specific issues requiring a meeting with School District of the City of Hazel Park, Carmen meets with Chartwells managers and associates.	As needed
Stephen West Division Controller	Stephen visits the district to ensure all finance systems are in place and conduct any appropriate audits.	Unless there are specific issues, Stephen only meets with the Chartwells controller and managers.	As needed



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Required Bid Documents



BID SHEET
FSMC Cost Reimbursable Contract
WITHOUT ADVANCE PAYMENT

This bid is being offered by:	**Chartwells**
	Name of Food Service Management Company
This bid is being offered to:	**School District of the City of Hazel Park**
	Name of School Sponsor
Projected Meals/Meal Equivalents Per Year:	**501,742** (do not alter, cell will auto-fill upon MDE review)

Sponsor is contracting for the expenses indicated as Bid Items below	Bid Items (Sponsor completes)	Projected Operating Cost WITHOUT Advance Payment (Bidder completes)
Labor - On-Site FSMC Management Employees	X	$85,284.00
Fringe Benefits - On-Site FSMC Management Employees	X	$10,235.00
Labor - FSMC Hourly Employees	X	$768,548.39
Fringe Benefits - FSMC Hourly Employees	X	$136,874.82
Food Cost for SNP, CACFP, and SFSP Meals (including commodities delivery charge) (net of VDA/rebates)	X	$703,613.00
Non-Food Cost for SNP, CACFP, and SFSP (supplies and other materials)	X	$60,209.04
Food Cost for FFVP (as defined in RFP)	X	$49,000.00
Non-Food Cost for FFVP (supplies and other materials) (as defined in RFP)	X	$0.00
Contracted Services (not utilities or FSMC administrative costs)		
Transportation/Vehicle Cost		
Utilities (assigned to Food Service Fund)		
Other (as defined on Projected Costs tab)	X	$60,209.04
FSMC Administrative Fee	X	$81,890.00
FSMC Management Fee	X	$25,087.10
Subtotal (Bid Items Only)		$1,980,950.39
Bid Price Per Meal (subtotal divided by projected meals/meal equivalents)		3.948
Additional Food Service Markup if applicable (refer to RFP)		
TOTAL PROJECTED OPERATING COST		$1,980,950.39

Bidder will use the correct column to indicate if fees will be billed over a 10-month period, 12-month period, or by cost per meal/meal equivalent. Do not indicate costs in all 3 columns for each fee.

	School Year 2026-2027 Rates [will match the current rates on the SY 27-28 Renewal Rate Agreement Form (if renewed)]				
	COST PER MONTH				
	Monthly Fee (10 months)	or	Monthly Fee (12 months)	or	COST PER MEAL / MEAL EQUIVALENT
FSMC Administrative Fee	8189	or		or	
FSMC Management Fee		or		or	0.05

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable program laws and regulations. This contract shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.

A L Shaffer
FSMC Representative Signature

4/20/2026
Date

NOTE: The Food Service Management Company must use this bid sheet when submitting its bid.

PROPOSED OPERATIONS - FSMC LABOR AND FRINGE BENEFITS WORKSHEET
School Year 2026-2027
(to be completed by Bidder)

NOTE: To be competitively fair and equal, please note that bidders are NOT allowed to be over-responsive in any proposed management staffing structure. For example, if the sponsor does not ask for an assistant food service director in the RFP, then the FSMC must not propose one. Bidders may submit staffing questions to the sponsor by the Q&A deadline so responses can be distributed fairly among all potential bidders to ensure a competitively fair and equal bidding opportunity (i.e., whether a sponsor would like bids to include an assistant director).

*Include staffing for ALL programs (CACFP, SFSP, SNP). **Include paid time off (PTO), holiday pay, and sick pay.

Enter labor and fringe benefit costs for all FSMC-Employed Hourly Staff in this section. Insert additional rows as needed.

Site or School Building	Job Title*	Hourly Rate ($)	Daily Hours	Number of Days Paid	Total Annual Wage ($)	Medical	Dental	Vision	Longevity or Annuity	Life	Retirement	FICA	Other**	Total
Hazel Park HS	Kitchen Lead 1	$ 18.54	8	214	$ 31,740.48	$ -	$ -	$ -	$ -	$ -	$ -	$ 774.13	$ 4,285.52	$ 5,059.65
Hazel Park HS	Kitchen Lead 2	$ 18.54	8	182	$ 26,994.24	$ -	$ -	$ -	$ -	$ -	$ -	$ 774.13	$ 4,285.52	$ 5,059.65
Hazel Park HS	Food Service Worker 1	$ 15.91	8	214	$ 27,243.91	$ -	$ -	$ -	$ -	$ -	$ -	$ 664.46	$ 3,678.41	$ 4,342.86
Hazel Park HS	Food Service Worker 2	$ 15.91	7	182	$ 20,273.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 581.40	$ 3,218.60	$ 3,800.01
Hazel Park HS	Food Service Worker 3	$ 15.80	8	118	$ 14,915.39	$ -	$ -	$ -	$ -	$ -	$ -	$ 418.54	$ 2,317.00	$ 2,735.53
Hazel Park HS	Food Service Worker 4	$ 15.45	6	176	$ 16,315.20	$ -	$ -	$ -	$ -	$ -	$ -	$ 457.82	$ 2,534.45	$ 2,992.26
Hazel Park HS	Catering / Concessions Lead	$ 23.69	8	182	$ 34,492.64	$ -	$ -	$ -	$ -	$ -	$ -	$ 989.16	$ 5,475.94	$ 6,465.10
Hazel Park JHS	Kitchen Lead	$ 19.10	6	214	$ 24,519.52	$ -	$ -	$ -	$ -	$ -	$ -	$ 598.01	$ 3,310.57	$ 3,908.58
Hazel Park JHS	Food Service Worker 1	$ 15.91	7.5	214	$ 25,541.17	$ -	$ -	$ -	$ -	$ -	$ -	$ 622.93	$ 3,448.51	$ 4,071.43
Hazel Park JHS	Food Service Worker 2	$ 15.91	6.5	182	$ 18,825.67	$ -	$ -	$ -	$ -	$ -	$ -	$ 539.87	$ 2,988.70	$ 3,528.58
Hazel Park JHS	Food Service Worker 3	$ 15.45	7	176	$ 19,034.40	$ -	$ -	$ -	$ -	$ -	$ -	$ 534.12	$ 2,956.86	$ 3,490.98
Hazel Park JHS	Food Service Worker 4	$ 15.45	5.5	176	$ 14,955.60	$ -	$ -	$ -	$ -	$ -	$ -	$ 419.67	$ 2,323.24	$ 2,742.91
Edison	Kitchen Lead	$ 19.10	7.5	182	$ 26,066.31	$ -	$ -	$ -	$ -	$ -	$ -	$ 703.31	$ 3,893.47	$ 4,596.78
Advantage/Ford	Kitchen Lead	$ 18.54	7	182	$ 23,619.96	$ -	$ -	$ -	$ -	$ -	$ -	$ 677.36	$ 3,749.83	$ 4,427.19
United Oaks Elementary	Kitchen Lead	$ 17.77	8	182	$ 25,869.48	$ -	$ -	$ -	$ -	$ -	$ -	$ 741.87	$ 4,106.96	$ 4,848.83
United Oaks Elementary	Food Service Worker 1	$ 15.91	8	214	$ 27,243.91	$ -	$ -	$ -	$ -	$ -	$ -	$ 664.46	$ 3,678.41	$ 4,342.86
United Oaks Elementary	Food Service Worker 2	$ 15.45	6	214	$ 19,837.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 457.82	$ 2,534.45	$ 2,992.26
Webb Elem/Jardon Vocational	Kitchen Lead	$ 18.54	7.5	182	$ 25,307.10	$ -	$ -	$ -	$ -	$ -	$ -	$ 725.74	$ 4,017.68	$ 4,743.42
Webb Elem/Jardon Vocational	SXI Lead- special needs	$ 17.77	7.5	182	$ 24,252.64	$ -	$ -	$ -	$ -	$ -	$ -	$ 695.50	$ 3,850.27	$ 4,545.78
Webb Elem/Jardon Vocational	Food Service Worker 1	$ 16.61	7	182	$ 21,166.11	$ -	$ -	$ -	$ -	$ -	$ -	$ 606.99	$ 3,360.27	$ 3,967.26
Webb Elem/Jardon Vocational	Food Service Worker 2	$ 15.91	2.5	172	$ 6,842.81	$ -	$ -	$ -	$ -	$ -	$ -	$ 196.48	$ 1,087.70	$ 1,284.18
Hoover Elementary	Kitchen Lead	$ 17.77	7	182	$ 22,635.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 649.14	$ 3,593.59	$ 4,242.73
Hoover Elementary	Food Service Worker 1	$ 15.91	6	182	$ 17,377.54	$ -	$ -	$ -	$ -	$ -	$ -	$ 498.34	$ 2,758.80	$ 3,257.15
Hoover Elementary	Food Service Worker 2	$ 15.91	5	176	$ 14,003.88	$ -	$ -	$ -	$ -	$ -	$ -	$ 392.96	$ 2,175.40	$ 2,568.36
Invest/Roosevelt	Kitchen Lead	$ 18.54	7.5	182	$ 25,307.10	$ -	$ -	$ -	$ -	$ -	$ -	$ 725.74	$ 4,017.68	$ 4,743.42
Invest/Roosevelt	Food Service Worker 1	$ 15.45	5.5	182	$ 15,465.45	$ -	$ -	$ -	$ -	$ -	$ -	$ 443.51	$ 2,455.25	$ 2,898.76
Webster Early Childhood Center	Kitchen Lead	$ 17.77	8.5	214	$ 32,319.08	$ -	$ -	$ -	$ -	$ -	$ -	$ 788.24	$ 4,363.64	$ 5,151.88
Webster Early Childhood Center	Food Service Worker 1	$ 17.25	6.5	214	$ 23,998.23	$ -	$ -	$ -	$ -	$ -	$ -	$ 585.30	$ 3,240.18	$ 3,825.48
Webster Early Childhood Center	Food Service Worker 2	$ 15.91	7	214	$ 23,838.42	$ -	$ -	$ -	$ -	$ -	$ -	$ 550.14	$ 3,045.56	$ 3,595.70
Concessions	Concessions	$ 20.60	4.75	48	$ 4,696.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 137.29	$ 760.01	$ 897.30
Concessions	Concessions	$ 20.60	4.75	48	$ 4,696.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 137.29	$ 760.01	$ 897.30
Concessions	Concessions	$ 20.60	4.75	48	$ 4,696.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 137.29	$ 760.01	$ 897.30
Concessions	Concessions	$ 20.60	4.75	48	$ 4,696.80	$ -	$ -	$ -	$ -	$ -	$ -	$ 137.29	$ 760.01	$ 897.30
Hazel Park HS	Admin Assistant	$ 18.54	7	182	$ 23,619.96	$ -	$ -	$ -	$ -	$ -	$ -	$ 677.36	$ 3,749.83	$ 4,427.19
Hazel Park HS	Prod Supervisor	$ 21.63	8	210	$ 36,338.40	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,068.24	$ 5,913.71	$ 6,981.95
Hazel Park HS	Hourly Supervisor	$ 23.69	8	210	$ 39,799.20	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,169.98	$ 6,476.92	$ 7,646.90
District-wide	FSMC's Total Annual Substitute Pay				$ -									
TOTAL - FSMC's Hourly Staff Labor and Fringe Benefit Costs					$ 768,548.39	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,941.85	$ 115,932.97	$ 136,874.82

Enter labor and fringe benefit costs for all FSMC-Employed Salaried Management Staff in this section (i.e., director, assistant director, chef, administrative assistant, etc.) Insert additional rows as needed.

Site or School Building	Job Title*	Hourly Rate ($)	Daily Hours	Number of Days Paid	Total Annual Wage ($)	Medical	Dental	Vision	Longevity or Annuity	Life	Retirement	FICA	Other**	Total
District-wide	Director of Dining Services	$ 85,284.00			$ 85,284.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,235.00	$ 10,235.00
		$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL - FSMC's Management Staff Labor and Fringe Benefit Costs					$ 85,284.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,235.00	$ 10,235.00

Attestation Sheet

FSMC Cost Reimbursable RFP
School Year 2026-2027
Attestation Sheet

By submission of this bid, the Food Service Management Company (FSMC) acknowledges that it has carefully examined all terms and conditions set forth in the FSMC Cost Reimbursable Request for Proposal/Contract Solicitation issued by the **School District of the City of Hazel Park** (School Food Authority) on **April 14, 2026**. The FSMC acknowledges that it has examined, verified, and fully understands all conditions under which services are to be performed for the School Food Authority. No claims for additional compensation will be considered, and no contractual amendments will be made due to the successful bidder's failure to be informed.

The FSMC acknowledges that the School Food Authority reserves the right to reject any bid(s) when it is in the recipient's interest to do so. The contract shall be awarded to the bidder whose bid or offer is responsive to the solicitation and is most advantageous to the recipient.

Negligence in the preparation or presentation of any bid, in addition to any errors or omissions, shall not relieve the FSMC from fulfillment of the obligations and requirements of the proposed contract. Once a contract is signed and executed, the FSMC shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent, or employee of the School Food Authority, or any other person.

By submitting a bid, the FSMC agrees to execute a contract with the School Food Authority and to perform services in accordance with the finalized contract documents.

Name of FSMC
Compass Group USA, Inc. by and through its Chartwells Division
Signature of FSMC Representative
A L Shaffer
Printed Name of Representative, Title
Amy Shaffer CEO, Chartwells K12
Date
4/20/2026

Agreement Page

FSMC Cost Reimbursable RFP
School Year 2026-2027

NEW CONTRACT AGREEMENT SIGNATURE PAGE

The bidder has certified that he/she shall operate in accordance with all applicable state and federal laws and regulations.

This solicitation/contract, attachments, and the proposal of the successful bidder, with addenda, if any, constitute the entire agreement between the School Food Authority (Sponsor) and Food Service Management Company (FSMC). The parties shall not execute any additional contractual documents pertaining to this contract, except as permitted by applicable law.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for up to four (4) additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative on this day and year.

FSMC must sign upon bid submission to the Sponsor.

Name of FSMC	**Date**
Compass Group USA, Inc. by and through its Chartwells Division	4/20/2026
Signature of FSMC Representative	**Signature of Witness for FSMC**
A E Shaffer	Janet Spann
Printed Name of Representative, Title	**Printed Name of Witness, Title**
Amy Shaffer CEO, Chartwells K12	Janet Spann, Contract Analyst

****

This section below will be completed and signed AFTER MDE's final review/approval, followed by the Sponsor's board approval. Upon board approval and contract execution, Sponsor must send this signed page to MDE for the record.

Bid Sheet Selected for Award: Without Advance Payment

Plan Type (if applicable) Selected for Award: n/a

Name of Sponsor	**Date**
SD of the City of Hazel Park	
Signature of Sponsor Representative	**Signature of Witness for Sponsor**
Printed Name of Representative, Title	**Printed Name of Witness, Title**

Certificate of Independent Price Determination

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

Both the Sponsor and Food Service Management Company/Vendor (offeror) shall execute this Certificate of Independent Price Determination.

Name of Sponsor	Name of Company/Vendor
SD of the City of Hazel Park	Compass Group USA, Inc. by and through its Chartwells Division

A. By submission of this offer, the offeror certifies that in connection with this procurement:

1. The prices in this offer have been reached independently, without consultation, communication, or agreement, to restrict completion, as to any matter relating to such prices with any other offeror or with any competitor.
2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror before bidding opening in the case of an advertised procurement or before award in the case of a negotiated procurement, directly or indirectly to any other offeror or any competitor.
3. No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit an offer to restrict competition.

B. Each person signing this offer on behalf of the offeror certifies that:

1. He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A1 through A3 above; or
2. He or she is not the person in other offeror's organization responsible within the organization for the decision as to the prices being offered herein, but he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A1 through A3 above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to A1 through A3 above.

To the best of my knowledge, this offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion concerning bidding on any public contract.

In accepting this offer, the Sponsor certifies that no representative of the Sponsor has taken any action which may have jeopardized the independence of the offer referred to above.

Company/Vendor must sign upon bid submission to Sponsor.
Sponsor must sign upon bid acceptance prior to submission to MDE for review/approval.

Signature of Sponsor Representative	Signature of Company/Vendor Representative
	A Z Shaffer
Printed Name of Representative, Title	**Printed Name of Representative, Title**
	Amy Shaffer CEO, Chartwells K12
Date	**Date**
	4/20/2026

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

Name of Sponsor	Name of Company/Vendor
SD of the City of Hazel Park	Compass Group USA, Inc. by and through its Chartwells Division

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 180.

The prospective primary participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Company/Vendor must sign upon bid submission to Sponsor.

Signature of Company/Vendor Representative
A2Shaffer
Printed Name of Representative, Title
Amy Shaffer CEO, Chartwells K12
Date
4/20/2026

Clean Air and Water Certificate

CLEAN AIR AND WATER CERTIFICATE

Applicable if the contract exceeds $150,000 or the Contracting Officer has determined that the orders under an indefinite-quantity contract in any one year will exceed $150,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7401–7671q) or the Federal Water Pollution Control Act as amended 33 U.S.C. 1251–1387 and is listed by Environmental Protection Agency (EPA) or the contract is not otherwise exempt. The Sponsor and Food Service Management Company/Vendor (offeror) shall execute this Certificate.

Name of Sponsor	Name of Company/Vendor
SD of the City of Hazel Park	Compass Group USA, Inc. by and through its Chartwells Division

THE OFFEROR AGREES AS FOLLOWS:

To comply with all the applicable standards, orders or regulation issued pursuant to the Clean Air Act, as amended , 42 U.S.C 7401-7671q and the Federal Water Pollution Control Act, as amended, 33 U.S.C.1251- 1387 respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract. That no portion of the work required by this prime contract will be performed in a facility listed on the EPA List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing. To use his/her best efforts to comply with Clean Air and Clean Water standards at the facilities in which the contract is being performed. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

The term "Air Act" means the Clean Air Act, as amended (42 U.S.C 7401-7671q, as amended by Public Law 91-604). The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387, as amended by Public Law 92-500). The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Clean Air Act or Executive Order 11738, an applicable implementation plan as described in section 42 U.S.C.7410(d) of the Clean Air Act (42 U.S.C. 7410), an approved implementation procedure or plan under Section 42 U.S.C 7405-7411, or approved implementation procedure under (42 U.S.C. 7412). The term "Clean Water Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Federal Water Pollution Control Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by the Water Act (33 U.S.C. 1317). The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with schedules, plans, and orders approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Clean Air Act or Federal Water Pollution Control Act and regulations issued pursuant thereto. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, sponsored, or supervised by the Food Service Management Company/Vendor.

Company/Vendor must sign upon bid submission to Sponsor.

Signature of Company/Vendor Representative
A R Shaffer
Printed Name of Representative, Title
Amy Shaffer CEO, Chartwells K12
Date
4/20/2026

Certification/Disclosure Requirements Related to Lobbying

NOTICE TO APPLICANTS - CERTIFICATION/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING

Name of Sponsor	Name of Company/Vendor
SD of the City of Hazel Park	Compass Group USA, Inc. by and through its Chartwells Division

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, and the Byrd Anti-Lobbying Amendment common rule of 2003 imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their sub-tier contractors and/or subgrantees) will be prohibited from using federal funds, other than profits from a federal contract, for lobbying Congress and any federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan. In addition, for each award action over $100,000 (or $150,000 for loans) on or after December 23, 1989, the law requires recipients and their sub-tier contractors and/or subgrantees to (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their sub-tier contractors or subgrantees will pay with profits or non-appropriated funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if material changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

- You are prohibited from using appropriated funds (other than profits from federal contracts) on or after December 23, 1989, for lobbying Congress and any federal agency in connection with a particular contract, grant, cooperative agreement, or loan.
- You are required to execute the attached certification at the time of submission of an application or before any action over $100,000 is awarded.
- You will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published as an Interim Final Rule by the Office of Management and Budget as Part III of February 26, 1990, Federal Register (pages 6736-6746).

The undersigned certifies, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," per its instructions. The undersigned shall require that the language of this certification is included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Company/Vendor must sign upon bid submission to Sponsor.

Signature of Company/Vendor Representative
A 2 Shaffer
Printed Name of Representative, Title
Amy Shaffer CEO, Chartwells K12
Date
4/20/2026

Certificate of Compliance

CERTIFICATE OF COMPLIANCE
MICHIGAN PUBLIC ACT NO. 517 OF 2012
IRAN ECONOMIC SANCTIONS ACT

Name of Sponsor	Name of Company/Vendor
SD of the City of Hazel Park	Compass Group USA, Inc. by and through its Chartwells Division

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), under the compliance certification requirement provided in the Sponsor's Request for Proposal (RFP) or Request for Bid Quotes (RFQ), hereby certifies, represents, and warrants that the Company (which includes its officers, directors, and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by the Sponsor as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time while performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Sponsor's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

Company/Vendor must sign upon bid submission to Sponsor.

Signature of Company/Vendor Representative
A L Shaffer
Printed Name of Representative, Title
Amy Shaffer CEO, Chartwells K12
Date
4/20/2026

License to do Business in Michigan

Michigan Department of Labor & Economic Growth

Filing Endorsement

This is to Certify that the AMENDED APPLICATION FOR CERTIFICATE OF AUTHORITY

for

COMPASS GROUP USA, INC.

ID NUMBER: 617390

received by facsimile transmission on September 1, 2006 is hereby endorsed

Filed on September 5, 2006 by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 5TH day of September, 2006.

, Director

Bureau of Commercial Services

Sent by Facsimile Transmission 06248

BCS/CD-562 (03/05)

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH
BUREAU OF COMMERCIAL SERVICES, CORPORATION DIVISION

Name

Address

City | State | Zip code

EFFECTIVE DATE:

Document will be returned to the name and address you enter above

AMENDED APPLICATION FOR CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN MICHIGAN

For use by Foreign Corporations

(Please read information and instructions on the last page)

Pursuant to the provisions of Act 284, Public Acts of 1972, the undersigned corporation executes the following Amended Application:

1. The name of the corporation is: COMPASS GROUP USA, INC.
2. If the name in Item 1 was not available for use in Michigan, the assumed name adopted when obtaining the Certificate of Authority is:
3. The identification number assigned by the Bureau is: 617390.
4. It is incorporated under the laws of DELAWARE.
5. The corporation was authorized to transact business in Michigan on January 6, 1995
6. The period of its duration (corporation term) is perpetual.

7. a) The total authorized shares of the corporation on record with the Bureau of Commercial Services are 333.0 as of August 25, 2006

   b) The shares attributable to Michigan as currently on the records of the Bureau of Commercial Services are: 60,000

   c) If the total authorized stock has changed, the total authorized shares of the corporation are 500,000.

   The effective date of the stock change was the 28th day of September, 2004.

   d) For year ending 09/30/05 the apportionment percentage from the most recently filed Single Business tax return is: 1.4971 %.

09/01/2006 4:09PM

8. If the name of the corporation has changed, its new name is:

_____

the effective date of the name change was the _____ day of _____, _____ and the name change was made in compliance with the laws of the jurisdiction of its incorporation.

9. Complete this item only if the new name in item 8 is not available for use in Michigan. The assumed name of the corporation to be used in all its dealings with the Bureau and in the transaction of its business in Michigan is:

_____

10. If the assumed name in item 2 has changed, the new name is:

_____

11. The address of its registered office in Michigan is:

_____, Michigan _____
(Street Address) (City) (Zip Code)

The mailing address of the registered office in Michigan, if different than above, is:

_____, Michigan _____
(Street Address or P.O. Box) (City) (Zip Code)

The name of the resident agent at the registered office is: _____

The resident agent is an agent of the corporation upon whom process against the corporation may be served.

12. The address of the main business or headquarters office of the corporation is:

_____
(Street Address) (City) (State) (Zip Code)

The mailing address if different than above is:

_____
(Street Address or P.O. Box) (City) (State) (Zip Code)

13. If the business the foreign corporation proposes to do in this State is to be enlarged, limited, or otherwise changed, the specific business which the corporation is to transact in Michigan is as follows:

The corporation is authorized to transact such business or conduct such affairs in the jurisdiction of its incorporation.

Signed this 25th day of August, 2006

By C. Phillip Wells
(Signature of Authorized Officer or Agent)

C. Phillip Wells Sr. VP & Sec
(Type or Print Name)

09/01/2006 4:09PM

Bid Bonds

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Compass Group USA, Inc., by and through its Chartwells Dining Division
2400 Yorkmont Road
Charlotte, NC 28217

SURETY:
(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183
Mailing Address for Notices
Same As Above

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

School District of the City of Hazel Park
1620 East Elza
Hazel Park, MI 48030

BOND AMOUNT: 5% Five Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)

Food Service Management

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 4th day of May, 2026.

(Witness)

(Witness) Katherine Fowler

Compass Group USA, Inc., by and through its Chartwells Dining Division
(Principal) *(Seal)*

By:
(Title) Daniel Thomas SVP & Treasurer

Travelers Casualty and Surety Company of America
(Surety) *(Seal)*

By:
(Title) Angela D. Ramsey, Attorney-in-Fact

SEAL

S-0054/AS 8/10

TRAVELERS	Travelers Casualty and Surety Company of America Travelers Casualty and Surety Company St. Paul Fire and Marine Insurance Company Farmington Casualty Company

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint Angela D. Ramsey of Charlotte, NC , their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **4th** day of **March, 2024.**

SEAL SEAL SEAL SEAL

State of Connecticut

City of Hartford ss.

By: _____
Bryce Grissom, Senior Vice President

On this the **4th** day of **March, 2024**, before me personally appeared **Bryce Grissom**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

ANNA P NOWIK NOTARY PUBLIC CONNECTICUT

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this May 4, 2026

SEAL SEAL SEAL SEAL

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

USI Insurance Services
6100 Fairview Drive
Suite 1400
Charlotte, NC 28210
www.usi.com
Tel: 704.543.0258

May 4, 2026

School District of the City of Hazel Park
Attn: Dr. Amy Wilcox
1620 East Elza
Hazel Park, MI 48030

RE: Compass Group USA, Inc. by and through its Chartwells Dining Division

Dear Dr. Wilcox,

We are writing to you at the request of **Compass Group USA, Inc. by and through its Chartwells Dining Division,** this principal has or is about to submit a proposal for Bid for:

Food Service Management

If a contract for this work is awarded to **Compass Group USA, Inc. by and through its Chartwells Dining Division,** the **Travelers Casualty and Surety Company of America,** a surety licensed to conduct business in **MI** has agreed to act as surety on the bond as specified in the bid proposal.

Please let us know if you need anything further in this regard.

Sincerely,

Angela D. Ramsey
Attorney-In-Fact

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **ANGELA D RAMSEY** of **CHARLOTTE** , **North Carolina** , their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021**.

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 4th day of May , 2026 .

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

Certificate of Insurance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, LLC. TWO ALLIANCE CENTER 3560 LENOX ROAD, SUITE 2400 ATLANTA, GA 30326 CN102832071-Compa-UMB10-25- CORP UNKNO RSKMG 66070	**CONTACT NAME:** Randi K. Nowell, CPCU, ARM **PHONE (A/C, No. Ext):** 404-995-3102 **FAX (A/C, No):** **E-MAIL ADDRESS:** Compasscerts@Marsh.com	
	INSURER(S) AFFORDING COVERAGE	**NAIC #**
	INSURER A : National Union Fire Ins Co. of Pittsburgh PA	19445
INSURED Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217	**INSURER B :** AIU Insurance Co	19399
	INSURER C : ACE Property And Casualty Ins Co	20699
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** ATL-005496754-82 **REVISION NUMBER:** 71

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR X SIR: $1,000,000 X Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:			GL 6547187	09/30/2025	09/30/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 1,000,000 $ 1,000,000 $ $ 1,000,000 $ 10,000,000 $ 5,000,000 $
A A	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			AL 7030998 (AOS incl.Garagekeepers) AL 7030999 (MA) 'Self Insured for Physical Damage'	09/30/2025 09/30/2025	09/30/2026 09/30/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 2,000,000 $ $ $ $
C	X **UMBRELLA LIAB** [X] OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED X RETENTION $ 0			XOO G27738631	09/30/2025	09/30/2026	EACH OCCURRENCE AGGREGATE 	$ 10,000,000 $ 10,000,000 $
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC 14111814 (AOS) See Acord 101	09/30/2025	09/30/2026	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 2,000,000 $ 2,000,000 $ 2,000,000
A	Liquor Liability			GL6547185 SIR: $1,000,000	09/30/2025	09/30/2026	Each Common Cause Aggregate	1,000,000 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance.

CERTIFICATE HOLDER

Compass Group USA, Inc.
2400 Yorkmont Road.
Charlotte, NC 28217

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Marsh USA LLC

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ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**

AGENCY CUSTOMER ID: CN102832071
LOC #: Atlanta

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
MARSH USA, LLC.	Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Workers Compensation Continued:

Workers Compensation Policy #WC14111814 (AOS POLICY) Covers ALL States except: WI and OH

Carrier: New Hampshire Insurance Company
Policy Number: WC 14111817
Effective Date: 09/30/2025
Expiration Date: 09/30/2026
Policy Covers States of: WI
Stop Gap Coverage: ND, OH, WA, WY.
Limit:
E.L. Each Accident: $2,000,000
E.L. Disease-Policy: $2,000,000
E.L. Disease Each Employee: $2,000,000

Workers Compensation Continued:
Carrier: National Union Fire Ins. Co. of PA
Policy Number: XW 6583229
Effective Date: 09/30/2025
Expiration Date: 09/30/2026
Policy Covers States of: OH (Excess WC)
Limit:
E.L. Each Accident: $2,000,000
E.L. Disease-Policy: $2,000,000
E.L. Disease Each Employee: $2,000,000

ADDITIONAL INFORMATION

Umbrella Liability policy provides additional limits and follows the form of primary Commerical General Liability, Automobile Liability, Liquor Liability and Employers Liability polices subject to policy terms, conditions and exclusions.

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To: All Associates
Date: January 2024
Subject: **Statement of Anti-Discrimination, Harassment, Retaliation, and Bullying (hereinafter *Fair Treatment Policy*)**

It is the policy and practice of Compass Group USA, Inc., and its affiliated companies (the "Company") to provide a work environment for all Associates, Applicants, Interns, Volunteers, and Contract Workers that is free from unlawful discrimination and harassment based on race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), ethnicity, color, religious creed, ancestry, religion, disability, age, sex, marital status, pregnancy, child birth or any related condition, reproductive health decision-making, sexual orientation, gender, gender identity, gender expression, transgender identity, national origin, citizenship status, uniform service member and veteran status, protected medical condition, genetic information, protected concerted activity, or any other classification protected by applicable federal, state, and local laws (hereinafter "protected classifications"). Unlawful discrimination and harassment will not be tolerated by any Associates or Third Parties, including Customers, Clients, and Vendors. Nothing in this Policy is intended to prohibit Associates from discussing their wages, benefits, or terms and conditions of employment with each other or a third-party.

It is also the practice of the Company to provide a workplace that is free of bullying and intimidating behavior by or towards co-workers, customers, and vendors. Bullying is considered any threatening, offensive, intimidating, or cruel behavior which humiliates, belittles, or demeans any individual.

Finally, it is the practice of the Company to provide a workplace with open communication, and that is free from retaliation or unfair treatment against any individual that reports good faith concerns of suspected violations of this Policy.

The Company complies with, and strictly enforces federal, state, and local laws that prohibit discrimination, harassment, and retaliation, including but not limited to the following laws (as amended): the National Labor Relations Act of 1935; the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; the Pregnancy Discrimination Act of 1978; the Americans with Disabilities Act of 1990; the Family Medical Leave Act of 1993; the Uniformed Services Employment and Reemployment Rights Act of 1994; the Genetic Information Nondiscrimination Act of 2008; or other similar state or local laws. The Company however, goes above and beyond these legal requirements and strives to provide our Associates with a work environment in which all Associates are treated in a fair and respectful manner. Accordingly, an Associate may be subject to discipline under this Policy even if the Associate's conduct does not constitute a violation of applicable law.

Examples of Unacceptable Conduct in Violation of this Policy: The below categories are examples of unacceptable conduct that shall be deemed a violation of this Policy and will result in disciplinary action up to and including termination. This list is not exhaustive and is meant to provide examples only.

- **Unfair Opportunities:** Making any decision regarding the hiring, firing, promotion, or demotion of an Associate or making any decision that adversely affects the wages, benefits, or working conditions of an Associate based in whole or in part on a protected classification.

- **Verbal Mistreatment:** Use of racial/sexual slurs, derogatory comments, or insults based on a protected classification; Inappropriate comments about another's body, anatomy, and/or dress; Questions about another's sexual preference or practices; Sharing sexual or otherwise offensive stories, jokes and experiences; Making lewd or suggestive gestures or comments.

- **Visual Mistreatment:** Discriminatory, violent and/or sexually explicit material (electronic or paper), through e-mails, pictures, text messages, blogs, tweets, chat rooms, posters, calendars, cartoons, drawings, or writings that are offensive, sexual, or contain a negative stereotype based on a protected classification.

- **Sexual Mistreatment or Favors:** Making sexual advances or other verbal or physical conduct of a sexual nature in or outside the workplace. The Company maintains a *Sexual Harassment Policy*, which has been distributed to all Associates. The *Sexual Harassment Policy* is available at https://cpgplc.sharepoint.com/sites/na-mycompass/ or by asking your Manager for an additional copy.

- **Physical Mistreatment:** Intentional and unwelcome physical contact outside of social norms. This includes intentional and unwelcome touching, pushing, pinching, patting, blocking, grabbing, poking, or brushing against another.

- **Bullying and Antagonizing Behaviors:** Threatening, intimidating, or cruel behavior or remarks; Making maliciously false statements or ridiculing a person or their family; Persistent name calling which is demeaning or belittling; Using a person as the brunt of jokes.

The Company requires that Associates report all suspected violations of this Policy. Pursuant to the Company's *Open Communication Policy*, Associates are encouraged to contact their Manager first to see if the matter can be swiftly and properly resolved. Managers must **immediately** contact HR upon receiving any complaint of an alleged violation of this Policy or otherwise observing or becoming aware that this Policy may have been violated. If an Associate is not comfortable discussing concerns with their Manager, or the concern is about their Manager, the Associate should contact one of the following:

(1) HR Advice & Guidance:

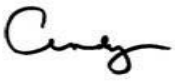
- **All Associates** can contact HR Advice & Guidance at 1-877-311-4747, option 5 or submit a support request through the People and Payroll Support tile (found on the PeopleHub homepage) https://cgna-dwp.onbmc.com/dwp/app/#/knowledge/KBA00007821/rkm.
- **For Sector Associates not supported by HR Advice & Guidance**, please contact your HR representative.

(2) The "SpeakUp" Hotline: 1-800-498-2954 or online at www.letintegritybeyourguide.com/speakup.

Any Associate who brings a concern to the Company's attention is assured that the matter will be fully and fairly investigated and that the complaint will be dealt with promptly, and in confidence to the maximum extent possible. Based on the investigation findings, if the Company finds that this Policy was violated, corrective action up to and including termination may result based on the severity of the offense.



Palmer Brown
Chief Executive Officer
Compass Group, North America



Cindy Noble
Chief People Officer
Compass Group, North America

POST ON COMPANY BULLETIN BOARD

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chartwells
serving up happy & healthy

BID SHEET
FSMC Cost Reimbursable Contract
WITHOUT ADVANCE PAYMENT

This bid is being offered by:	**Chartwells**
	Name of Food Service Management Company
This bid is being offered to:	**School District of the City of Hazel Park**
	Name of School Sponsor
Projected Meals/Meal Equivalents Per Year:	**501,742** (do not alter, cell will auto-fill upon MDE review)

Sponsor is contracting for the expenses indicated as Bid Items below	Bid Items (Sponsor completes)	Projected Operating Cost WITHOUT Advance Payment (Bidder completes)
Labor - On-Site FSMC Management Employees	X	$85,284.00
Fringe Benefits - On-Site FSMC Management Employees	X	$10,235.00
Labor - FSMC Hourly Employees	X	$768,548.39
Fringe Benefits - FSMC Hourly Employees	X	$136,874.82
Food Cost for SNP, CACFP, and SFSP Meals (including commodities delivery charge) (net of VDA/rebates)	X	$703,613.00
Non-Food Cost for SNP, CACFP, and SFSP (supplies and other materials)	X	$60,209.04
Food Cost for FFVP (as defined in RFP)	X	$49,000.00
Non-Food Cost for FFVP (supplies and other materials) (as defined in RFP)	X	$0.00
Contracted Services (not utilities or FSMC administrative costs)		
Transportation/Vehicle Cost		
Utilities (assigned to Food Service Fund)		
Other (as defined on Projected Costs tab)	X	$60,209.04
FSMC Administrative Fee	X	$81,890.00
FSMC Management Fee	X	$25,087.10
Subtotal (Bid Items Only)		$1,980,950.39
Bid Price Per Meal (subtotal divided by projected meals/meal equivalents)		3.948
Additional Food Service Markup if applicable (refer to RFP)		
TOTAL PROJECTED OPERATING COST		$1,980,950.39

Bidder will use the correct column to indicate if fees will be billed over a 10-month period, 12-month period, or by cost per meal/meal equivalent. Do not indicate costs in all 3 columns for each fee.

	School Year 2026-2027 Rates [will match the current rates on the SY 27-28 Renewal Rate Agreement Form (if renewed)]				
	COST PER MONTH				
	Monthly Fee (10 months)	or	Monthly Fee (12 months)	or	COST PER MEAL / MEAL EQUIVALENT
FSMC Administrative Fee	8189	or		or	
FSMC Management Fee		or		or	0.05

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable program laws and regulations. This contract shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.

A R Shaffer
FSMC Representative Signature

4/20/2026
Date

NOTE: The Food Service Management Company must use this bid sheet when submitting its bid.

Hazel Park Schools - Food Service Bid Opening Sheet

Bidder Name	Attended Pre-Bid Meeting (Yes/No)	Bid Bond 5% Included (Yes/No)	Proposed Labor Cost ($)	Cost Per Meal ($)	Notes
Chartwells	yes	Yes		3.94	
Nutrition Group	yes	Yes		4.73	
Sodexo	yes	yes		4.42	

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, Ed.D.
Superintendent

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

To: Dr. Amy Wilcox, Superintendent
From: Karla J. Graessley
Subject: Summer School Extended Day Activities
Date: 5/18/26

Overview

This memo seeks approval for payments to vendors providing afternoon enrichment activities at our Summer Discover programs for Hazel Park Elementary and Junior High students in the amount of $44,075 These programs take place after the academic portion of the school day and are designed to support student engagement, academic reinforcement, and social-emotional development.

Michigan Stage	$7,500
Living Arts	$5,850
Accerate4Kids	$15,125
YMCA	$15,600
Total	$44,075

This funding will come from our **Summer Discovery Grant**, which is designated to support extended learning opportunities.

Why We Are Implementing These Activities

Research and district data indicate a strong need for expanded learning beyond the school day. Extended year programs provide academic support, safe supervision, and enriching experiences that help reduce absenteeism and increase student motivation and engagement.

Why This Is Good for Hazel Park Students

1. **Academic Reinforcement:** Provides additional time for students to strengthen skills in literacy, math, and STEM in a supportive environment.
2. **Social-Emotional Growth:** Encourages teamwork, confidence, and persistence through engaging activities.
3. **Safe and Structured:** Keeps students safe and engaged during hours with increased risk of unsupervised activity.

Research Supporting After-School Programs

1. **Afterschool Alliance Report**
   Enrichment programs improve student achievement, attendance, and graduation rates.
   ➤ https://www.afterschoolalliance.org/Research.cfm

HAZEL PARK SCHOOLS

2. **RAND Corporation – Making Summer Count**
   Extended learning time through after-school programming contributes to academic gains.
   ➤ https://www.rand.org/pubs/monographs/MG1120.html

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.

Conclusion

Funding after-school activities through trusted vendor partnerships is a proven strategy to enhance student academic success and engagement. We appreciate the Board's support in approving this use of Summer Discovery Grant funds to further our commitment to student development.

Funding Source: Summer Discovery Grant

Recommendation

That the Board of Education approve the allocation of funds from the **Summer Discovery Grant** to pay vendors providing after-school enrichment activities for elementary and junior high students in the amount of $44,075.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

Docusign Envelope ID: F13C24DC-B65D-47E9-8D99-0ED258F24117

the YMCA
FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Program Memorandum of Understanding

This document describes the agreed-upon responsibilities and expectations between the YMCA of Metropolitan Detroit and the Partner Organization.

PARTNER ORGANIZATION

Organization Name:		Hazel Park School District			
City:	Hazel Park	State:	mi	ZIP:	48030
Contact Name:		Amy wilcox			
Contact Phone:		224-639-6453			
Contact Email Address:		amy.wilcox@myhpsd.org			

PROGRAM DETAILS

This Memorandum of Understanding shall remain in place from:			
Start Date:	06/22/2026	End Date:	07/30/2026
The proposed program schedule is as follows:			
Program Start Date:	06/22/2026	Program End Date:	07/30/2026
Program Start Time:	12:30	Program End Time:	3:00pm
Days of the week:	Mon.-Thurs.	Total Sessions:	24
Program Description:			
Mon-Thurs -12:30-2pm-Y on the Fly - 4 x per wk $350 per session x 24=$8.400 Mon, Tues-Junior High, Wed. & Thurs at United Oaks-Y on The Fly & Y Arts at both schools. Mon-Thurs - 2-3pm-Y Arts- 4 X per wk $300 per session X 24 =$7,200			
Fees:			
Total Due:	$15,600	Date Due:	08/04/2026
Deposit Required:	$1,500	Deposit Due:	06/09/2026
Cancelation Deadline:	06/08/2026	Cancelation Fee:	$1,000
Method of Payment:	Check, Credit Card, and ACH		
My-Y Achievers Programming requires a minimum number of participants		Is this an Achievers Program	NO
Minimum Participants:		Registration Deadline	

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the YMCA
FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

RESPONSIBILITIES AND EXPECTATIONS

Under this Memorandum, the YMCA of Metropolitan Detroit agrees to:

- Provide adequate staff to ensure a safe environment for participating youth (determined by a sign-in) during program activities for the designated above time periods.
- Communicate program information and objectives to participants, parents, and staff.
- Provide the **Partner Organization** participants who complete the required paperwork access to all program sessions.

Under this Agreement, the Partner Organization agrees to:

- Distribute program information and schedule provided by the YMCA to participating families and local residents in the community.
- Ensure the minimum participation requirements are met for programs to run.
- Allow the YMCA non-exclusive usage of designated program space for the dates and times noted above.
- Ensure that the designated area for programming is a safe and clean environment to host the program.
- Provide a 24-hour notice in writing of any changes in the agreed-upon schedule.
- Provide the YMCA with proof of insurance listing the YMCA of Metropolitan Detroit (1401 Broadway, Detroit MI 48226) as an additional insured.

INDEMNIFICATION

Partner Organization shall indemnify and hold harmless the YMCA, its directors, officers, employees, and agents from any and all claims, lawsuits, losses, damage, or injury to persons or property of whatever kind and nature, whether directly or indirectly arising from or in connection with its use of the **Partner Organization** Property by its employees, recipients and, invitees, which responsibility shall not be limited to the insurance coverage provided herein. Nothing provided in this agreement shall be construed as a modification or waiver of any immunity afforded by law to the **Partner Organization**.

DATA COLLECTION

The YMCA continually strives to improve the program experience for participants. As part of that process, we work with other YMCA organizations as well as outside researchers to design and implement surveys to learn about experiences and growth during programming, as well as standard background information. The information collected is held in confidence by the YMCA and the researchers have no ability to identify any individual participant. Identifying information will never be released to anyone outside the YMCA. During the course of our study, we hope to conduct interviews with individual participants. Before that is done, the student and their parent or guardian will be asked to sign an additional consent form.

ANONYMOUS MEDIA RELEASE

Partner Organization its staff, volunteers, vendors, and participants give the YMCA irrevocable consent to release photographs, slides, moving pictures, and audio/visual material for the purpose of YMCA records, public relations and/or advertising, videos, voice or text material, and either with or without my child's name or photo accompanying quotation. Similar media releases will be posted and exemption notices provided to the **Partner Organization**, its staff, volunteers, vendors, and participants.

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the YMCA
FOR YOUTH DEVELOPMENT®
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FOR SOCIAL RESPONSIBILITY

TERMINATION

This Agreement may be terminated in whole or in part by either party without cause. Written notice of termination shall be given in writing to both the YMCA of Metro Detroit and **Partner Organization** a minimum of 30 days prior to cancellation and shall be sent via written request. Failure to honor any of the obligations stated above may also result in the termination of this Agreement.

Any cancelation by the **Partner Organization** made less than 30 days prior to the event is subject to a 15% cancelation fee.

Signatures of authorized agency representatives:

YMCA of Metropolitan Detroit

Michelle Kotas
SVP Corporate Services/CFO

Signature: Signed by. Michelle Kotas 0B9B9B11FFAC4A0

Date: 4/9/2026

Lynette Simmons
VP of Operations – Community Initiatives

Signature: Signed by: Lynette Simmons A619996EA00B4A6

Date: 4/9/2026

(Partner Organization)

Name: Hazel Park School District

Title: Superintendent

Signature: Signed by Amy Wilcox 67C64CCAD50C480

Date: 4/8/2026

4. Monetary and Performance Terms.
Partner agrees to pay Living Arts a total amount not to exceed $___5,850.00____ for services rendered under this Agreement.

Living Arts reserves the right to adjust program structure due to economic factors, staffing availability, or budget changes. Any material financial changes will require prior notification and a signed addendum between the parties.

Living Arts agrees to submit invoices according to the agreed schedule. Payment is due within _30__ days of invoice receipt.

If payment is not received within the agreed timeframe, Living Arts reserves the right to pause services until payment is made current.

Scope of Work
Living Arts will provide the following services during the Contracting Period:

Program Description: LA- HPSD Summer Program 2026
Time: 12:30 PM – 3:00 PM
Daily Structure: Three 45-minute sessions with 5-minute transitions

Session 1: 12:30 – 1:15 PM
Session 2: 1:20 – 2:05 PM
Session 3: 2:10 – 2:55 PM

Schedule & Locations:
Monday and Wednesday: Hazel Park Junior High
Tuesday and Thursday: United Oaks

United Oaks (Dance and Visual Arts)
2 days per week × 6 weeks × 2.5 hours per day × 2 Teaching Artists @ $65/hour = $3,900

Hazel Park Junior High (Visual Arts)
2 days per week × 6 weeks × 2.5 hours per day × 1 Teaching Artist @ $65/hour = $1,950

Total Program Cost (Not to Exceed): $_____**$5,850.00**___

The Scope of Work described above reflects the services agreed upon at the time of signing.

Any additions, changes, expanded services, schedule modifications, or budget adjustments must be documented in a written addendum signed by both parties before implementation. Living Arts is not obligated to provide services beyond the Scope of Work unless a mutually executed addendum is in place.

5. Relationship of Parties.
The parties understand that this Agreement does not create an employer-employee relationship between Partner and Living Arts personnel.

Living Arts is an independent nonprofit organization and is solely responsible for:

- Compensation of its Teaching Artists and staff
- Payment of all applicable federal, state, and local taxes
- Supervision of its employees and subcontractors

Partner is responsible for the conduct of its employees, contractors, and agents in connection with this Agreement.

Nothing in this Agreement shall be construed to create a joint venture, partnership in the legal sense, or agency relationship between the parties.

6. Indemnification. Each party agrees to indemnify and hold harmless the other party, including its officers, employees, and agents, from and against any claims, damages, losses, or expenses arising out of its own negligent acts or omissions in connection with this Agreement.

7. Monitoring, Compliance and Termination Clause.
Program quality may be monitored through observation, attendance tracking, and feedback from participants and staff.

Either party may terminate this Agreement with written notice. Partner remains responsible for payment for services rendered up to the effective date of termination.

8. Effective date. This Agreement is effective as of the signature date below.

9. Miscellaneous. This Agreement:

a. Contains the entire agreement of the parties with regard to its subject matter.
b. May not be modified except by a written document signed by both parties.
c. Shall be governed by Michigan law.

Signatures. IN WITNESS WHEREOF, the Parties have executed this Service Agreement as of the Effective Date.

Living Arts

Name: _____

Title: _____

Signature: _____

Date: _____

Partner Organization:

Name: _____

Title: _____

Organization: _____

Signature: _____

Date: _____

Accelerate4KIDS®

CREATING TOMORROW CREATORS

HAZEL PARK SCHOOL DISTRICT
2026 SUMMER ENRICHMENT PROGRAMS

ACCELERATE4KIDS® SERVICE AGREEMENT

Organization Name:	HAZEL PARK SCHOOL DISTRICT
Organization Address:	1620 E. ELZA
Organization City, State, Zip:	HAZEL PARK, MI 48030
Organization Website:	WWW.HAZELPARKSCHOOOLS.ORG
Contact Name:	KARLA JAY GRAESSLEY
Contact Title:	DIRECTOR OF COMMUNITY SCHOOLS
Contact Email:	Karla.Graessley@myhpsd.org
Contact Phone:	248-658-5284
Agreed Service:	Accelerate4KIDS will provide summer STEM enrichment programs for 70 youth at Hazel Park Jr High (6th-8th) and United Oaks Elementary (3rd-5th) including 3D Printing, Coding & Entrepreneurship.
Date of Service:	6/22 – 7/31 (6 weeks) at 12:30pm – 3:00pm
Total Cost of Service:	$15,125 ($7562.50 - Invoice 1 Due 6/22 & Invoice 2 Due 7/31)

This agreement is entered into between Accelerate4KIDS®, a Michigan nonprofit, having a principal mailing address at 440 Burroughs Street, Ste 187, Detroit, MI 48202, (referred to as "Accelerate4KIDS®") and the above client (referred to as "Organization"). The term of this agreement will begin on the effective date stated below and can be terminated by either party without of cause with at least two weeks written notice.

In addition, the client has made the participant families aware of the partnership with Accelerate4KIDS® and its purpose as an education organization. For their child(ren) to participate, the families have waived any rights against the Accelerate4KIDS®, the staffs and volunteers about the curricula being taught, the program activities, the use of photographs and videos for promotion, and data collected from classes, camps and clubs for research and program improvement. The client has discharge the Accelerate4KIDS®, the staffs, and volunteers of and from all claims debs, attorney fees, costs, actions and causes of action of any kind connected with this activity or these activities.

This Service Agreement is effective as of the 23rd *day of* April *, 20* 26 .

Accelerate4KIDS®

Signature: Thanh Tran

Name: Thanh Tran

Date: 4/23/26

Partnership Organization

Signature: _____

Name: _____

Date: _____

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Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Accelerate4KIDS Foundation

Business name/disregarded entity name, if different from above
Accelerate4KIDS

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☑ Other (see instructions) ▶ **nonprofit 501c3**

Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)
440 Burroughs Street, Ste 187

Requester's name and address (optional)

City, state, and ZIP code
Detroit, MI 48202

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
			–			–				

Employer identification number
8	1	–	4	4	5	6	9	3	2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Thanh Tran* Date ▶ 1/4/26

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Michigan Stage

HAZEL PARK SCHOOLS

Memorandum of Understanding
Michigan Stage and Hazel Park Schools

I. Memorandum of Understanding

This Memorandum of Understanding (MOU) sets out the principles to guide the activities of the partnership between Michigan Stage and Hazel Park Schools (HPS), the mission of which is to 1) increase access to the dramatic arts for HPS students by establishing training opportunities and professional pathways within the Michigan Stage scope of programming, and 2) support student wellness via SEL-based interpersonal activities.

II. Program Partners

The following entities are participating in building this community partnership. They are committed to the mission of the project and will collaborate to achieve its strategic objectives.

- **a.** Michigan Stage
  - **i.** Tim Paré, Artistic Director
- **b.** Hazel Park Schools
  - **i.** Dr. Amy Wilcox, Ed.D., Superintendent
  - **ii.** Karla Graessley

III. Partnership Description, Timeline, & Purpose

- **a. Timeline (details below)**
  - **i.** ***Six weeks of Summer Camp***
    - ***1. June 22 - July 31***
- **b. Scale: Four days of programming per week for two hours each.**
  - **i.** ***United Oaks:*** Two days per week for two hours each led by up to three Teaching Artists.
  - **ii.** ***Hazel Park Junior High :*** Two days per week for two hours each led by up to two Teaching Artists.

IV. Playlab Details

- **a. Philosophy**
  - **i.** Michigan Stage Playlabs are engaging, amusing, one-of-a-kind workshops that are heavily determined by the participating students under the guidance of professional teaching artists. Each program focuses on building interpersonal and performance skills through ensemble-based work, improvisation, and individualized coaching. Our traditional Playlabs culminate with a student-created original work to be performed on the final day of the program.
  - **ii.** Our unique Playlab model blends storytelling with performing arts and a focus on preserving our region's history. Groups of all ages and communities learn to work together, sharing ideas and building collaborative social skills in a creative environment, thereby expanding the boundaries of where theater can take us.
- **b. Location**

i. United Oaks Elementary - Location TBD
ii. Hazel Park Junior High - Location TBD

c. **Campers**
   i. Playlabs are a space for the brave and curious. We attract both veterans of the stage and first-time performers. We're a strengths-based arts program. We meet our students where they are—regardless of ability or experience, affirming their positive attributes, and inspiring them to be compassionate to themselves and others throughout the creative process.
   ii. Registration will be handled by HPS.
d. **Performance Outcomes**
   i. The Playlabs summer program will culminate with an original, camper-created performance to share back at each respective school. The performance will be *30 minutes* and integrate skills acquired throughout the session including storytelling, acting, and improvisation.
e. **SEL Outcomes**
   i. Michigan Stage Playlabs are a safe environment where students can express themselves, find their voice, learn how to deal with challenging situations, and better understand how the choices they make will impact their lives and the lives of those around them, ensuring they will grow up to be well-rounded, active citizens.
   ii. 100% of participants have access to:
      1. Acting and improv training
      2. Tools for conflict resolution and self-regulation
      3. Heightened SEL competencies: Playlabs nurture creative expression, develop positive social and emotional identity, and encourage curiosity, collaboration, and critical thinking—all through the performing arts.
      4. Increased confidence, social-capital, and social engagement
      5. Fun and new friends
   iii. Playlabs are a safe space and structured environment for students to connect and grow outside of traditional school environments.
   iv. Repurposed elements from traditional sports leagues reinforce team unity, camaraderie, and good sportsmanship.
f. **Schedule - Hazel Park School District**
   i. **Summer Camp**
      1. Weeks June 23 - August 1
         a. United Oaks Elementary
            i. Two afternoons per week for two hours each - Monday and Wednesday from 1-3pm at United Oaks.
               1. Pending program structure Michigan Stage can offer program rotation twice each day (one hour sessions) to accommodate all interested students as they rotated through other program activities.
         b. Hazel Park Junior High
            i. Two afternoons per week for two hours each - Tuesday and Thursday from 1-3pm at Hazel Park Junior High.
               1. Pending program structure Michigan Stage can offer program rotation twice each day (one hour sessions)

to accommodate all interested students as they rotated through other program activities.

V. Program Staffing & Resources

a. Playlab facilitators

i. ***Teaching Artist(s):*** This Michigan Stage contractor plans and facilitates the Playlab workshops. Our participant-to-teacher ratio will never exceed 10:1.

ii. ***Camp Counselors:*** Although not an official member of the team, camp counselors are invited to join in capacity building.

b. Administrative & managerial staff

i. ***Social Workers:*** This Michigan Stage staffer advises staff on best practices.

ii. ***Programs Coordinator:*** This Michigan Stage representative coordinates performance details with district liaison, supports on-site staff with materials, resources, and facilitates substitution requests.

VI. Finances

a. Insurance

i. Michigan Stage carries liability insurance underwritten by Michigan Millers.

b. Funding

i. Michigan Stage will pay all staff involved in the coordination of Playlabs.

ii. HPS will provide in-kind contributions of space for the Playlabs, as well as pay Michigan Stage $7,500 for the six weeks.

c. Rentals

i. Michigan Stage will be granted access to HPS spaces for the planning, production, and exhibition of Playlabs at no cost.

VII. Amendment to this Memorandum of Understanding

The partners may agree to amend this MOU, provided they support the incorporation of this amendment into this document. This MOU will remain in effect until June 15, 2025, with annual review.

Acknowledged and agreed upon by:

On behalf of Michigan Stage:

By: Tim Paré

Name: Tim Paré

Title: CEO

Date: 4/15/2026

On behalf of Hazel Park Schools:

By: Amy Wilcox

Name: Dr. Amy Wilcox

Title: Superintendent

Date: 4/15/2026

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, 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: Monica Papasian, Assistant Superintendent of Business
Subject: Recommendation for Approval of 2026 Tax Rate Request
Date: May 18, 2026

Each year the Board of Education must approve the property tax millage to be levied on the community. We are recommending the following millage rates for the 2026 tax year, which will provide revenue for the 2026/2027 fiscal year:

- 18.0000 mills for General Fund operations
- 10.0000 mills for retirement of principal and interest in the Qualified Debt Service Fund
- 2.5301 mills for Capital Projects Sinking Fund

The General Fund levy of 18.0 mills is part of the State Aid funding formula and will be levied on all non-primary residency property and 6.0 mills on commercial personal property. This operating millage was approved by voters on August 7, 2018 to be levied through the 2037/2038 year.

The Qualified Debt Service tax rate of 7.5 mills will be levied on all classes of property for the purpose of retiring the principal and interest obligations on the 2011, 2012, 2019, and 2020 refunding bonds. The millage in this fund is statutorily required by the Michigan Department of Treasury each year, as the School District participates in the School Loan Revolving Fund for qualified debt.

The Unqualified Debt Service tax rate of 2.5 mills will be levied on all classes of property for retiring the principal and interest obligations on the 2022 refunding bonds.

The Capital Projects Sinking Fund tax rate of 2.5301 mills will be levied on all classes of property for major facility repairs or improvements. The 2026 tax year is the seventh year of the ten (10) year Sinking Fund millage approved by voters in August 2018 to be levied through the 2028/2029 year.

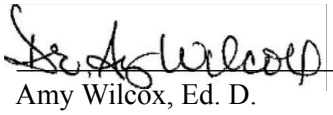
We are recommending that 100% of the taxes be levied during the summer 2026 tax collection period in order to provide cash flows relief for General Fund operations, needed revenue for the Debt Service Funds to make timely debt payments, and needed revenue for facility improvements.

HAZEL PARK SCHOOLS

The millage rates will be a subject of the June 2026 Truth in Taxation and Budget Hearing, and will appear in the appropriation resolution to be adopted by the Board of Education for the 2026/2027 fiscal year. The attached Form L-4029, Tax Rate Request details the number of mills to be collected for the 2026 tax year.

Recommendation
That the Board of Education approve the 2025 Tax Rate Request, as presented

APPROVED AND RECOMMENDED FOR BOARD ACTION



Amy Wilcox, Ed. D.
Superintendent

Michigan Department of Treasury
614 (Rev. 07-25)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2026 Tax Rate Request (This form must be completed and submitted on or before September 30, 2026)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2026 Taxable Value of ALL Properties in the Unit as of 05-26-2026
Oakland County	**590,429,050**
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2026 Taxable Value excluding Principal Residence, Qualified Agricutlural, Qualified Forest, Industrial Personal and Commercial Personal Properties.
School District City of Hazel Park	**303,671,650**

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2026 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2026 Current Year "Headlee" Millage Reduction Fraction	(7) 2026 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Non Pre	Operations	08-07-20	22.0000	19.5464	0.9893	19.3372	1.0000	19.3372	18.0000	0.0000	06-30-38
Debt	Qualified	02-26-02	Unlimited	N/A	1.0000	N/A	1.0000	7.5000	7.5000	0.0000	12-31-31
Debt	Qualified	08-17-12	Unlimited	N/A	1.0000	N/A	1.0000	2.5000	2.5000	0.0000	06-30-32
Extra Voted	Sinking	08-17-18	3.0000	2.5852	0.9787	2.5301	1.0000	2.5301	2.5301	0.0000	06-30-29

Prepared by	Telephone Number	Title of Preparer	Date
Crystal Mubarak	**2486585213**	**Director of Business**	

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☐ Clerk ☒ Secretary		**April Beaton**	
☐ Chairperson ☒ President		**Beverly Hinton**	

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2026 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	**0.0**
For Commercial Personal	**6.0**
For all Other	**18.0**

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Instructions For Completing
Form 614 (L-4029) *2026 Tax Rate Request*,
Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2026 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2025 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2025** permanently reduced rate can be found in column 7 of the **2025** Form L-4029. For operating millage approved by the voters after April 30, 2025, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2026 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2026 and future years. This prevents any increase or "roll up" of millage rates. Use 1.0000 for new millage approved by the voters after April 30, 2026. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2026 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2026 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2026 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calulated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2026. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2026 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2026. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, Ed.D.
Superintendent

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

To: Amy Wilcox, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching & Learning
Brad Wilkins, Director of Technology
Subject: Power School and MBA Plugin Purchase
Date: May 18, 2026

This memo is to request approval for the renewal of the district's PowerSchool Solutions and purchase of MBA Plugins for the 2026–2027 school year. As a reminder, PowerSchool serves as the district's student information system and is a critical tool for managing student data, communication, and family engagement, and other essential operations. In addition to the renewal of the current solutions, we are recommending the purchase of PowerHub, Power Pack, and MBA Plugins. The proposed renewal term is July 1, 2026, through June 30, 2027. In the future, we would like to explore multi-year agreements to streamline operations and reduce overall costs.

New/Enhanced Components:

- PowerHub: PowerHub serves as a centralized access point for PowerSchool solutions, providing a streamlined, single sign-on experience for families and staff. This tool supports the district's goal of creating a "one-stop" PowerSchool landing page where parents and guardians can access student information, communications, and additional services in one place.

- PowerPack: PowerPack is an extensive collection of tools and services designed to enhance and extend the capabilities of the PowerSchool Student Information System (SIS). It streamlines operations for K-12 administrators and teachers through features like an Early Warning System (EWS) for student tracking, automated student alerts, bulk email functionality, and customized locker management, aimed at increasing efficiency
-
- MBA Plugins: The addition of MBA plugins further extends the functionality of PowerSchool by enhancing incident tracking, data migration, and device management capabilities:
    - Incident Creator with Chart-It: Streamlines incident documentation and provides built-in analytics and visualization tools.
    - Log Migration: Ensures historical log data is preserved and accessible within PowerSchool.
    - Device Manager Plus: Supports tracking and management of district-issued devices.

Cost Breakdown - Power School, School Messenger, and MBA Plugin

The total amount listed below represents the maximum projected costs for PowerSchool and the new MBA Plugins. We are currently finalizing a comprehensive review of all solutions to evaluate usage and functionality. Additional negotiations with PowerSchool may occur with the goal of reducing the overall cost. Be assured, we will work diligently to reduce costs and bring a more streamlined experience to our school district for students, families, and staff.

HAZEL PARK PROMISE

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

Solution / Component	Annual Cost
PowerSchool SIS Hosted Subscription	$26,639.42
SIS Hosting (SSL + Storage)	$808.92
Platform Hosted	$6,089.01
Student Analytics	$11,416.89
Analytics & Insights (MTSS)	$6,850.14
Schoology LMS	$15,222.53
PD+ (PowerSchool & Schoology)	$4,031.78
Enrollment Express	$9,133.52
Ecollect Forms	$7,248.82
Performance Matters (Assessment & Reporting)	$16,744.78
Content (Item Bank & Assessments)	$4,566.76
*Curriculum & Instruction	$13,700.27
Special Programs (SE, 504, ELL, Service Capture, Digital Signatures)	$16,925.01
PowerSchool Subtotal	**$139,378.85**
SchoolMessenger Communicate	$3,377.93
SchoolMessenger Newsletter	$953.54
School Messenger Subtotal	**$4,331.47**
Incident Creator w/ Chart-It (Year 1 Subscription)	$4,251.15
Incident Creator Training & Implementation (One-Time)	$1,200.00
Log Migration Subscription License	$900.00
Log Migration Implementation (One-Time)	$800.00
Log Migration Configuration Validation (One-Time)	$400.00
Device Manager Plus (Year 1 Subscription)	$4,251.15
Device Manager Plus Training & Implementation (One-Time)	$1,500.00
MBA PlugIns Subtotal	**$13,302.30**
PowerHub & PowerPack - Launch and usage Fees Spring 2026 (one-time	$3,247.71
PowerHub & PowerPack - 2026-2027 School Year	$12,742.70
PowerHub & PowerPack Subtotal	**15,990.41**
Total 2026 - 2027 Estimated Cost	**$173,003.03**

***Under consideration for removal.**

Strategic Goal Alignment

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, Ed.D.
Superintendent

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

- **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.

Funding Source: General Fund

Recommendation
That the Board of Education approve the PowerSchool and MBA solutions in an amount not to exceed $175,000.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK PROMISE

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, Ed.D.
Superintendent

Ford Administration
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www.hazelparkschools.org

To: Amy Wilcox, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching and Learning
Subject: 2026-2027 Teaching and Learning Materials and Digital Resources Purchase
Date: 5/18/2026

To streamline the approval process, several curriculum-related purchases have been consolidated in this memo. This approach allows for the timely ordering of materials and provides a clear, comprehensive view for the Board of Education. While this document does not include all Teaching and Learning purchases, it does reflect many of the key items that exceed the $5,000 threshold. **Purchase costs may be adjusted based on final enrollment numbers, which may result in increases or decreases in expenditures.**

	Digital Resource, License, or Material	**Type**	**Grade Span**	**Cost**
Math	Investigations Math Journals	Replacement	K-5	$42,746.00
	Big Ideas Math - Digital Resource and Grade 8 Workbooks - Grade 6, 7, and 8	Renewal	6-8	$26,080.00
	Big Ideas Math - Digital Resource - Algebra I, Algebra II, Geometry, Pre-Calculus	Renewal	9-12	$18,758.50
	Imagine Math - Supplementary Digital Tool - HPHS	Renewal	6-8	$10,000.00
	Imagine Math - Supplementary Digital Tool - HPJH	Renewal	9-12	$10,000.00
	*Imagine Math - Supplementary Digital Tool - Edison and Advantage	Renewal	9-12	$3,000.00
	Direct Instruction Intervention - Workbooks	*Replacement	3-12	$27,500.00
			Total	**$95,338.50**
ELA	**Digital Resource, License, or Material**	**Type**	**Grade Span**	**Cost**
	American Reading Company - Digital Access	Renewal	K-5	$36,000.00
	American Reading Company - Consumable Materials	Renewal	K-5	$167,225.00
	American Reading Company - Digital Access	Renewal	6-8	$24,000.00
	American Reading Company - Consumable Materials	New	9-12	$10,300.00
	American Reading Company - Secondary Professional Learning	New	6-12	$22,200.00
	Handwriting Without Tears - Workbooks & Digital Access	*Replacement	K-5	$14,483.00
	Sadlier Vocabulary Workshop - Grades 5, 6, 7, 8, & 9	Replacement	5-8	$11,623.96

HAZEL PARK PROMISE

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	Direct Instruction Intervention - Workbooks	*Replacement	3-12	$27,500.00
			Total	**$313,331.96**
Science	**Digital Resource, License, or Material**	**Type**	**Grade Span**	**Cost**
	Science Dimensions - Grades 6-8		6-8	$9,942.50
			Total	**$9,942.50**
Social Studies	**Digital Resource, License, or Material**	**Type**	**Grade Span**	**Cost**
	TCI - Social Studies Alive Digital Resource - Grades 6, 7, and 8	Renewal	6-8	$20,781.00
	Cengage - Economics & Civics Digital Resource	Renewal	9-12	$7,056.00
	CenGage - AP World History & AP Government	Renewal	9-12	$3,750.00
			Total	**$27,837.00**
Electives	Music - Quaver Education	Renwal	K-8	$6,300.00
			Total	**$6,300.00**
Assessment	**Digital Resource, License, or Material**	**Type**	**Grade Span**	**Cost**
	i-Ready Diagnostic - Reading/Math Diagnostic & Math Personalized Learning	Renewal	K-5	$49,720.00
	i-Ready Diagnostic - Reading and Math	Renewal	6-8	$5,329.50
	*i-Ready Diagnostic - Reading and Math - Edison	Renewal	Mulitple Levels	$4,647.00
	i-Ready Diagnostic - Reading and Math - HPHS & Advantage	Renewal	9-12	$3,225.00
	*i-Ready Diagnostic - Reading and Math & Personalized Learning - INVEST	Renewal	9-10	$14,530.00
	FASTbridge SAEBRS - Social Emotional Learning	Renewal	2-12	$8,600.00
			Total	**$86,051.50**
Online Course Provider	**Digital Resource, License, or Material**	**Type**	**Grade Span**	**Cost**
	*Subject.com - Online Course Software	Renewal	9-12	$134,750.00
			Total	**$134,750.00**
			Grand Total	**$667,251.46**

***Fees charged to INVEST or Center Fund**

HAZEL PARK SCHOOLS

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Superintendent

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Funding Sources:

- General and Center Fund
- Title I Funding
- MCA and INVEST
- Other Grant as Applicable

Strategic Goal Alignment

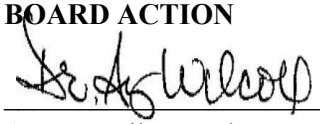
Curriculum & Instruction: Hazel Park Schools will develop innovative, independent, and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

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.

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 instructional materials for the 2026-2027 school year in the amount of $667,251.46**,** with the ability to make adjustments for changes in enrollment or contract negotiations.

APPROVED AND RECOMMENDED FOR BOARD ACTION



Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK PROMISE

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Kruppe, Ed.D.
Superintendent

Ford Administration
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www.hazelparkschools.org

To: Dr. Amy Wilcox, Superintendent
From: Dr. Megan Papasian-Broadwell, Executive Director of Student Services
Subject: HPS Medicaid Quality Assurance Plan 2026-2027
Date: May 18, 2026

In accordance with the Medicaid Provider Manual, School Service Program (SSP), all ISDs and Local Educational Agencies must have a Quality Assurance Plan in place and effective by the first day of each fiscal year as it pertains to Direct Service Claiming and Caring 4 Students. Hazel Park School District will submit the Quality Assurance Plan to Oakland Schools by June 18th of each fiscal year.

School Services Program (SSP) providers must have a written quality assurance plan on file. The SSP costs will be reviewed and/or audited by the Michigan Department of Health and Human Services (MDHHS) for determination of medical necessity and to verify that all services were billed and paid appropriately. The purpose of the quality assurance plan is to establish and maintain a process for monitoring and evaluating the quality and documentation of covered services and the impact of Medicaid enrollment on the school environment.

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.

Funding Source: Sinking Fund

Recommendation
That the Board of Education approve the Hazel Park Schools Quality Assurance Plan 2026-2027.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Wilcox, Ed. D.
Superintendent

HAZEL PARK SCHOOLS

Quality Assurance Plan for Hazel Park School District 7-1-2026

Policy

In accordance with the Medicaid Provider Manual, School Service Program (SSP), all ISDs and Local Educational Agencies must have a Quality Assurance Plan in place and effective by the first day of each fiscal year as it pertains to Direct Service Claiming and Caring 4 Students. Hazel Park School District will submit the Quality Assurance Plan to Oakland Schools by June 18th of each fiscal year.

School Services Program (SSP) providers must have a written quality assurance plan on file. The SSP costs will be reviewed and/or audited by the Michigan Department of Health and Human Services (MDHHS) for determination of medical necessity and to verify that all services were billed and paid appropriately. The purpose of the quality assurance plan is to establish and maintain a process for monitoring and evaluating the quality and documentation of covered services and the impact of Medicaid enrollment on the school environment.

According to the Michigan Department of Health and Human Services Medicaid Provider Manual for School Services, an acceptable quality assurance plan addresses each of the following:

1. Covered services are medically necessary, as determined and documented through appropriate and objective testing, evaluation, and diagnosis.

2. The plan of care identifies which services covered are to be provided and the service frequency, duration, goals, and objectives.

3. A monitoring program exists to ensure that services are appropriate, effective, and delivered in a cost-effective manner consistent with the reduction of physical or mental disabilities and assisting the student to benefit from special education.

4. Billings are reviewed for accuracy.

5. Staff qualifications meet current licenses, certification, and program requirements.

6. Established coordination and collaboration exist to develop POCs with all other providers (i.e., Public Health, MDHHS, Community Mental Health Services Programs [CMHSPs], Medicaid Health Plans [MHPs], Hearing Centers, Outpatient Hospitals, etc.).

7. Parent/guardian and beneficiary participation exist outside of the IEP/IFSP or plan of care team process in evaluating the impact of the SS program on the educational setting, service quality and outcomes.

Hazel Park School District Plan

A. Covered Services

Covered services are medically necessary as determined and documented through appropriate and objective testing, evaluation, and diagnosis.

Qualified Medicaid staff members develop, sign and implement a medical plan of care when documented assessments, tests and other activities school staff members perform demonstrate the student is eligible for Direct Service Claiming (DSC) or Caring for Students (C4S) services. The Medicaid providers also work with families, physicians and Oakland Schools to meet requirements for services that are included in physicians' orders, prescriptions or referrals. Lastly, qualified providers working in the scope of their practice will authorize personal care services when it is determined that the students have disabilities or conditions that require assistance from a personal care aide.

B. Plan of Care

The Plan of Care includes the covered services that will be provided, service frequency, duration, goals and objectives.

- A student's plan of care identifies the medically necessary services, delivery method, frequency, duration, goals, and objectives. Our electronic system (MISTAR) is programmed with filters to ensure compliance. Before documentation can be finalized and archived, staff must verify the information is compliant. Services are compliant when the delivery method is Direct or Consult, a frequency and duration is listed, and the form includes goals and objectives for services. This information is verified by Oakland Schools on a monthly basis as part of the review for speech referrals and prescriptions for OT and throughout the year as part of the compliance monitoring process and when researching billing issues. The initial IEP/ IFSP must include the signed offer of FAPE and a manual/electronic signature of all people in attendance. Any electronic signatures will be accompanied by an authentication page.

Physician's Referrals, Authorizations and Prescriptions

- Speech Referrals are required when a medical plan of care team lists speech, language, or hearing services in the student's medical plan of care. To meet the requirement, each month the Medicaid Reimbursement Office will obtain a physician speech referral for all the students based on their current POC.

- Occupational Therapy Prescriptions are required when the medical plan of care team lists occupational therapy or orientation. When students have a POC that lists direct Physical and Occupational Therapy services, the family's prescription should include both services. Each school year, the Medicaid reimbursement office reminds schools that prescriptions are required when OT services are to be reported for Medicaid reimbursement. Schools must obtain the

prescription and provide copies to the Oakland Schools Medicaid Department. If it's 30 days from the date of the POC and no OT prescription was obtained, the school should request help from Oakland Schools. The school will send Oakland Schools Medicaid Office a copy of the student's POC and the student's most recent OT evaluation.

- Physical Therapy Prescriptions – When the students medical plan of care requires physical therapy services, under MARSE rules, "physical therapy" must be prescribed by a physician and provided by a State of Michigan licensed physical therapist or physical therapy assistant. OS Medicaid Billing Department obtains a copy of the prescription from the district to enter into MISTAR which will be used to filter out any billings that are not compliant.

- Physicians Orders and Nursing Care Plan – Identifies when nurses must develop and implement an Individualized Healthcare Plan (IHP). Per public health code and Medicaid rules, school nursing services are considered medically necessary when they are ordered/prescribed by the student's personal physician, physician assistant, nurse practitioner or clinical nurse specialist and when the nursing goals and objectives are listed in the student's medical plan of care (IHP/IFSP/C4S plan, etc.). Districts are reminded of the requirements for nursing services and Medicaid billing on an annual basis.

C. Monitoring Program

A monitoring program exists between our district and Oakland Schools to ensure that no services are appropriate, effective, and delivered in a cost-effective manner consistent with the reduction of physical or mental disabilities and assisting the beneficiary to benefit from special education.

- An annual compliance monitoring process will be conducted by OS Medicaid Department, to ensure that services are appropriate, effective, and delivered in a cost-effective manner consistent with the reduction of physical or mental disabilities and assisting the beneficiary to benefit from special education. Additionally, our district's Direct Services staff and Case Managers are responsible for monitoring the appropriateness and effectiveness of services provided according to the IEP/IFSP treatment plan.

- Through ongoing training with our staff, we emphasize the urgency of completing the RMTS within 48 hours. Daily, Oakland School's Medicaid Department will assist our district by monitoring the status of the Random Moment Time Studies and notifying our district of outstanding moments to ensure the responses are submitted to PCG within 48 hours and we are in compliance.

D. Billings are reviewed for accuracy.

- Our district utilizes the billing software utilized by Oakland Schools. It is a web-based interface for district staff to record the services they provided and contains logic that allows users to enter only procedure codes allowed for their specific discipline, tracks service times frequencies and duration allowed by SSP policy.

- On a monthly basis, Oakland Schools will perform a review process of all documentation submitted for billing from our district prior to submitting claims to MDHHS. Claims that do not meet the SSP requirements are failed and not billed. Memos are sent to our staff to explain failed/rejected claims and how to correct and resubmit claims the following month if possible.

- The OS Medicaid Billing Department will provide our district with the following reports after the monthly billing is submitted:

  - ❖ Missing Report - provides a list of staff and the Medicaid eligible students on their caseloads that they have not billed.
  - ❖ Open Report - provides a list of staff and Medicaid eligible on their caseloads with unfinished billings or rejected billings students.
  - ❖ Missing NPI report – shows list of students that need referrals, prescriptions or physician orders.

E. Staff Qualifications

Staff qualifications meet current licenses, certifications, and program requirements. Our District's Special Education Office is responsible for ensuring that staff included on their Staff Pool Lists are on the appropriate lists and that those recording services for claiming meet the qualifications as stated in policy.

Our student data system includes a "Faculty" mode in which our district assigns Medicaid "cert-types" to their staff based upon the qualifications stated in policy. The cert-types allow Oakland Schools to limit the procedure codes staff may use, control frequencies, and start and end times and require supervisory information for staff whose documentation requires review.

Limited License Providers will need their Fully License Supervisor to review and sign off their monthly billable notes for each student they service. Additionally, the Limited License Provider will need keep track of their Supervision logs along with their meeting times and Supervision discussion.

F. Established Coordination and Collaboration Exists

Established coordination and collaboration exist to develop plans of care with other providers, (i.e., Public Health, MDHHS, Community Mental Health Services programs (CMHSPs), Medicaid Health Plans (MHPs), Hearing Centers, Outpatient Hospitals, etc.).

- Our district is responsible for the coordination of student services with outside agencies. Oakland School's Special Education Department is also available to assist with the coordination of services with various agencies.

G. Parent/guardian and student participation exists outside of the IEP/IFSP or plan of care team process in evaluating the impact of the School Service Program on the educational setting, services quality, and outcomes.

- Oakland School's Medicaid Department provides our districts with a "Parent Letter" at the beginning of each school year that explains the Medicaid School Services Program. This letter is given to all parents of all students receiving Special Education services. Parental Consent forms are also given to parents in order to obtain their approval for billing Medicaid.

- Hazel Park School District will only have to collect Medicaid parental consents one-time, for IEPs & Caring 4 Students, so long as the student remains in the same county. The parental consent form is included in our student data system's Special Education Forms module to facilitate the printing of documents along with the IEP forms. If consent is not received at the IEP meeting, it may be sought via a letter sent to parents by our district on our letterhead. Parent responses to the consent are logged by our district into the student data system. A refusal entered into the MISTAR system will cause any services entered for the student to be filtered out of claim submissions. Lastly, Caring 4 Students must have a signed plan of care completed annually.

- Hazel Park School District provides progress reports each card-marking to the parents which includes updates on both academic and health related services that the student is receiving in school.

Annual Record Review for Compliance Monitoring is Conducted by ISD

Annual Record Review for the Direct Claiming Service and Caring 4 Students Programs

The purpose of the random record review conducted by Oakland Schools is to monitor their level of compliance with the MDHHS School Service Program policy for Medicaid reimbursement. Oakland School's Medicaid Department will be responsible for conducting monitoring with the criteria as follows:

- At a minimum, five local districts will be randomly selected for monitoring.

- If selected, five students will be selected according to those with the highest, medium, and lowest number of claims billed.

- Service and Summary Notes record for one month of the previous school year are printed for each student. This information is entered or uploaded into our MISTAR billing system.

- The information requested from our district consists of the following records available on the date scheduled for remote review:
  - ❖ The MET(s) and IEP(s), care plans and evaluations related to the dates of services billed.
  - ❖ Student attendance records for the quarter
  - ❖ Parental consent for Medicaid billing
  - ❖ Personal Care Authorization form
  - ❖ Personal Care and/or Transportation logs, if applicable
  - ❖ Staff certifications/licenses if not appearing on the LARA web site
  - ❖ Limited License Providers will need their Fully License Supervisor to review and sign off their monthly notes for each student. Additionally, staff will need keep track of their Supervision logs with their meeting times and Supervision discussion.

- The documentation is then reviewed by Oakland School's Medicaid Billing Department as follows:
  - ❖ Student had an active IEP or plan of care in place for the dates of service
  - ❖ Students were in attendance on all dates for which direct services were billed.
  - ❖ Services rendered were prescribed on the IEP or plan of care (or were inherent in the program for center-based services)
  - ❖ The number of services rendered was within the frequencies/durations prescribed on the IEP or plan of care
  - ❖ Personal Care and/or Transportation logs supported the services rendered
  - ❖ Parental consent for Medicaid billing was obtained
  - ❖ Physician referrals, and/or scripts, were obtained for the reported services
  - ❖ Physicians or other medical staff working under their scope of practice have provided orders for Personal Care Services
  - ❖ Clinician notes provided sufficient documentation to support the selected procedure code(s)
  - ❖ Staff met Medicaid qualifications to provide billed services

- Exceptions are noted and reported to district Special Education Directors/Supervisors. Exceptions are resolved via corrective action or claim cancellations/voids, depending upon the severity of the issue. Issues that appear to be systematic are addressed in the Medicaid Matters newsletter, training sessions, and via written communications with district Special Education Directors/Supervisors and applicable staff.

Financial Reporting and Compliance

The semi-annual financial data reported (salaries, benefits, supplies, purchased services, and other expenditures) must be based on a cash basis. The actual detailed expenditures from our district's payroll and financial systems. Payroll and financial system data must be applied using generally accepted governmental accounting standards and principles or applicable administrative rules. The expenditures accumulated must correlate to the claiming period."

Staff Pool List

Hazel Park School District's Student Services Office completes the semi-annual Staff Pool lists according to the schedule established by Public Consulting Group (PCG). This task is completed by a Student Services Secretary and reviewed by the Special Education Director and/or Supervisors. The Special Education Secretary will be responsible for all updates and process changes. Oakland Schools Medicaid Department will provide training and technical assistance, as needed, and will monitor the status and conduct a final review of the certified copy of the Staff Pool Lists for accuracy and to make sure the deadline is met. The ISD may also recommend corrections, if necessary.

Semi-annual Financials and Facility Settlement

SEMI-ANNUAL FINANCIALS: Semi-annual financials are completed, certified and submitted directly to PCG by the Business Office Official.

FACILITY SETTLEMENT: The district's Business Office Official will complete the Annual Facility Settlement in CHAMPS and submit it to Oakland Schools Medicaid Manager on the date designated by the Manager. If a designated date has not been provided by the Medicaid Manager, then the deadline date defaults to November 30th. The Business Official must also provide the supporting documentation for expenditures entered into CHAMPS from the general ledger.

Oakland Schools Medicaid Manager will review the data reported in the Facility Settlement for accuracy. Oakland School's Medicaid Manager will reject the Facility Settlement for correction, if needed, or approve it. and certifies and submit the certification to the Michigan Department of Health and Human Services.

CONFIDENTIALITY

Hazel Park School District is responsible for adhering to the Health Insurance Portability and Accountability Act of 1966 (HIPAA, Title II) to protect the privacy of student's protected health information.

Hazel Park School District staff submitting Medicaid claims using MISTAR and the electronic Service Tracker record must obtain a secure Username and Password and are required to have a signed and

dated physical copy of their signature on file with Oakland Schools. Their signature on the “Electronic Signature Verification” form confirms their intent to maintain the security and confidentiality of the Username and Password chosen.

Oakland Schools will maintain all original “Electronic Signature Verification” forms completed by Hazel Park Providers and compare those submitted with current Staff Pool Lists. Oakland Schools Medicaid Specialist will notify Hazel Park Schools Student Services secretary of any missing forms. For any Provider without an “Electronic Signature Verification” form on file, an original, signed Service Tracker report must be maintained in the Student Services student file. For Providers working under the Supervision of a qualified Provider, both the Provider of the service and the Supervising staff must sign the Service Tracker report and maintain these in the appropriate student document record.

The Special Education Director is responsible for the completion and execution of the Quality Assurance Plan. The Business Official is responsible for the completion and submission of the Semi-Annual Financials and Annual Facility Settlement.

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, 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: Amy Kruppe, Superintendent
Subject: Approval of Invoices – School & Municipal Financial Service Advisory, P.C.
Date: May 18, 2026

Administration requests approval of the attached invoices submitted by School & Municipal Financial Service Advisory, P.C. for financial advisory services provided to the District.

The attached invoices include the following professional services:

February 15, 2026 Invoice – $23,040.00.

April 30, 2026 Invoice - $17,327.00.

The total amount submitted for approval is $40,367.00.

At a previous meeting, the Board established a spending cap of $50,000.00 for this financial advisory process. Approval of these invoices remains within the authorized amount however we would ask to increase that another $10,000.00 due to scheduled meetings to finalize the budget. This will bring the cap to $60,000.00.

Funding Source: General Fund

Recommendation
That the Board of Education approve an increased spending of $10,000 for the School & Municipal Financial Service Advisory, P.C., as presented.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK PROMISE

School & Municipal
Advisory Services, PC

April 30, 2026

Board Treasurer Heidi Fortress
Hazel Park Schools Board of Education
1620 E. Elza Avenue
Hazel Park, MI 48030-2358

INVOICE FOR PROFESSIONAL SERVICES RENDERED:

RE: Financial Advisory Services

Service B – Zero-Based Budgeting System Training and Development

Feb 16		
	Communications (1.5 hr)	$367
Feb 18		
	Revenue communications (1.25 hrs)	$306
Feb 19		
	Review FY 26 State Aid & Alt Ed Transfers Out (1.5 hrs)	$367
Feb 25		
	Zoom w business office re revenue projections incl prep (1.5 hrs)	$367
Mar 13		
	Zoom w business office re revenue projections incl prep (1.5 hrs)	$367
Mar 18		
	Communications (.75 hrs)	$183
Mar 19		
	Zoom w business office re revenue projections incl prep (2 hrs)	$490

Donald Sovey, CPA, CFO | 108 Kensington Court | Charlotte, MI 488
517.231.0563 | donsovey@gmail.com

School & Municipal
Advisory Services, PC

Invoice for Services (page 2)

Mar 22	
Document preparation (1.5 hrs) & travel to district (2 hrs)	$857
Mar 23	
Facilitate budget presentations (7 hrs)	$1,715
Mar 24	
Facilitate budget presentations (4.5 hrs)	$1,102
Mar 25	
Facilitate budget presentations (4 hrs) & travel from district (2 hrs)	$1,470
Lodging (3 nights= $756) and mileage (202 @ $.725 =$146)	$902
Mar 26	
Followup on budget input (1.5 hrs)	$367
Mar 29	
Followup on budget input (1.5 hrs)	$367
Mar 30	
Budget input followup & communication to cost centers (1.5 hrs)	$367
Apr 7	
Zoom meet with business office (.5 hr)	$122
Apr 10	
Zoom meet with business office on budget status (.75 hrs)	$183
Apr 15	
Budget meeting incl preparation (2.5 hrs)	$612

Donald Sovey, CPA, CFO | 10[illegible]ensington Court | Charlotte, MI 488[illegible]
517.231.0563 | donsovey@gmail.com

Invoice for Services (page 3)

Apr 20	
Budget meeting incl preparation (2 hrs)	$490
Apr 28	
Travel to district (2 hrs)	$490
April 29	
Facilitate first bud meeting with all admin & travel from dist (4 hrs)	$980
Lodging (1 night= $202) and mileage (202 @ $.725 =$146)	$348
SUBTOTAL SERVICE B	**$12,819**
Subcontractor Monthly Invoices (detail available):	
O'Malley Consulting Services:	
February, March Services	$2,593
April	$1,915
TOTAL SERVICE B	**$17,327**

Payment Due on May 14, 2026, within 10 days of receipt

School & Municipal
Advisory Services, PC

February 15, 2026

Board Treasurer Heidi Fortress
Hazel Park Schools Board of Education
1620 E. Elza Avenue
Hazel Park, MI 48030-2358

INVOICE FOR PROFESSIONAL SERVICES RENDERED:

RE: Financial Advisory Services

Service B – Zero-Based Budgeting System Training and Development

Nov 3	
Meeting preparation (1 hr)	$245
Nov 6	
ZBB Form preparation (3 hrs)	$735
Nov 7	
Facilitate ZBB meeting at district (6.5 hrs)	$1,592
Travel reimbursable (202 miles)	$141
Nov 10	
Communication with district (.75 hrs)	$183
Nov 13	
Meet with business office; provide forms; consultation (2.25 hrs)	$551
Nov 17	
Meet with superintendent; transmit GFOA Best Practices and A Better Way to Budget (1.25 hrs)	$306
Nov 20	
Communication and planning which SAMAS staff (1.75 hrs)	$428

Donald Sovey, CPA, CFO | 108 Kensington Court | Charlotte, MI 4881
517.231.0563 | donsovey@gmail.com

School & Municipal
Advisory Services, PC

Invoice for Services (page 2)

Nov 21		
	Preparation of Board Letter and communications; prepare Nov 24 agenda (2 hrs)	$490
Nov 24		
	Business Office Update with district incl preparation and followup (1.5 hrs); Prepare BAF format (1 hr)	$612
Nov 29		
	Document preparation for ZBB input (2 hrs)	$490
Nov 30		
	ZBB update to board reps (1 hr); Doc prep for ZBB input (1 hr)	$490
Dec 1		
	Travel to district to facilitate BDG & DMC with 4 groups (15 hrs)	$3,675
	Lodging	$184
	Travel reimbursable (202 miles)	$141
Dec 2		
	Communication and doc preparation (2.75 hrs)	$673
Dec 3		
	Edit Draft BDG & DMC (1 hr)	$245
Dec 7		
	Transmit copies at cost of A Better Way to Budget	$212
Dec 8		
	Business office meeting incl updating of docs (2.6 hrs)	$637
Dec 11		
	BDG & DMC final input meet with HS and some Elem (1 hr)	$245

Donald Sovey, CPA, CFO | 10[illegible]ensington Court | Charlotte, MI 488[illegible]
517.231.0563 | donsovey@gmail.com

School & Municipal
Advisory Services, PC

Invoice for Services (page 3)

Dec 16	
Business office meeting (1 hr)	$245
Dec 18	
Prepare and transmit Intro to ZBB video (1 hr)	$245
Dec 20	
Prepare Board Update #2 (1 hr)	$245
Dec 23	
Business office meeting (1.25 hrs)	$306
Dec 30	
Prepare Board Update #2 and transmit (1.25 hrs)	$306
Jan 5	
Prepare and transmit Near Final Bud Docs to district (1.5 hrs)	$367
Jan 9	
Facilitate business office meeting (1.25 hrs)	$360
Jan 13	
Prepare final budget docs for Jan 15 (1 hr)	$245
Jan 15	
Facilitation of ZBB rollout to all admin and secretaries incl prep / followup discussions (3.5 hrs)	$857
Jan 27	
Prepare enrollment projection summary (2 hrs); Zoom with team (1 hr)	$735

Donald Sovey, CPA, CFO | 10[illegible]ensington Court | Charlotte, MI 488[illegible]
517.231.0563 | donsovey@gmail.com

Invoice for Services (page 4)

Jan 29	
Budget Q&A meeting with principals and secretaries (.5 hr)	$125
Feb 4	
Enrollment projection summary with superintendent and business office / transmit docs to district (.5 hrs)	$122
Feb 12	
Q & A meeting with administrators and secretaries including presentation of Sustainability documents (1.25 hrs)	$306
SUBTOTAL SERVICE B	**$16,739**
Subcontractor Monthly Invoices (detail available):	
O'Malley Consulting Services:	
September Services	$759
October, November, December Services	$2,986
January 2026 Services $	$781
TOTAL SERVICE B	**$21,265**

Invoice for Services (page 5)

Service C – Long Range Financial Projection Training

Feb 8	
Prepare School District Sustainability presentation for board (2.25 hrs)	$551
Feb 9	
Travel to district for presentation to Board regarding Sustainability (4.5 hrs)	$1,102
Travel reimbursable: 202 mi @$.725	$122
TOTAL SERVICE C	**$1,775**
TOTAL AMOUNT DUE (SERVICES B & C)	**$23,040**

Payment Due on February 2, 2026, within 10 days of receipt

Donald Sovey, CPA, CFO | 108 Kensington Court | Charlotte, MI 488
517.231.0563 | donsovey@gmail.com

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, Ed.D.
Superintendent

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

RESOLUTION OF THE HAZEL PARK SCHOOLS BOARD OF EDUCATION

WHEREAS, Mich. Comp. Laws § 380.614 requires a constituent school board to designate its representative and identify the Intermediate School Board candidate the board supports by a resolution adopted not earlier than 21 days prior to the date of the election, and

WHEREAS, Mich. Comp. Laws § 380.614 prescribes the method for passage of a resolution including the requirement to consider the resolution at not less than one public meeting before adopting the resolution, and

WHEREAS, the Board previously considered the resolution at an open meeting conducted in a manner prescribed under the Open Meetings Act on

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board designates _____ as its representative and body responsible for electing members to the Oakland Schools Intermediate School District Board of Education.

2. The Board supports candidate Gary Hauff for the one (1) position on the Oakland Schools Intermediate School District Board of Education for a term of six (6) years ending June 30, 2032.

3. The Board directs its representative _____ to vote for candidate Gary Hauff at least on the first ballot taken at the June 1, 2026 election.

Ayes: Members

Nays: Members

Motion declared adopted May 18, 2026.

_____
Secretary, Board of Education

Certification

The undersigned, duly qualified and acting Secretary of the Board of Education of Hazel Park , Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 18, 2026, the original of which resolution is a part of the Board's minutes.

_____
Secretary, Board of Education

380.614 Board; election of members; resolution; notice of meeting; acting chairperson and secretary; open meeting; term; vacancy; nominating petition; signatures; filing petition and affidavit; ballots; filing fee.

Sec. 614. (1) Except as provided in section 615 and subject to section 642c of the Michigan election law, MCL 168.642c, the members of the intermediate school board shall be elected biennially on the first Monday in June by an electoral body composed of 1 person designated by the board of each constituent school district.

(2) The board of a constituent district shall designate its representative to this electoral body by resolution adopted not earlier than 21 days before the date of this biennial election. The board shall consider the resolution at not less than 1 public meeting before adopting the resolution. The resolution shall be adopted by majority vote of the members serving on the board. In its resolution designating its representative, the board of a constituent district shall identify the candidate the board supports for each position to be filled on the intermediate school board and shall direct its representative to vote for that individual or individuals at least on the first ballot taken by the electoral body. The secretary of the intermediate school board shall send a notice by certified mail of the hour and place of the meeting of the electoral body described in subsection (1) to the secretary of the board of each constituent school district at least 10 days before the meeting. The president and secretary of the intermediate school board shall act as chairperson and secretary at the meeting. The meeting of the electoral body shall be an open meeting conducted in the manner prescribed under the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

(3) Except as provided in section 703, the term of office of each member elected to the intermediate school board is 6 years and begins on July 1 following election. Not more than 2 members of the intermediate school board shall be from the same school district unless there are fewer districts than there are positions to be filled.

(4) A vacancy shall be filled by the remaining members of the intermediate school board until the next biennial election at which time the vacancy shall be filled for the balance of the unexpired term. Notice of the vacancy shall be filed with the state board within 5 days after the vacancy occurs. If the vacancy is not filled within 30 days after it occurs, the vacancy shall be filled by the state board.

(5) Subject to subsection (7), a candidate for election to the intermediate school board shall be nominated by petitions that are signed by a number of school electors of the combined constituent school districts of the intermediate school district, as follows:

(a) If the population of the intermediate school district is less than 10,000 according to the most recent federal census, a minimum of 6 and a maximum of 20.

(b) If the population of the intermediate school district is 10,000 or more according to the most recent federal census, a minimum of 40 and a maximum of 100.

(6) A school elector may sign as many petitions as there are vacancies to fill. Nominating petitions and an affidavit as provided in section 558 of the Michigan election law, MCL 168.558, shall be filed with the school district filing official not later than 30 days before the date of the biennial election under subsection (1). The school district filing official shall determine the sufficiency of the petitions and the eligibility of the candidates nominated. The school district filing official shall provide ballots for the biennial election, listing on the ballots the names of all candidates properly nominated. The chairperson of the biennial election meeting may accept nominations for a vacancy from the floor only if no nominating petitions have been filed for the vacancy.

(7) Instead of filing nominating petitions, a candidate for election to the intermediate school board may pay a nonrefundable filing fee of $100.00 to the school district filing official. If this fee is paid by the due date for nominating petitions, the payment has the same effect under this section as the filing of nominating petitions.

History: 1976, Act 451, Imd. Eff. Jan. 13, 1977;—Am. 1977, Act 43, Imd. Eff. June 29, 1977;—Am. 1981, Act 87, Imd. Eff. July 2, 1981;—Am. 1984, Act 322, Eff. Dec. 28, 1984;—Am. 1992, Act 263, Eff. Jan. 1, 1993;—Am. 2002, Act 157, Eff. Jan. 1, 2003;—Am. 2003, Act 299, Eff. Jan. 1, 2005;—Am. 2004, Act 233, Imd. Eff. July 21, 2004;—Am. 2004, Act 419, Imd. Eff. Nov. 29, 2004;—Am. 2011, Act 232, Eff. Jan. 1, 2012.

Popular name: Act 451

©

Courtesy of www.legislature.mi.gov

Oakland Schools Board of Education
2026 Election Timeline

December 2025:
Candidates may pick up nominating petitions and affidavit forms at the Oakland County Clerk's Office, Elections Division [1200 N. Telegraph Road, Dept. 417, Pontiac, MI 48341].

May 1, 2026 – 4:00 PM:
Deadline for candidates to file nominating petitions, filing fees, and Affidavits of Identity with the Oakland County Clerk's Office, Elections Division.

May 4, 2026:
Oakland Schools receives Official Candidate List from Oakland County Clerk's Office, Elections Division. Oakland Schools sends list of candidates to constituent district superintendents and executive assistants to the superintendents.

May 11 - 29, 2026:
Each constituent district board of education must:

1) Designate its representative(s) and identify the ISD candidate(s) its board supports.
2) Consider and adopt a resolution affirming #1. Each board must consider its resolution at not less than one (1) public meeting before adopting the resolution.

May 29, 2026 – 4:00 PM:
Copies of district resolutions due to the Oakland Schools Superintendent's office via fax (248.209.2206) or email (Nicole.Christian@oakland.k12.mi.us). **Please note that no approved resolutions shall be accepted after this time/date. If the resolution is not filed, the constituent district will be unable to cast a vote during the June 1 election.**

June 1, 2026 – 5:30-7:30 PM:
District representatives attend Oakland Schools Board of Education Biennial Board Election open meeting to cast ballot(s) on behalf of their districts. ***No absentee ballots can be accepted.***

June 2, 2026:
Notification of election results sent from Oakland Schools to constituent district superintendents, executive assistants to the superintendents, and the Oakland County Clerk's Office, Elections Division.

July 7, 2026:
Successful candidates take *Oath of Office* at Oakland Schools Board of Education Organizational Meeting, *if not present at the Biennial Board Election*.

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Wilcox, Ed.D.
Superintendent

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

To: Amy Wilcox, Superintendent
From: George Dimas, HPHS Principal
Subject: Senior Day at Cedar Point
Date: May 18, 2026

We are requesting approval for a day trip to Cedar Point in Sandusky, Ohio, for 90 high school students on June 1, 2026. This experience has traditionally been the Senior Class final celebration.

To ensure student safety and appropriate supervision, four teacher chaperones will accompany the group. Participation is limited to 90 students. Transportation provided by school bus.

Tentative Schedule:
6:45 a.m. student arrival

- 7:00 a.m. school arrival (students and chaperones)
- 7:00-7:20 a.m. sign-in sheet & breakfast/snack bag pick up
- 7:30 a.m. Bus Departure
- 2.5 hour drive time (one bathroom break, if needed)
- 10:00 a.m. park arrival
- 10:30 a.m. settle into the park and get started, rest room/water break
- 11:45 a.m. walk to lunch Point Pavilion
- 12:15-1:30 p.m. Lunch
- 30 minute clean up and group meetup
- 2:00-6:30 p.m. park time
- All buses boarded by 7:00 p.m.
- Back to HPHS by approximately 10:00 p.m.

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: N/A

Recommendation
That the Board of Education approves the out of state day trip to Cedar Point in Sandusky Ohio, as presented.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK PROMISE

HAZEL PARK SCHOOLS

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Amy Wilcox, Ed.D.
Superintendent

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To: Dr. Amy Wilcox, Superintendent
From: Chuck Pleiness, Athletic Director
Subject: MHSAA Membership
Date: 5/18/2026

Please find the Michigan High School Athletic Association Resolution for the August 1, 2026 - July 31, 2027 school year, herein referred to as MHSAA. This resolution must be approved each year in order for our athletic programs to participate and be covered in the state programs, which includes the $1,000,000-insurance plan and concussion care gap insurance. Schools that wish to host or participate in 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. To obtain membership, it is necessary to adopt the resolution for its junior high/middle and senior high schools.

Being a member creates lifelong memories and a sense of community for our student athletes. We have been very fortunate to host many MHSAA district and regional tournaments this past school year because of the atmosphere Hazel Park Schools has created and our beautiful facilities. Continuing our membership will allow our athletes, school district and community members to prosper.

Funding Source: N/A

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

Recommendation

The Hazel Park Board of Education approves the 2026-27 Michigan High School Athletic Association Resolution, as presented.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK PROMISE

MHSAA® 2026-27

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

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, 2026 — through July 31, 2027

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 2026-27 must be listed on the back of this form)

Hazel Park City/Township of _____

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, 2026 and shall remain effective until July 31, 2027, 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

Hazel Park School(s), on the 18 day of May, 2026,

and is so recorded in the minutes of the meeting of the said Board/Governing Body.

City of Hazel Park Schools
(Governing Body Name)

1620 E Elza Ave
(Address)

Hazel Park 48030
(City & Zip Code)

amy.wilcox@myhpsd.org
(Contact E-mail)

_____
Board Secretary Signature
or Designee

☐ Check if Designee

-OVER-

Please be sure to save document and then send to camala@mhsaa.com as an attachment.

Schools Which Are To Be MHSAA Members During 2026-27

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 the15-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

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8
Provide anticipated 2026-27 7th and 8th-grade enrollment 250
Provide anticipated 2026-27 6th-grade enrollment 130
Grade levels for membership: ☒ 6 ☒ 7 ☒ 8

1. ☒ Yes ☐ No 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 2026-27 7th and 8th-grade enrollment _____
Provide anticipated 2026-27 6th-grade enrollment _____
Grade levels for membership: ☐ 6 ☐ 7 ☐ 8

1. ☐ Yes ☐ No 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 2026-27 7th and 8th-grade enrollment _____
Provide anticipated 2026-27 6th-grade enrollment _____
Grade levels for membership: ☐ 6 ☐ 7 ☐ 8

1. ☐ Yes ☐ No 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.

_____

Please be sure to save document and then send to camala@mhsaa.com as an attachment.

HAZEL PARK SCHOOLS

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Amy Wilcox, Ed.D.
Superintendent

Ford Administration
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www.hazelparkschools.org

To: Hazel Park Board of Education
From: Amy Kruppe, Superintendent
Subject: MASA Fall Conference
Date: May 18, 2026

Administration is requesting approval for Dr. Wilcox and Dr. Dulmage to attend the annual conference hosted by the Michigan Association of Superintendents and Administrators from September 22 through September 25, 2026, in Acme.

Conference Cost ($600 x2):	$ 1,200
Room ($219 x3 days):	$ 1,314
Mileage ($174 x2)	$ 348
Meals Allowance (280x2)	$ 560

The total estimated cost for both attendees for the three-day conference is **$3,422.00.**

The Michigan Association of Superintendents and Administrators Fall Conference is an annual event dedicated to inspiring district leaders, exploring innovative approaches in education, and breaking through conventional boundaries. Through keynote presentations, general sessions, and numerous learning opportunities over the course of three days, attendees will engage with educational leaders and trailblazers from across the state. Participants will return with practical strategies, ready-to-implement ideas, and resources to help address challenges, embrace change, and support continued growth within the district's educational community.

Strategic 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.

Funding Source: General Fund

Recommendation
That the Board of Education approve the conference request for the MASA Fall Conference not to exceed $3,422.00, as presented.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Y. Wilcox, Ed.D.
Superintendent

HAZEL PARK PROMISE

HAZEL PARK SCHOOLS

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Amy Wilcox, Ed.D.
Superintendent

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www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr, Amy Wilcox, Superintendent
Subject: Superintendent Vacation Pay
Date: May 18, 2026

Per the current contract, I am requesting the pay out of ten vacation days to my tax- sheltered annuity in the June 26th payroll.

The estimated cost for ten days is $7,116.60 or $711.66 a day. Per the terms of the contract, up to 80 hours (10 days) can be rolled over into the next year, as outlined in the language below. At this time 10 days will be carried forward with several vacation days already scheduled..

> **Item 17. Vacation** - The Superintendent shall be annually entitled to twenty-five (25) days vacation. The Superintendent may only accumulate up to a maximum of 35 unused vacation days, and may elect for up to 10 of the unused vacation days to be placed in a Board-paid tax-sheltered annuity plan each year. Upon the Superintendent's separation from employment with the School District the Board shall pay all unused accumulated vacation days at a per diem rate of (1/260th) of the Superintendent's final annual salary. Separation from the district shall include death, incapacity, retirement or resignation.

In alignment with the terms of the contract, the vacation payout compensation is to be processed and disbursed in June, prior to the close of the fiscal year.

Funding Source: General Fund

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.

Recommendation
That the Board of Education approve the one third payment per year to the superintendent for accrued vacation hours, in an amount not to exceed $10,000.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Wilcox, Ed. D.
Superintendent

HAZEL PARK PROMISE

HAZEL PARK SCHOOLS

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders
Amy Wilcox, Ed.D.
Superintendent

Ford Administration
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www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr, Amy Wilcox, Superintendent
Subject: Webster Water Main Replacement
Date: May 18, 2026

Administration is requesting Board approval of the attached estimate from Sunde Building, Inc. for water main replacement work at Webster.

The proposed work includes installation of approximately 80 feet of new 4-inch C900 water main, water taps for pressure testing and purification, tie-ins to the existing water main, pressure testing, purification, and all necessary materials to complete the project.

The total estimated cost for the project is $13,475.00. The estimate does not include asphalt or concrete replacement, if needed.

This repair is necessary to replace the existing plastic water main connection and ensure reliable water service to the building.

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.

Funding Source: Sinking Fund

Recommendation
That the Board of Education approve the estimate from Sunde Building, Inc. in the amount of $13,475.00 for the water main replacement project at Webster, as presented.

APPROVED AND RECOMMENDED FOR BOARD ACTION

Amy Wilcox, Ed. D.
Superintendent

HAZEL PARK PROMISE

ESTIMATE

Sunde Building, Inc
EST 1940

Sunde Building, Inc
2399 Lassiter Dr
Rochester Hills, MI 48309

248-388-8615
brett.m.sunde@gmail.com
sundebuilding.com

Estimate Date: 05/13/2026

Estimate For
Hazel Park Schools
431 W Jarvis Ave
Hazel Park, MI 48030

FOR
Water Main Replacement from Existing Plastic to School Wall

DETAILS	AMOUNT
Labor to install 80' of 4" c900 water main from existing plastic main to school	$3,750.00
Labor to make 3-3/4" water taps on main for pressure test and purification	$1,350.00
Tie in new water main to existing water main on each end	$2,750.00
Pressure test and purification	$875.00
Materials to complete job	$4,750.00
TOTAL	**$13,475.00**

*Estimate does not include asphalt/concrete replacement

THE FOLLOWING ESTIMATE IS SUBMITTED BY:

Signature: 

Date: 5/13/2025

ACCEPTANCE OF ESTIMATE

The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

*Payment is due upon completion of job. Cash or check is accepted for payment. All checks must be payable to 'Sunde Building, Inc'

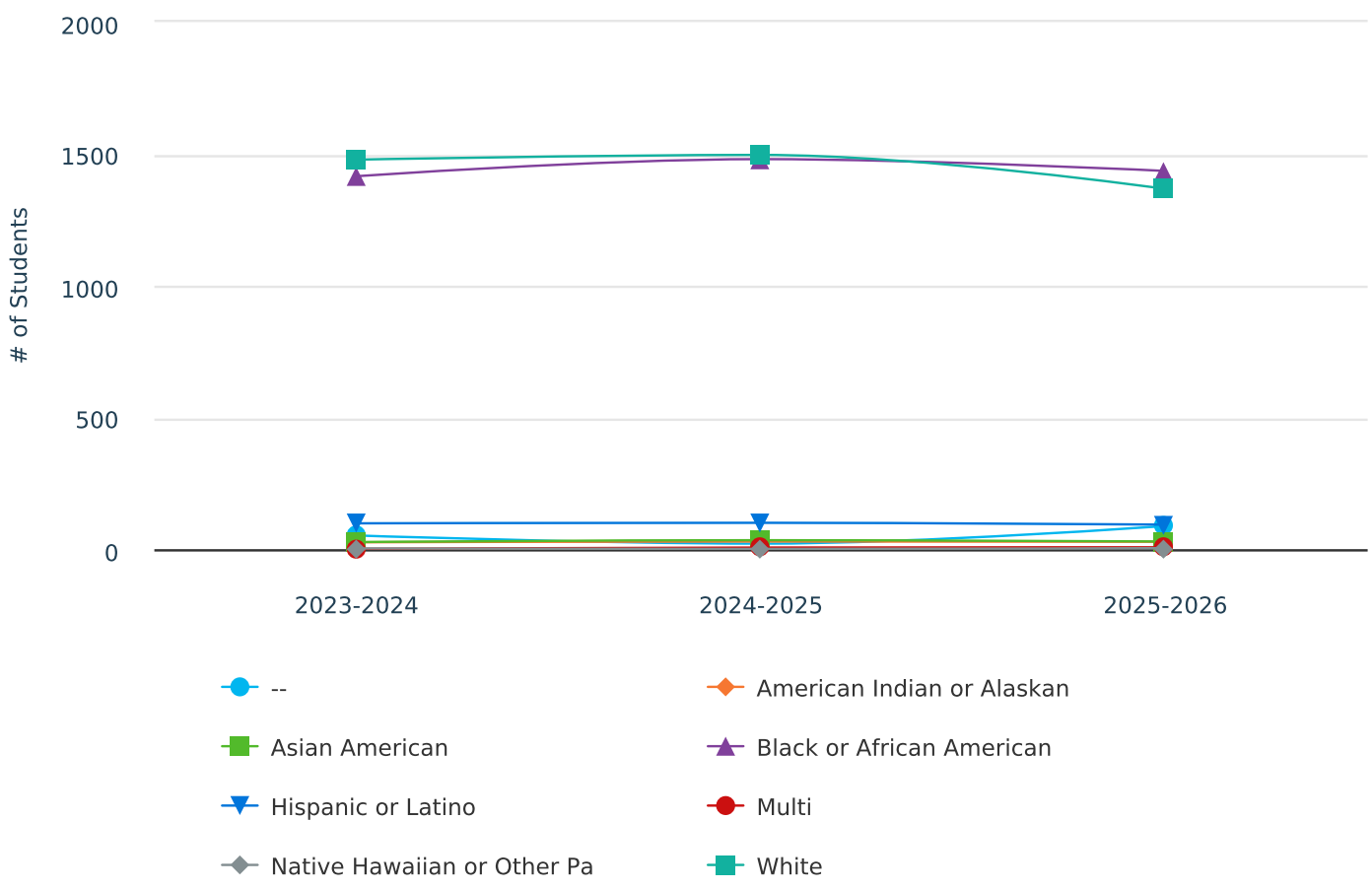
Signature: _____ Date:_____

How has our student diversity changed year over year?

Shows the number of students in each group and how enrollment has changed over time.

Filter Criteria:

District	Hazel Park Schools	**School Type**	[All]
School	[All]	**Grade**	[All]
Staff	[All]	**Gender**	[All]
Ethnicity	[All]	**SE**	[All]
ELL	[All]	**Programs**	[All]
Student Group	[None Selected]		



Total of 24 row(s) with 10000 Row Limit

# Students	School Year	Ethnicity
52	2023-2024	--
26	2023-2024	American Indian or Alaskan
27	2023-2024	Asian American
1,415	2023-2024	Black or African American
98	2023-2024	Hispanic or Latino
1	2023-2024	Multi
3	2023-2024	Native Hawaiian or Other Pa
1,478	2023-2024	White
21	2024-2025	--

503

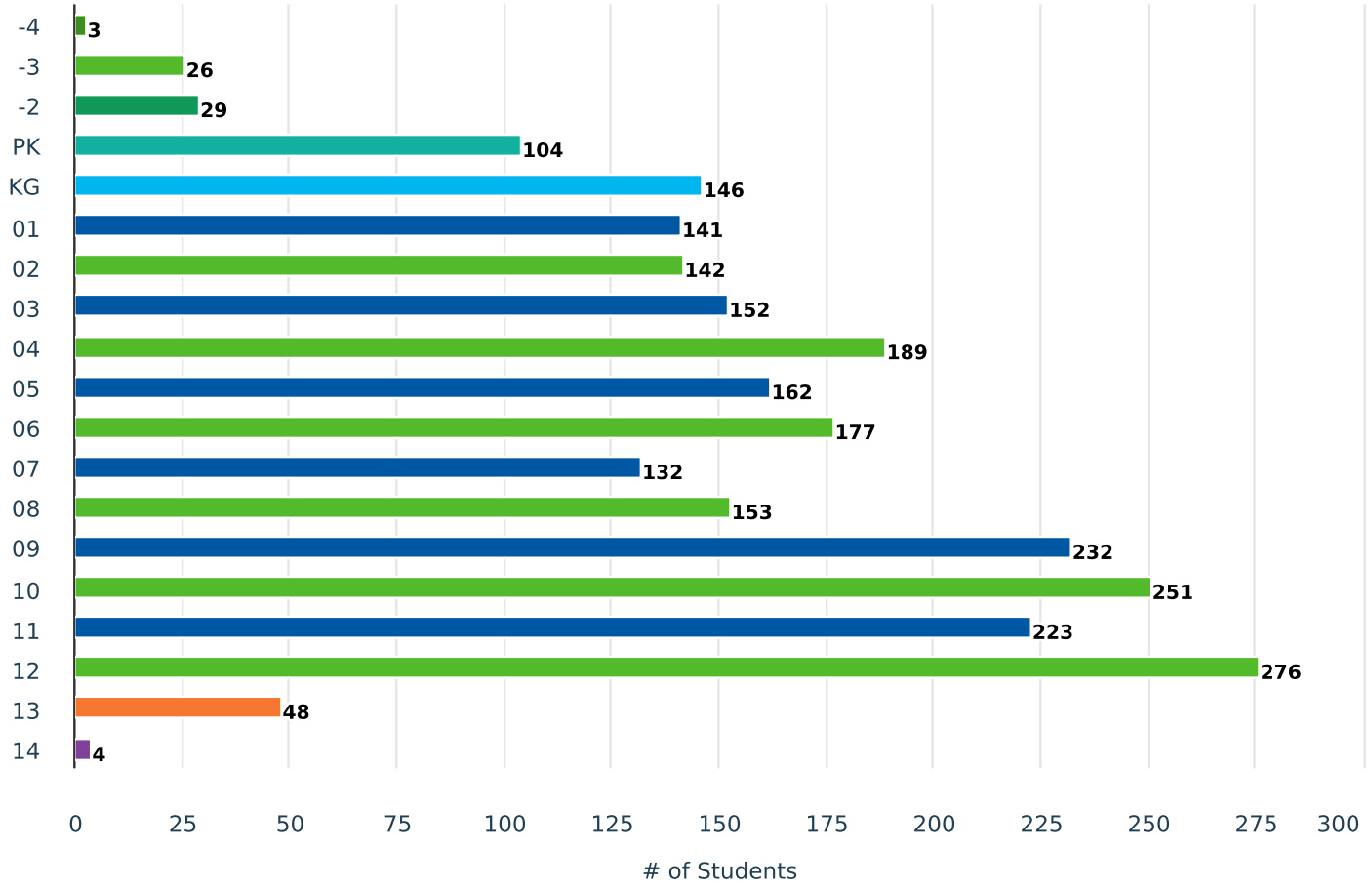
29	2024-2025	American Indian or Alaskan
34	2024-2025	Asian American
1,480	2024-2025	Black or African American
100	2024-2025	Hispanic or Latino
6	2024-2025	Multi
1	2024-2025	Native Hawaiian or Other Pa
1,496	2024-2025	White
88	2025-2026	--
28	2025-2026	American Indian or Alaskan
29	2025-2026	Asian American
1,435	2025-2026	Black or African American
93	2025-2026	Hispanic or Latino
7	2025-2026	Multi
4	2025-2026	Native Hawaiian or Other Pa
1,367	2025-2026	White

How many students are currently in each grade?

The number of students currently enrolled in each grade level.

Filter Criteria:

District	Hazel Park Schools	**School Type**	[All]
School	[All]	**Grade**	[All]
Staff	[All]	**Gender**	[All]
Ethnicity	[All]	**SE**	[All]
ELL	[All]	**Programs**	[All]
Student Group	[None Selected]		



Total of 19 row(s) with 10000 Row Limit

Grade	# Students
-4	3
-3	26
-2	29
PK	104
KG	146
01	141
02	142
03	152
04	189
05	162
06	177
07	132
08	153
09	232

505

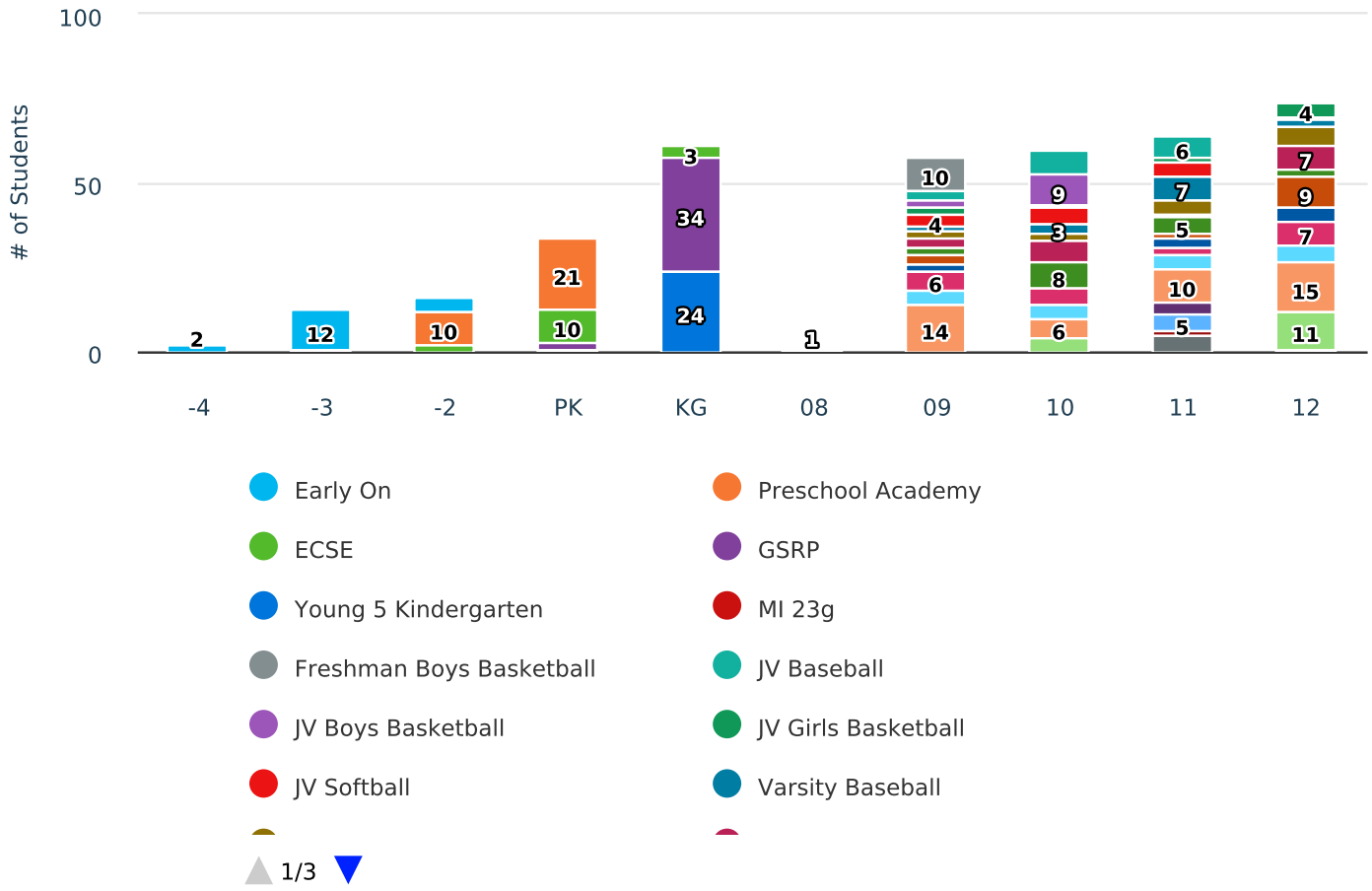
10	251
11	223
12	276
13	48
14	4

What grades are being served by programs?

The number of student services by a program shown by the students' current grade.

Filter Criteria:

District	Hazel Park Schools	**School Type**	[All]
School	[All]	**Grade**	[All]
Staff	[All]	**Gender**	[All]
Ethnicity	[All]	**SE**	[All]
ELL	[All]	**Programs**	[All]
Student Group	[None Selected]		



Total of 70 row(s) with 10000 Row Limit

Grade	# Students	Program Group
-4	2	Early On
-3	12	Early On
-3	1	Preschool Academy
-2	4	Early On
-2	2	ECSE
-2	10	Preschool Academy
PK	10	ECSE
PK	2	GSRP
PK	21	Preschool Academy
PK	1	Young 5 Kindergarten
KG	3	ECSE

KG	34	GSRP
KG	1	Preschool Academy
KG	24	Young 5 Kindergarten
08	1	MI 23g
09	10	Freshman Boys Basketball
09	3	JV Baseball
09	2	JV Boys Basketball
09	2	JV Girls Basketball
09	4	JV Softball
09	1	Varsity Baseball
09	2	Varsity Boys Basketball
09	3	Varsity Boys Volleyball
09	2	Varsity Competitive Cheer
09	3	Varsity Girls Basketball
09	2	Varsity Girls Bowling
09	6	Varsity Girls Soccer
09	4	Varsity Girls Tennis
09	14	Varsity Track
10	7	JV Baseball
10	9	JV Boys Basketball
10	1	JV Girls Basketball
10	5	JV Softball
10	3	Varsity Baseball
10	2	Varsity Boys Basketball
10	6	Varsity Boys Volleyball
10	8	Varsity Competitive Cheer
10	5	Varsity Girls Soccer
10	4	Varsity Girls Tennis
10	4	Varsity Softball
10	6	Varsity Track
11	4	23g
11	6	JV Baseball

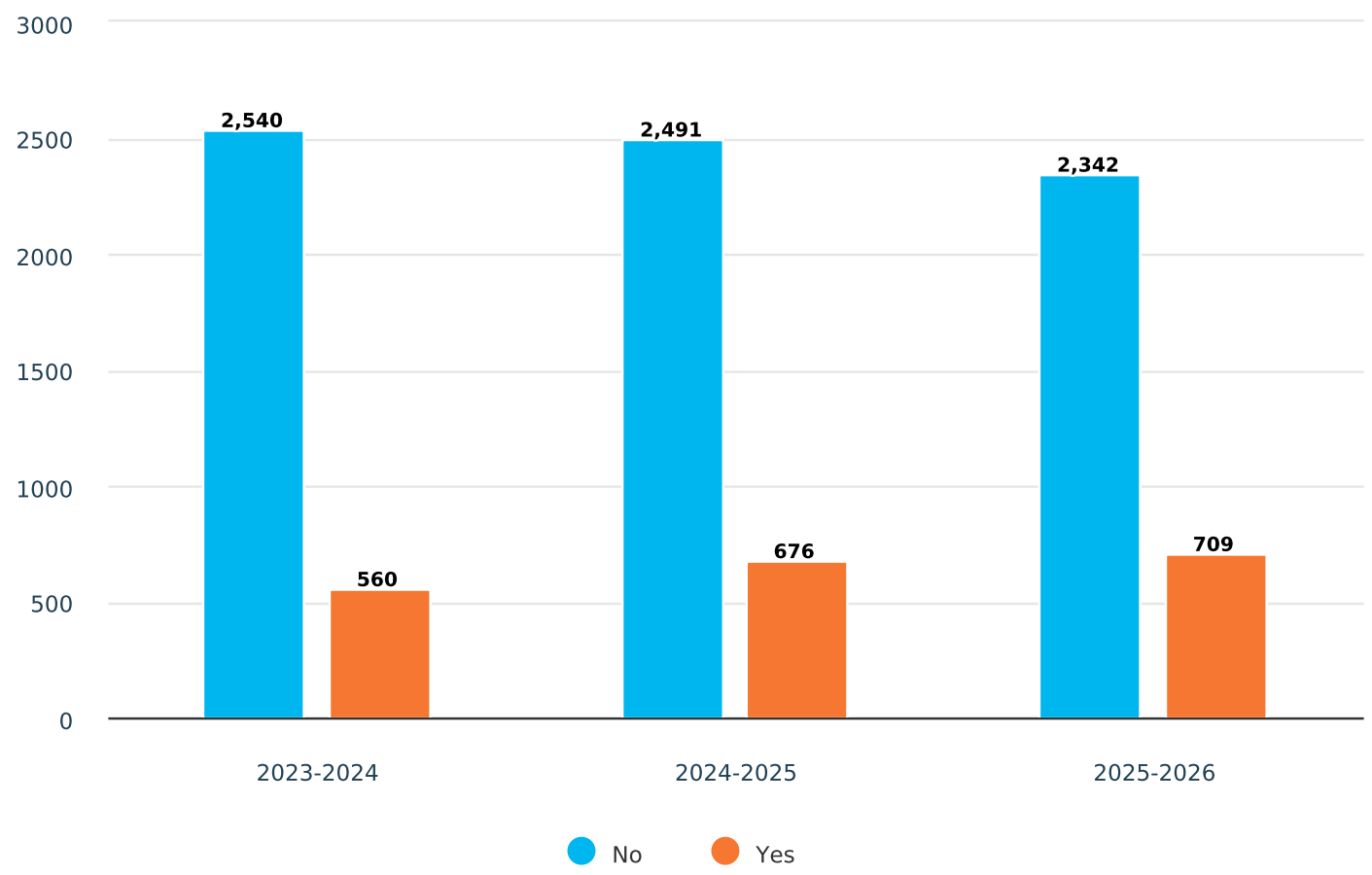
11	2	JV Girls Basketball
11	4	JV Softball
11	7	Varsity Baseball
11	4	Varsity Boys Basketball
11	5	Varsity Boys Bowling
11	1	Varsity Boys Volleyball
11	5	Varsity Competitive Cheer
11	1	Varsity Football
11	1	Varsity Girls Basketball
11	3	Varsity Girls Bowling
11	2	Varsity Girls Soccer
11	4	Varsity Girls Tennis
11	10	Varsity Track
11	5	Varsity Wrestling
12	4	JV Girls Basketball
12	1	JV Softball
12	2	Varsity Baseball
12	6	Varsity Boys Basketball
12	1	Varsity Boys Bowling
12	7	Varsity Boys Volleyball
12	2	Varsity Competitive Cheer
12	9	Varsity Girls Basketball
12	4	Varsity Girls Bowling
12	7	Varsity Girls Soccer
12	5	Varsity Girls Tennis
12	11	Varsity Softball
12	15	Varsity Track

How has SE enrollment changed from year to year?

A comparison between the number of students who qualify for special education and those who do not by year.

Filter Criteria:

District	Hazel Park Schools	**School Type**	[All]
School	[All]	**Grade**	[All]
Staff	[All]	**Gender**	[All]
Ethnicity	[All]	**SE**	[All]
ELL	[All]	**Programs**	[All]
Student Group	[None Selected]		



Total of 6 row(s) with 10000 Row Limit

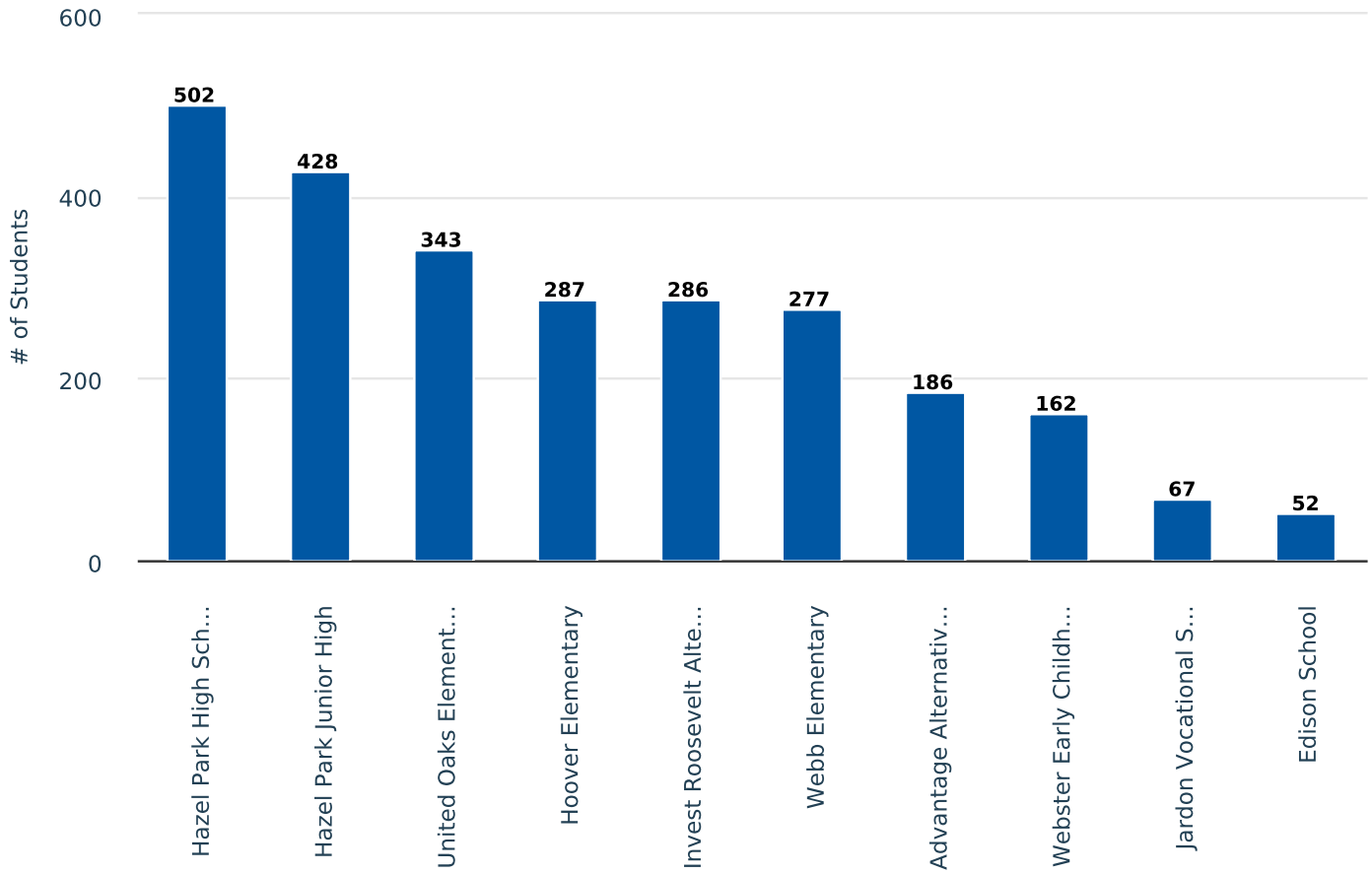
# Students	School Year	SE
2,540	2023-2024	No
560	2023-2024	Yes
2,491	2024-2025	No
676	2024-2025	Yes
2,342	2025-2026	No
709	2025-2026	Yes

How many students are currently in each school?

The number of students currently enrolled in each school.

Filter Criteria:

District	Hazel Park Schools	**School Type**	[All]
School	[All]	**Grade**	[All]
Staff	[All]	**Gender**	[All]
Ethnicity	[All]	**SE**	[All]
ELL	[All]	**Programs**	[All]
Student Group	[None Selected]		



Total of 10 row(s) with 10000 Row Limit

# Students	School
502	Hazel Park High School
428	Hazel Park Junior High
343	United Oaks Elementary
287	Hoover Elementary
286	Invest Roosevelt Alternative High School
277	Webb Elementary
186	Advantage Alternative School

162	Webster Early Childhood Center
67	Jardon Vocational School
52	Edison School

Sponsors Name	Organization	Type of Fundraiser	Purpose	Beginning Date	Time	Location	Princpal/Athletic Director Approved	Superintendent Approved	Board Shared	Notes
HPJH - 7th Grade Class	Zap Zone	20% of tickets sold for one day, 5/22/2026	To raise funds to lower the cost of our 7th grade field trip so more students can attend, Zap Zone is donating 20% of ticket sales to be our fundraiser.	05/22/2026	All Day		Yes	Yes	Yes	5/18/2026
HPJH - 7th Grade Class	Candy Bar Sales	after school	To raise funds to lower the cost of our 7th grade field trip so more students can attend, Zap Zone is donating 20% of ticket sales to be our fundraiser.	asap			Yes	Yes	Yes	5/18/2026

---------- Forwarded message ---------
From: **fourboise@aol.com** <fourboise@aol.com>
Date: Thu, Apr 16, 2026 at 1:42 PM
Subject: Foia
To: James.patterson@myhpsd.org <James.patterson@myhpsd.org>

Hello Mr. Patterson,

I am formally requesting a copy of the personnel file of Amy Wilcox, under the freedom of information act.

Please let me know if there is anything else I need to do.

Thank you

Debbie Laframboise

Hazel Park Schools • Today's Learners, Tomorrow's Leaders.
The Cornerstone of Oakland, Macomb and Wayne Counties.

District Communication's Protocol:
RR = Response Required Within One Working Business Day
NRN = No Reply Necessary
CC or BCC: No Reply Necessary

Electronic Privacy Notice. This e-mail and any attachment contain information that is, or may be, covered by electronic communications privacy laws, and is also confidential and proprietary in nature. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or otherwise disclosing this information in any manner. Instead, please reply to the sender that you have received this communication in error, and then immediately delete it. Thank you in advance for your cooperation.

BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not forward it to any other individual or copy a reply to other board members.

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders
Amy Wilcox, Ed.D.
Superintendent

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

April 23, 2026

Re: FOIA Request on April 16, 2026

Attn: Debbie Laframboise
fourboise@aol.com

Dear Ms. Laframboise,

Your Freedom of Information Act "FOIA", request sent via email on April 16, 2026 for certain public records, is set forth in pertinent part as follows:

> - *I am formally requesting a copy of the personnel file of Amy Wilcox, under the freedom of information act*

FOIA specifically relates to public documents as defined at MCL §15.232(i) which states in pertinent part:

> (i) "Public record" means a writing prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created. Public record does not include computer software.

FOIA additionally sets forth the following at MCL §15.233(4) and (5):

> (4) This act does not require a public body to make a compilation, summary, or report of information, except as required in section 11.
> (5) This act does not require a public body to create a new public record, except as required in section 11, and to the extent required by this act for the furnishing of copies, or edited copies pursuant to section 14(1), of an already existing public record.

As we discussed earlier, the personnel file contains a significant amount of surplusage, including but not limited to memberships in various professional organizations, orders of reimbursement, health care information, memberships in various necessary and fraternal organizations each year, certificates of participation in training sessions along with descriptions of these groups or events. Much of this information is several years old and constitutes the bulk of this file and has not been included in this response at your request.

HAZEL PARK SCHOOLS

Also excluded is information of a personal nature, the release of which would constitute a clearly unwarranted invasion of privacy pursuant to (MCL §15.243(1)(a)) and as such does not constitute a "public record". These documents include copies of Dr. Wilcox social security card, drivers license number and personally identifiable information included in her MESSA health care application. The amount of this information is a very small portion of the file.

A copy of the requested information contained in the "personnel file of Amy Wilcox" is attached to this email and the FOIA request is therefore GRANTED, with the exception of the aforementioned personal information that is excluded pursuant to MCL §15.243(1)(a)) which is DENIED.

Since a portion of your request is GRANTED and a portion is DENIED, I must inform you of your right to appeal this response as follows.

INFORMATION ON APPEALING FOIA REQUESTS

For information on the District's procedures for responding to FOIA requests and appeals, please refer to the hyperlink https://www.hazelparkschools.org/our-district/freedom-of-information-act-foia/ on our webpage identified as the Hazel Park Schools Freedom of Information Act (FOIA), which includes FOIA Procedures and Guidelines, Affidavit of Indigency, Fee Itemization Form, and Summary of FOIA Procedures.

In accordance with MCL §15.241 and the District's procedures and guidelines, if a request to inspect or copy a record is denied, the person making the request may commence a civil action in circuit court to compel the District's disclosure of the public records.

In addition, the requestor may appeal the decision by submitting the appeal to the District's Board of Education. The written appeal shall state the word "appeal" and detail the reason(s) for requesting reversal of the denial.

The Board is not considered to have received the written appeal until the first regularly scheduled Board meeting following the submission of the written appeal. The Board shall, within 10 business days after receiving the written appeal, do one of the following:
• Reverse the disclosure denial.
• Issue a written notice to the requestor upholding the disclosure denial.
• Reverse the disclosure denial in part and issue a written notice to the requestor.
• Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Board shall respond to the appeal.

If the Board of Education fails to respond to the appeal, or if the Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by a commencing a civil action in circuit court.

HAZEL PARK SCHOOLS

The requesting party also has the right to receive attorneys' fees and damages as provided in Section 10 of FOIA if, after judicial review, the circuit court determines the District has not complied with FOIA and orders disclosure of all or portions of the public record.

Please see the attached copies of all the responsive public records in the District's possession therefor your request is hereby partially **GRANTED** and partially **DENIED**

If you should have any questions or concerns, please contact me at james.paterson@myhpsd.org or (248) 658-5225 at your earliest convenience.

Respectfully,

James Paterson
FOIA Coordinator

Cc:
Dr. Amy Wilcox, Superintendent
Jamie Buczko, Executive Assistant

HAZEL PARK SCHOOL DISTRICT

SUPERINTENDENT'S CONTRACT OF EMPLOYMENT

---

1. THIS CONTRACT ("Contract"), is made and entered into in Hazel Park, Oakland County, Michigan, this 18TH day of May, 2015 by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030. (hereinafter the "School District"), and Amy Y. Kruppe, (hereinafter "Superintendent").

IT IS AGREED:

2. **EMPLOYMENT** - The School District hereby employs Superintendent and Superintendent agrees to work for the School District for a term commencing on July 1, 2015 and extending through June 30, 2018. Superintendent shall advise the Board of Education, in writing, at least six (6) months in advance of her intention to resign her employment within the term of this Contract as originally agreed to or as may be extended by later amendment. It is understood and agreed that Superintendent is employed in the capacity of Superintendent, as defined in the Michigan Revised School Code.

3. **DUTIES** - Superintendent agrees to serve the School District and perform the duties in her capacity as Superintendent as directed by the Board of Education for the School District and as required by the laws of the State of Michigan Superintendent further agrees to obey and fulfill all lawful bylaws, policies, rules and regulations as established by the Board of Education of the School District from time-to-time and to carry out the School Districts programs and policies during the entire term of this Contract.

4. **SALARY** – The School District shall pay the Superintendent a salary of $140,000 (One Hundred and Forty Thousand Dollars) per annum, payable in biweekly equal installments. Superintendent's salary may be adjusted by written agreement between the Superintendent and the Board of Education.

5. **WORK YEAR** - Superintendent shall perform her duties over the full twelve (12) months of the School District's fiscal year (July 1 to June 30) as required by this Contract, subject to applicable vacation, sick leave and holidays. Superintendent shall be expected to attend meetings of the Board of Education and its committees and to attend and participate in appropriate School District functions or, on occasion, other civic activities having relation to the School District's interests within the community served by the School District. The time expended in attending such meetings and activities has been taken into account in setting the aforesaid salary and, thus, no additional compensation shall be forthcoming for such attendances.

6. **QUALIFICATIONS** – The Superintendent shall possess and maintain throughout the term of this Contract all certification(s) and continuing education requirements required of a superintendent per the Michigan Revised School Code, or any successor statute thereto.

7. **TENURE** - It is expressly agreed that Superintendent shall not be deemed to be granted continuing tenure in her capacity as Superintendent or in any other administrative capacity by virtue of this Contract of Employment. Tenure may be obtained only in the capacity of a classroom teacher and consistent with the Teachers' Tenure Act.

8. **EVALUATION** - The Board of Education shall evaluate the Superintendent in writing before June 1 of each fiscal year, commencing in 2016 based upon a written set of reasonable performance standards ("Performance Standards"). The evaluation shall be presented to and discussed with Superintendent by the President of the Board of Education. The Board of Education and the Superintendent shall meet annually prior to the beginning of the school year to discuss and collaboratively create reasonable Performance Standards and any associated rubric for said year, However, the School Board has final authority for adoption of reasonable performance standards that consider both historic academic performance within District and reasonable expectations for improved academic performance. Performance Standards shall also consider District finances and any impact District finances may have on desired outcomes. The Performance Standards and associated rubric shall be reduced to writing and

signed by the President of the Board of Directors and the Superintendent. It is the intention of the parties that the Performance Standards shall be reasonable, The evaluation shall address and be partially based upon the Superintendent's success or failure in regard to the Performance Standards adopted.

9. **CONFLICT OF INTEREST** - Superintendent shall faithfully serve the School District and be regardful of its interest during the term of this Contract, to the extent required by this Contract and by applicable law. Superintendent shall not directly or indirectly acquire or otherwise possess any interest which is adverse to that of the School District. In the event that a question arises as to whether a given interest is in conflict with the interests of the School District, Superintendent shall make full disclosure of same to the Board of Education for its review and reasonable disposition, which disposition by the Board of Education shall be controlling and complied with by Superintendent within a reasonable period of time following the written disposition of the Board of Education given the nature of the interest.

10. **OTHER WORK** - Superintendent may not undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations when such activities would in any manner materially impinge upon time and effort required to be exerted by Superintendent in the discharge of her responsibilities under this Contract, unless the Board of Education gives its prior written consent to such activities.

11. **EXPENSES** - Superintendent is encouraged to attend and participate in appropriate professional activities and conferences at the local, state and national levels. Subject to approval in advance of such activity or conference by the President of the Board of Education, Superintendent shall be reimbursed, consistent with Board policy, for the reasonable costs of registration, long-distance travel and lodging in connection with such attendances and participations. Superintendent shall be reimbursed, consistent with Board policy for the reasonable costs incurred in attending and participating in local professional activities and conferences as she may deem to be appropriate on behalf of the School District. Superintendent may be required to provide to the School District an itemized account and substantiation of the above reimbursed expenses in accordance with Board policy for federal and state

income tax reporting purposes. The Board shall incur all reasonable expenses associated with Superintendent's district provided cell phone.

12. **BUSINESS EXPENSES** – In addition to the expenses contemplated by Sections 11 and 13, Superintendent shall receive $400 (four hundred dollars) per month from the School District for school business related expenses including but not limited to the ownership, lease or operation of an automobile for the purpose of traveling to the various school buildings and facilities of the School District, as well as to attend out-of-district conferences and meetings in the course of her duties. The use or expenditure of the monthly stipend is entirely within Superintendents discretion.

13. **MEMBERSHIP DUES** - Subject to the Board of Education's prior approval, the School District shall pay the reasonable cost of Superintendent's membership in educational, professional and local civic organizations.

14. **BOARD MEETINGS** - Among her other duties, Superintendent shall prepare the agenda for each Board of Education meeting in consultation with the President of the Board or the President's delegate and forward same to each member of the Board of Education, along with her recommendations and supporting documentation on each agenda item, sufficiently in advance of the meeting so that each member can assimilate such information prior to the meeting.

15. **DISABILITY** - Should Superintendent be unable to perform the duties and obligations of this Contract by reason of illness, accident or other causes, and such disability exists for a period of more than one hundred eighty (180) calendar days the Board of Education, at its option, may terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall be terminated. Likewise, if it becomes determinable within the one hundred eighty (180) calendar days that such disability is permanent, irreparable or of such nature as to make the continued performance of Superintendent's duties improbable, the Board, at its option, may forthwith terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall be

terminated. This provision shall not in any way derogate from any long term disability benefits that apply by operation of other provisions of this Contract.

16. **RETIREMENT** - The School District shall assume full costs of the employer contributions to the Michigan Public School Employees Retirement System ("MPSERS") on behalf of Superintendent, as may be required by law.

17. **VACATION** – The Superintendent shall be annually entitled to twenty-five (25) business days of vacation, of which 2 weeks (10) business days shall be taken during either the School Districts' Christmas, winter or spring vacation weeks. Upon the Superintendents separation from employment with the School District the Board shall pay all unused and accumulated vacation days at a per diem rate of (1/260th) of the Superintendents final annual salary. Separation from the district shall include death, incapacity, retirement or resignation.

18. **INSURANCE AND OTHER BENEFITS** - The School District shall provide Superintendent with the same insurance and other employee benefits as set forth in the employee benefit provisions authorized by the School Board for Central Office Administrators, including sick leave, medical, vision, dental insurance and long-term disability insurance. Reimbursement for unused accumulated sick leave days shall be capped at 30 days upon the Superintendents separation of employment from the District. Additionally, the School District shall contribute $20 (Twenty dollars) per month toward a supplemental life insurance plan of the Superintendents choosing, which shall be in addition to any death or disability insurance that may be provided in the central administrators insurance coverage plans.

19. **LIABILITY INSURANCE** – The Superintendent shall be provided at School District expense, the same level of liability insurance coverage (basic, director and officer and errors and omissions) as is, or may hereafter be provided to the Board of Education and its members in connection with the performance of her duties as Superintendent.

20. **INDEMNIFICATION** – To the extent permitted by law, the District will defend the Superintendent and indemnify and hold the Superintendent harmless from any and all claims, judgments, liabilities, costs and actual attorneys' fees, of a civil nature and not including criminal matters, arising from or relating to actions taken or decisions made in good faith and reasonably within the scope of her employment. The Superintendent shall give the Board notice of any claim for defense and indemnification promptly upon knowledge of any possible claim. The Board, working with the applicable insurance carrier, will have the right to appoint the attorney and conduct the defense of any such claim. If, in the opinion of the Board, the Superintendent fails to fully cooperate in the defense of any such claim, then this paragraph of the Contract shall become null and void. The paragraph survives the termination and expiration date of this Contract.

21. **TERMINATION OF CONTRACT** - In addition to any other rights the School District may have, by law or under this Contract, this Contract may be terminated at any time during its term by the School District if the Superintendent materially breaches any term of this contract or for Cause. For purposes of this Contract the term "Cause" as used in this Agreement shall mean Superintendent's (a) willful personal dishonesty, (b) incompetence, (c) willful misconduct, (d) breach of a duty involving personal profit, (e) failure to perform stated duties, (f) willful violation of any law, rule, regulation (other than traffic violations or similar offenses), (g) final cease-and-desist order, (h) material breach of any provision of this Contract, (i) conviction of a felony, or (j) unprofessional conduct. In determining "incompetence," the Superintendent's acts or omissions shall be measured against standards generally prevailing in public education industry in the State of Michigan. In determining "willfulness," no act or failure to act on Superintendent's part shall be considered "willful" unless done or omitted to be done by Superintendent without reasonable belief that her action or omission was in the best interests of the School District. Upon any such event, Superintendent shall be advised, in advance, of the Board of Education's intention to consider effecting such a midterm termination and shall be provided an

opportunity for a hearing in regard to the prospect of such termination, which hearing may be open to the public or closed, at Superintendent's option.

22. **ARBITRATION CLAUSE** - The undersigned parties agree to submit to arbitration administered by the American Arbitration Association. In the event Superintendent elects to contest the Board of Education's disposition in regard to a termination of this Contract pursuant to Section 21, following the contemplated hearing, the Superintendent shall have the right, exclusive of any other rights or remedies available to the Superintendent at common law or by statute, to request arbitration, the award arising out of which shall be binding on the School District and Superintendent and enforceable in any court of competent jurisdiction in this State. The scope of the arbitrator's review pursuant to this agreement shall be limited to determining whether the Board of Education acted arbitrarily and capriciously in its determination to terminate Superintendent's employment. The arbitrator shall be selected through the mutual cooperation between the representatives or counsel for the respective parties, failing agreement on which the issue may be referred by either party to the Detroit Regional Office of the American Arbitration Association for appointment of an arbitrator and processing under their Voluntary Labor Arbitration Rules.

23. **NONRENEWAL OF CONTRACT** – As recited in Paragraph 1 herein, this Contract shall terminate on June 30, 2018 Superintendent acknowledges that she has no expectation of employment by the School District beyond that date. The decision whether to renew or not to renew the contractual relationship is solely within the discretion of the Board of Education for the School District and the process therefore is governed by Section M.C.L. 380.1229 of the Revised School Code. Superintendent shall inform the members of the Board of Education, in writing, no later than February 1, 2018, of their opportunity to provide timely notice of non-renewal of this Contract.

24. **TOTALITY OF TERMS** - This Contract contains all of the terms agreed by the parties with respect to the subject matter of this Contract and supersedes all prior contracts, arrangements and communications between the parties concerning such subject matter, whether oral or written.

25. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law, the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

26. **SAVINGS CLAUSE** - If during the term of this contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement the day and year first above written.

NAME
Superintendent of Schools - Amy Y. Kruppe

HAZEL PARK SCHOOL DISTRICT

By: _____
NAME
President, Board of Education - Rachel Noth

05/18/15
Witness Date

5/18/15
Witness Date

SUPERINTENDENT CONTRACT ADDENDUM

THIS ADDDENDUM, is made and entered into in Hazel Park, Oakland County, Michigan, this 1ST day of June, 2016 by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030. (hereinafter the "School District"), and Amy Y. Kruppe, (hereinafter "Superintendent"). **The effective date of this agreement shall be July 1, 2016**

IT IS AGREED:

That the School District entered into an employment agreement with Dr. Amy Kruppe on May 18, 2015 and Dr. Kruppe was hired to serve as Superintendent for the School District. A contract of employment was entered into on that date. **(See Attached Superintendents Contract of Employment).**

The parties wish to modify the terms of the original stated contract as set forth herein. Therefore, in consideration of the mutual promises herein , the parties, intending to be legally bound, hereby agree that the following constitutes a modification of the terms and conditions of the stated contract.

1. **MODIFICATION OF TERM** - The original agreement specified a termination date of **June 30, 2018,** The School District and the Superintendent agree to an extension of the term of employment to **June 30, 2021.**

2. **AMENDMENT OF BENEFITS** - During the remaining term of the Contract, the Superintendent shall be provided 12 "sick days" per year. These days can be rolled over into subsequent years without written School Board approval however the Superintendent shall receive no compensation, remuneration or pay out for any unused "sick days" at the end of Superintendents employment by the District.

3. **SALARY MODIFICATION** - The Superintendent base salary shall be increased 1.5%, with a new annual salary of **$142,100 (One Hundred and Forty-Two Thousand, One Hundred Dollars)** per annum payable in biweekly equal installments.

4. **TOTALITY OF TERMS** - This Contract contains all of the terms agreed by the parties with respect to the Additions, and Modifications of the existing Contract and supersedes any conflicting language contained within the initial agreement and any other prior contracts, arrangements and communications between the parties concerning such subject matter, whether oral or written.

5. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law, the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

6. **SAVINGS CLAUSE** - If during the term of this contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

7. **PRECEDENCE** - All the terms and conditions contained in the original contract shall remain in full force and effect during the entire term of the agreement, through **JUNE 30, 2021.**

To the extent that any of the terms or conditions contained in this ADDENDUM may contradict or conflict with any of the terms or conditions of the attached Agreement, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the attached Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement the day and year first above written.

NAME
Superintendent of Schools - Amy Y. Kruppe

HAZEL PARK SCHOOL DISTRICT

By: Rachel L. Noth

NAME

President, Board of Education - Rachel Noth

07.07.16

Witness Date

7-7-16

Witness Date

SUPERINTENDENT CONTRACT SECOND ADDENDUM

THIS ADDDENDUM, is made and entered into in Hazel Park, Oakland County, Michigan, this 12th day of June, 2017 by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030. (hereinafter the "School District"), and Amy Y. Kruppe, (hereinafter "Superintendent"). **The effective date of this agreement shall be July 1, 2017**

IT IS AGREED:

That the School District entered into an employment agreement with Dr. Amy Kruppe on May 18, 2015 and Dr. Kruppe was hired to serve as Superintendent for the School District. A contract of employment was entered into on that date. The parties entered into a first addendum of the original agreement with an effective date July 1, 2017. **(See Attached Superintendents Contract of Employment and First Amendment).**

The parties wish to modify the terms of the original stated contract as set forth herein. Therefore, in consideration of the mutual promises herein, the parties, intending to be legally bound, hereby agree that the following constitutes a modification of the terms and conditions of the stated contract.

1. TERMINATION UPON A FINDING OF JUST CAUSE – The original agreement shall be modified to include the understanding that should the Superintendent be terminated without just cause she will receive a lump sum payment in the amount of salary she would otherwise have been entitled to during the balance of the contract term. The original agreement has set forth an understanding of the acceptable reasons for termination.

2. SALARY MODIFICATION - The Superintendent base salary shall be increased 1.25% for the remainder of the existing term with a new annual salary of **$143,876 (One Hundred and**

Forty-Three Thousand, Eight Hundred Seventy Six Dollars) per annum payable in biweekly equal installments.

3. **TOTALITY OF TERMS** - This Contract contains all of the terms agreed by the parties with respect to the Additions, and Modifications of the existing Contract along with the first amendment and supersedes any conflicting language contained within the initial agreement and any other prior contracts, arrangements and communications between the parties concerning such subject matter, whether oral or written.

4. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract along with the first amendment and any of the Board's policies or any permissive State or Federal law, the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

5. **SAVINGS CLAUSE** - If during the term of this contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

6. **PRECEDENCE** - All the terms and conditions contained in the original contract shall remain in full force and effect during the entire term of the agreement through **JUNE 30, 2021.**

To the extent that any of the terms or conditions contained in this SECOND ADDENDUM may contradict or conflict with any of the terms or conditions of the attached Agreement and first amendment, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the attached Agreement and first amendment.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement the day and year first above written.

NAME
Superintendent of Schools - Amy Y. Kruppe

HAZEL PARK SCHOOL DISTRICT

By: _____
NAME

President, Board of Education - Rachel Noth

_____ 06.12.17
Witness Date

_____ 6-12-17
Witness Date

SUPERINTENDENT CONTRACT THIRD ADDENDUM

THIS ADDDENDUM, is made and entered into in Hazel Park, Oakland County, Michigan, this 11TH day of February, 2019 by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030. (hereinafter the "School District"), and Amy Y. Kruppe, (hereinafter "Superintendent"). **The effective date of this agreement shall be February 11, 2019**

IT IS AGREED:

That the School District entered into an employment agreement with Dr. Amy Kruppe on May 18, 2015, and Dr. Kruppe was hired to serve as Superintendent for the School District, effective date of July 1, 2015. **(See Attached Superintendents Contract of Employment).**

The parties entered into the first contract addendum with an effective date of July 1, 2016. Which extended the term of the original agreement through June 30, 2021, **(See attached Superintendent Contract Addendum).**

The parties entered into the second contract addendum with an effective date of July 1, 2017. **See Attached Superintendent Contract Second Addendum).**

1. **MODIFICATION OF TERM** - The original agreement specified a termination date of **June 30, 2018.** The first contract addendum extended the term to a termination date of **June 30, 2021.** The School District and the Superintendent agree to an extension of the term of employment to **June 30, 2022.**

2. **TOTALITY OF TERMS** - This addendum shall modify only the term of the original agreement and two addendums as referenced above. This addendum supersedes any conflicting language contained within the initial agreement and any other prior contracts, addendums and communications between the parties concerning such subject matter, whether oral or written.

3. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law, the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

4. **SAVINGS CLAUSE** - If during the term of this contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

5. **PRECEDENCE** - All the terms and conditions contained in the original contract and two preceding addendums shall remain in full force and effect during the entire term of the agreement, through **JUNE 30, 2022.**

To the extent that any of the terms or conditions contained in this ADDENDUM may contradict or conflict with any of the terms or conditions of the attached agreement, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the attached agreement.

IN WITNESS WHEREOF

This agreement entered into February 11, 2019.

Amy Y. Kruppe, Superintendent

Laura Adkins, School Board President

Witness 2-11-19 Date

Witness 2-11-19 Date

SUPERINTENDENT CONTRACT FOURTH ADDENDUM

THIS ADDENDUM is made and entered into in Hazel Park, Oakland County, Michigan, by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030 (hereinafter the "School District"), and Amy Y. Kruppe (hereinafter "Superintendent").

The circumstances surrounding this Addendum are as follows.

The School District entered into an employment agreement with Dr. Amy Kruppe on May 18, 2015, and Dr. Kruppe was hired to serve as Superintendent for the School District, with an effective beginning contract date of July 1, 2015, and expiring on June 30, 2018.

The parties entered into the first contract addendum with an effective date of July 1, 2016, which extended the term of the original agreement through June 30, 2021, along with making other contract changes.

The parties entered into the second contract addendum with an effective date of July 1, 2017, which maintained the expiration date of June 30, 2021, but made other contract changes.

The parties entered into the third contract addendum with an effective date of February 11, 2019, which extended the term of the contract to June 30, 2022.

The parties hereby agree to this fourth contract addendum as follows:

IT IS AGREED:

1. **MODIFICATION OF TERM** - The School District and the Superintendent agree to an extension of the term of employment to an expiration date of **June 30, 2023.**

2. **SALARY MODIFICATION** - The Superintendent base annual salary shall be increased by 1.0% effective July 1, 2020, with a new annual salary of **$149,674 (One Hundred Forty-Nine Thousand Six Hundred Seventy Four Dollars)** per annum payable in biweekly equal installments.

3. **TOTALITY OF TERMS** - This Addendum contains all of the terms agreed to by the parties with respect to the modifications set forth above, and supersedes any conflicting provisions within the initial agreement and any other addendums concerning the expiration date of the contract and the annual salary to be paid under the contract; all other provisions of the original contract and previous addendums shall remain in full force.

4. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law, the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

5. **SAVINGS CLAUSE** - If during the term of this Contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

6. **PRECEDENCE** - All the terms and conditions contained in the original Contract and preceding addendums, except as modified by this Addendum, shall remain in full force and effect during the entire term of the agreement, through **JUNE 30, 2023.** To the extent that any of the terms or conditions contained in this Addendum may contradict or conflict with any of the terms or conditions of the Contract or previous addendums, it is expressly understood and agreed that the terms of this Addendum shall take precedence and supersede the conflicting terms.

The parties hereto have signed this Agreement as indicated below. This Addendum shall go into effect on April 20, 2020.

Amy Y. Krupp, Superintendent — Date: 5/5/2020

Laura Adkins, School Board President — Date: 5-11-20

SUPERINTENDENT CONTRACT FIFTH ADDENDUM

THIS ADDENDUM is made and entered into in Hazel Park, Oakland County, Michigan, by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030 (hereinafter the "School District"), and Amy Y. Kruppe (hereinafter "Superintendent").

The circumstances surrounding this Addendum are as follows.

The School District entered into an employment agreement with Dr. Amy Kruppe on May 18, 2015, and Dr. Kruppe was hired to serve as Superintendent for the School District, with an effective beginning contract date of July 1, 2015, and expiring on June 30, 2018.

The parties entered into the first contract addendum with an effective date of July 1, 2016, which extended the term of the original agreement through June 30, 2021, along with making other contract changes.

The parties entered into the second contract addendum with an effective date of July 1, 2017, which maintained the expiration date of June 30, 2021, but made other contract changes.

The parties entered into the third contract addendum with an effective date of February 11, 2019, which extended the term of the contract to June 30, 2022.

The parties entered into the fourth contract addendum with an effective date of April 20, 2020, which extended the term of the contract to June 30, 2023, and made other contract changes.

The parties hereby agree to this fifth contract addendum as follows:

IT IS AGREED:

1. **SALARY MODIFICATION -** The Superintendent base annual salary shall be increased by 3.0% effective January 1, 2021, with a new annual salary of **$154,164 (One Hundred Fifty-Four Thousand One Hundred Sixty-Four Dollars)** per annum payable in biweekly equal installments.

2. **TOTALITY OF TERMS** - This Addendum contains all of the terms agreed to by the parties with respect to the modifications set forth above, and supersedes any conflicting provisions within the initial agreement and any other addendums concerning the annual salary to be paid under the contract; all other provisions of the original contract and previous addendums shall remain in full force.

4. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law, the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

5. **SAVINGS CLAUSE** - If during the term of this Contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

6. **PRECEDENCE** - All the terms and conditions contained in the original Contract and preceding addendums, except as modified by this Addendum, shall remain in full force and effect during the entire term of the agreement, through **June 30, 2023.** To the extent that any of the terms or conditions contained in this Addendum may contradict or conflict with any of the terms or conditions of the Contract or previous addendums, it is expressly understood and agreed that the terms of this Addendum shall take precedence and supersede the conflicting terms.

The parties hereto have signed this Agreement as indicated below. This Addendum shall go into effect on January 1, 2020.

2/23/2021

Amy Y. Kruppe, Superintendent Date

2-26-21

Laura Adkins, School Board President Date

SUPERINTENDENT CONTRACT SIXTH ADDENDUM

THIS ADDENDUM is made and entered into in Hazel Park, Oakland County, Michigan, by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030 (hereinafter the "School District"), and Amy Y. Kruppe (hereinafter "Superintendent").

The circumstances surrounding this Addendum are as follows.

The School District entered into an employment agreement with Dr. Amy Kruppe on May 18, 2015, and Dr. Kruppe was hired to serve as Superintendent for the School District, with an effective beginning contract date of July 1, 2015, and expiring on June 30, 2018.

The parties entered into the first contract addendum with an effective date of July 1, 2016, which extended the term of the original agreement through June 30, 2021, along with making other contract changes.

The parties entered into the second contract addendum with an effective date of July 1, 2017, which maintained the expiration date of June 30, 2021, but made other contract changes.

The parties entered into the third contract addendum with an effective date of February 11, 2019, which extended the term of the contract to June 30, 2022.

The parties entered into the fourth contract addendum with an effective date of April 20, 2020, which extended the term of the contract to June 30, 2023, and made other contract changes.

The parties entered into a fifth contract addendum with an effective date of January 1, 2021, which increased the Superintendent's salary.

The parties hereby agree to this sixth contract addendum as follows:

IT IS AGREED:

1. **SALARY MODIFICATION:** - The Superintendent base annual salary shall be increased by 4.0% effective July 1, 2021, with a new annual salary of **$160,331 (One Hundred Sixty Thousand Three Hundred Thirty One Dollars)** per annum payable in biweekly equal installments, and shall be increased by an additional 3.0% effective July 1, 2022, with a new annual salary of **$165,141 (One Hundred Sixty Thousand Five Hundred Forty One Dollars)** per annum payable in biweekly equal installments.

2. **MERIT/PERFORMANCE-BASED PAY**: Consistent with and part of the requirements of legislation requiring that job performance be a significant factor in determining compensation and additional compensation, the Superintendent shall be eligible for merit/performance-based pay as follows. If the Board gives the Superintendent an overall performance rating of "Effective" on her final annual evaluation, then the merit pay shall be an amount equal to **$2,000 (Two Thousand Dollars)**; if the Board gives the Superintendent an overall performance rating of "Highly Effective" on her final annual evaluation, then the merit

pay shall be an amount equal to **$4,000 (Four Thousand Dollars)**. Any such merit pay shall be paid no later than June of each fiscal year. The Board and the Superintendent will agree to establish up to three annual goals that will be included as a portion of the annual evaluation of the current approved evaluation tool; however, in the absence of agreement between the Board the Superintendent, the Board will establish the goals.

3. **RETENTION BONUS:** The Superintendent shall receive a one-time retention bonus in the amount of **$1500 (One Thousand Five Hundred Dollars)**, payable in two equal amounts in November 2021 and February 2022. It is understood and agreed that this bonus payment is not reportable compensation under MPSERS/Office of Retirement Services, so no retirement contribution can or will be made on such payments.

4. **TOTALITY OF TERMS** - This Addendum contains all of the terms agreed to by the parties with respect to the modifications set forth above, and supersedes any conflicting provisions within the initial agreement and any other addendums concerning the annual salary to be paid under the contract; all other provisions of the original contract and previous addendums shall remain in full force.

5. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law, the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

6. **SAVINGS CLAUSE** - If during the term of this Contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

7. **PRECEDENCE** - All the terms and conditions contained in the original Contract and preceding addendums, except as modified by this Addendum, shall remain in full force and effect during the entire term of the agreement, through **June 30, 2023.** To the extent that any of the terms or conditions contained in this Addendum may contradict or conflict with any of the terms or conditions of the Contract or previous addendums, it is expressly understood and agreed that the terms of this Addendum shall take precedence and supersede the conflicting terms.

The parties hereto have signed this Agreement as indicated below. This Addendum shall go into effect on July 1, 2021.

Amy Y. Kruppe, Superintendent	6-29-21 Date
Laura Adkins, School Board President	6-29-21 Date
Beverly Hinton, School Board Secretary	6-29-21 Date

SUPERINTENDENT CONTRACT SEVENTH ADDENDUM

THIS ADDENDUM is made and entered into in Hazel Park, Oakland County, Michigan, by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030 (hereinafter the "School District"), and Amy Y. Kruppe (hereinafter "Superintendent").

The circumstances surrounding this Addendum are as follows.

The School District entered into an employment agreement with Dr. Amy Kruppe on May 18, 2015, and Dr. Kruppe was hired to serve as Superintendent for the School District, with an effective beginning contract date of July 1, 2015, and expiring on June 30, 2018.

The parties entered into the first contract addendum with an effective date of July 1, 2016, which extended the term of the original agreement through June 30, 2021, along with making other contract changes.

The parties entered into the second contract addendum with an effective date of July 1, 2017, which maintained the expiration date of June 30, 2021, but made other contract changes.

The parties entered into the third contract addendum with an effective date of February 11, 2019, which extended the term of the contract to June 30, 2022.

The parties entered into the fourth contract addendum with an effective date of April 20, 2020, which extended the term of the contract to June 30, 2023, and made other contract changes.

The parties entered into a fifth contract addendum with an effective date of January 1, 2021, which increased the Superintendent's salary.

The parties entered into a sixth contract addendum with an effective date of July 1, 2021, which increased the Superintendent's salary, and provided merit/performance-based pay and a retention bonus.

The parties hereby agree to this seventh contract addendum as follows:

IT IS AGREED:

1. The parties agree that the following contract provision, which the parties agreed to as part of the second contract addendum to the original Superintendent's Contract of Employment, shall no longer be operative and shall hereafter be considered void and of no effect:

> "1. **TERMINATION UPON A FINDING OF JUST CAUSE** – The original agreement shall be modified to include the understanding that should the Superintendent be terminated without just cause she will receive a lump sum payment in the amount of salary she would otherwise have been entitled to during the balance of the contract term. The original agreement has set forth an understanding of the acceptable reasons for termination."

2. **MODIFICATION OF TERM** - The School District and the Superintendent agree to an extension of the term of employment to an expiration date of **June 30, 2026.**

3. **TOTALITY OF TERMS** - This Addendum contains all of the terms agreed to by the parties with respect to the modifications set forth above, and supersedes any conflicting provisions within the initial agreement and any other addendums concerning the annual salary to be paid under the contract; all other provisions of the original contract and previous addendums shall remain in full force.

4. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law, the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

5. **SAVINGS CLAUSE** - If during the term of this Contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

6. **PRECEDENCE** - All the terms and conditions contained in the original Contract and preceding addendums, except as modified by this Addendum, shall remain in full force and effect during the entire term of the agreement, through **June 30, 2026.** To the extent that any of the terms or conditions contained in this Addendum may contradict or conflict with any of the terms or conditions of the Contract or previous addendums, it is expressly understood and agreed that the terms of this Addendum shall take precedence and supersede the conflicting terms.

The parties hereto have signed this Agreement as indicated below. This Addendum shall go into effect on February 1, 2022.

1-24-22

Amy Y. Krupp, Superintendent — Date

1-24-22

Laura Adkins, School Board President — Date

Beverly Hinton, School Board Secretary — Date

HAZEL PARK SCHOOL DISTRICT

SUPERINTENDENT'S CONTRACT OF EMPLOYMENT

THIS CONTRACT is made and entered into in Hazel Park, Oakland County, Michigan, by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030. (hereinafter the "School District"), and Amy Y. Kruppe, (hereinafter "Superintendent").

IT IS AGREED:

1. **EMPLOYMENT TERM** - The School District hereby employs Superintendent and Superintendent agrees to work for the School District for a term commencing on July 1, 2022, and extending through June 30, 2026, unless otherwise terminated under the terms and conditions stated herein. Superintendent shall advise the Board of Education six (6) months in advance of her intention to terminate her employment within the term of this Contract as originally agreed to or as may be extended by later amendment. It is understood and agreed that Superintendent is employed in the capacity of Superintendent, as defined in the Michigan Revised School Code.

2. **DUTIES** - The Superintendent agrees to devote her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. The Superintendent agrees to faithfully perform those duties assigned by the Board of Education and to comply with the directives of the Board of Education with respect thereto. The Superintendent further agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations, and by the Board of Education, to carry out the educational programs and policies of the School District during the entire term of this Contract. The Superintendent agrees to devote substantially all of her business time,

attention and services to the diligent, faithful and competent discharge of her duties on behalf of the School District to enhance the operation of the School District and agrees to use her best efforts to maintain and improve the quality of the programs and services of the School District.

3. **SALARY** – The School District shall pay the Superintendent a salary of $165,141 (One Hundred Sixty Five Thousand One Hundred Forty One Dollars) per annum, payable in biweekly equal installments. Superintendent's salary may be adjusted as otherwise agreed by the Superintendent and the Board of Education.

4. **MERIT/PERFORMANCE-BASED PAY** – Consistent with and part of the requirements of legislation requiring that job performance be a significant factor in determining compensation and additional compensation, the Superintendent shall be eligible for merit/performance-based pay as follows. If the Board gives the Superintendent an overall performance rating of "Effective" on her final annual evaluation, then the merit pay shall be an amount equal to $2,000 (Two Thousand Dollars); if the Board gives the Superintendent an overall performance rating of "Highly Effective" on her final evaluation, then the merit pay shall be an amount equal to $4,000 (Four Thousand Dollars). Any such merit pay shall be paid no later than June of each fiscal year. The Board and the Superintendent will agree to establish up to three annual goals that will be included as a potion of the annual evaluation of the current approved evaluation tool; however, in the absence of agreement between the Board and the Superintendent, the Board will establish the goals. In the event that the Superintendent has received an overall performance rating of "Highly Effective" on three consecutive annual evaluations by the Board, and the Board decides to conduct the following evaluation biennially instead of annually, the Superintendent shall be deemed to have be rated "Highly Effective" for the skipped year in which no actual evaluation was conducted, and thus will be eligible to receive merit/performance-based in the amount of $4,000 (Four Thousand Dollars) for that year.

5. **WORK YEAR** - Superintendent shall perform her duties over the full twelve (12) months of the School District's fiscal year (July 1 to June 30), less applicable vacation, leave, and holidays as defined in the District's calendar approved by the Board of Education. Superintendent shall be expected to attend meetings of the Board of Education and its committees and to attend and participate in School District functions or, on occasion, other civic activities having relation to the School District's interests within the community serviced by the School District. The time expended in attending such meetings and activities has been taken into account in setting the aforesaid salary and, thus, no additional compensation shall be forthcoming for such attendances.

6. **QUALIFICATIONS** – The Superintendent shall possess and maintain throughout the term of this Contract all certification(s), qualifications, and continuing education requirements required by the State of Michigan to serve as the District's Superintendent of Schools.

7. **TENURE** - It is expressly agreed that Superintendent shall not be deemed to be granted continuing tenure in her capacity as Superintendent or in any other administrative capacity by virtue of this Contract of Employment. Tenure may be obtained only in the capacity of a classroom teacher and consistent with the Teachers' Tenure Act.

8. **EVALUATION** – The Superintendent's performance shall be evaluated by the Board in accordance with section 1249b of the Revised School Code. If the Superintendent has been rated as "Highly Effective" on three consecutive annual evaluations by the Board, the Board may conduct the following evaluation biennially instead of annually. However, if the Superintendent is not rated as "Highly Effective" on one of the biennial evaluations, the Superintendent shall again be provided with annual evaluations. Such evaluation shall be in compliance with section 1249b of the Revised School Code, will include an assessment of: the progress toward the educational goals of the District, the working relationship between the Board and the Superintendent, and the Board's directions to the Superintendent.

The Board will grant a request by the Superintendent to meet to discuss her written evaluation in a manner consistent with the requirements of Michigan's Open Meetings Act. The Board of Education and the Superintendent shall meet annually prior to the beginning of the school year to discuss and determine performance standards for said year.

9. **CONFLICT OF INTEREST** - Superintendent shall faithfully serve the School District and be regardful of its interest during the term of this Contract, to the extent required by this Contract and by law. Superintendent shall not directly or indirectly acquire or otherwise possess any interest adverse to that of the School District. In the event that a question arises as to whether a given interest is in conflict with the interests of the School District, Superintendent shall make full disclosure of same to the Board of Education for its review and disposition, which disposition shall be controlling and complied with by Superintendent.

10. **OTHER WORK** - Superintendent may not undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations when such activities would in any manner impinge upon time and effort required to be exerted by Superintendent in the discharge of her responsibilities under this Contract, unless the Board of Education gives its prior consent to such activities.

11. **EXPENSES** - Superintendent is encouraged to attend and participate in appropriate professional activities and conferences at the local, state and national levels. Subject to approval in advance of such activity or conference by the Board of Education, Superintendent shall be reimbursed, consistent with Board policy for the reasonable costs of long-distance travel and lodging in connection with such attendances and participations. Superintendent shall be reimbursed, consistent with Board policy for the reasonable costs incurred in attending and participating in local professional activities and conferences as she may deem to be appropriate on behalf of the School District. Superintendent may be required to provide to the School District an itemized account and substantiation of the above reimbursed

expenses in accordance with Board policy for federal and state income tax reporting purposes. The Board shall incur all reasonable expenses associated with Superintendent's district cell phone use.

12. **BUSINESS EXPENSES** - Superintendent shall receive $400 (four hundred dollars) per month for school business related expenses including but not limited to the ownership, lease or operation of an automobile for the purpose of traveling to the various school buildings and facilities of the School District, as well as to attend out-of-district conferences and meetings in the course of her duties. The use or expenditure of the monthly stipend is entirely within Superintendents discretion.

13. **MEMBERSHIP DUES** - Subject to the Board of Education's prior approval, the School District shall pay the cost of Superintendent's membership in educational, professional and local civic organizations.

14. **BOARD MEETINGS** - Among her other duties, Superintendent shall prepare the agenda for each Board of Education meeting in consultation with the President of the Board or the President's delegate and forward same to each member of the Board of Education, along with her recommendations and supporting documentation on each agenda item, sufficiently in advance of the meeting so that each member can assimilate such information prior to the meeting.

15. **DISABILITY** - Should Superintendent be unable to perform the duties and obligations of this Contract by reason of illness, accident or other causes, and such disability exists for a period of more than one hundred eighty (180) calendar days, the Board of Education, at its option, may terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall be terminated. Likewise, if it becomes determinable within the one hundred eighty (180) calendar days that such disability is permanent, irreparable or of such nature as to make the continued performance of Superintendent's duties improbable, the Board, at its option, may forthwith terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall be terminated. This provision

shall not in any way derogate from any long term disability benefits that apply by operation of other provisions of this Contract.

16. **RETIREMENT** - The School District shall assume full costs of the employer contributions to the Michigan Public School Employees Retirement System ("MPSERS") on behalf of Superintendent, as may be required by law.

17. **VACATION**– The Superintendent shall be annually entitled to twenty-five (25) days vacation, of which 2 weeks, (10 days) shall be taken during either Christmas, winter or spring vacation weeks. The Superintendent currently has 101 accumulated vacation days. The Board shall compensate the Superintendent for 35 of those accumulated vacation days no later than the end of November 2022. Next year, the Board shall compensate the Superintendent for any remaining vacation days above 35 no later than the end of September 2023. Thereafter, the Superintendent may only accumulate up to a maximum of 35 unused vacation days, and may elect for up to 10 of the unused vacation days to be placed in a Board-paid tax-sheltered annuity plan each year. Upon the Superintendents separation from employment with the School District the Board shall pay all unused accumulated vacation days at a per diem rate of (1/260th) of the Superintendents final annual salary. Separation from the district shall include death, incapacity, retirement or resignation.

18. **SICK LEAVE AND BEREAVEMENT** – The Superintendent shall be provided 12 sick days per year. These days can be rolled over into subsequent years without written School Board approval; however, the Superintendent shall receive no compensation, remuneration or pay out for any unused sick days at the end of Superintendents employment by the District. The School District shall provide Superintendent with the bereavement leave days as set forth in the fringe benefit provisions authorized to Central Office Administrators.

19. **INSURANCE** - The School District shall provide Superintendent with the same insurance benefits as set forth in the fringe benefit provisions authorized to Central Office Administrators, including medical, vision, dental insurance and long-term disability insurance. However, the District shall continue to pay the full cost of the Superintendent's medical insurance premium, until such time that the District is at risk of failing to comply with PA 152, in which event the District shall only contribute the applicable PA 152 hard cap amount towards the Superintendent's medical insurance premium cost, with the Superintendent paying for the balance. Additionally, such insurance benefits are subject to change at any time on the same basis as changed for full-time, professional administrative staff. Additionally, the School District shall contribute $20 (Twenty dollars) per month toward a life insurance plan of the Superintendents choosing, this shall be in addition to any death or disability insurance that may be provided in the central administrators' insurance coverage plans.

20. **LIABILITY INSURANCE** – The Superintendent shall be provided at School District expense, the same level of liability insurance coverage (basic and errors and omissions) as is, or may hereafter be provided to the Board of Education and its members in connection with the performance of her duties as Superintendent.

21. **INDEMNIFICATION/ HOLD HARMLESS** –To the extent permitted by law, for any action or non-action taken by the Superintendent, the District agrees that it shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in her individual capacity as agent and employee of the District, provided the incident arose while the Superintendent was acting within the scope of her employment, such liability coverage is within the authority of the District to provide under state law, and does not result in a criminal conviction; it is further understood that in no case will individual Board members be considered personally liable for indemnifying the Superintendent against such demands, claims, suits, actions and

legal proceedings. The Superintendent shall immediately notify the Board of any request for indemnification for any claim or action against her. The Board and the District have the right to conduct the defense of any such claim or action and the Superintendent shall fully cooperate with the Board and the District in the defense. The District may purchase liability insurance to cover its responsibilities set forth above. It is understood that the provisions above shall remain applicable and in effect even after the Superintendent terminates her employment with the District."

22. **TERMINATION OF CONTRACT** - In addition to any other rights the School District may have, by law or under this Contract, this Contract may be terminated at any time during its term by the School District if the Superintendent materially breaches any term of this contract or performs any act which substantially inhibits her ability to discharge her duties as Superintendent including but not limited to a) incompetence, b) immorality, c) intemperance, d) conviction of a felony, e) neglect of duty, f) unprofessional conduct, g) physical or mental incapacity. In such event, Superintendent shall be advised, in advance, of the Board of Education's intention to consider effecting such a midterm termination and provided an opportunity for a hearing in regard to the prospect of such termination, which hearing may be open to the public or closed, at Superintendent's option.

23. **ARBITRATION CLAUSE** - The Superintendent and the District agree that any and all claims arising from, or relating to, the Superintendent's employment with the District or this Contract will be subject to final and binding arbitration according to the American Arbitration Association's National Rules for the Resolution of Employment Disputes. The Superintendent and the District also agree that a judgment on the award of the arbitrator(s) may be entered in any court of competent jurisdiction. The Superintendent and the District acknowledge and agree this paragraph of this Contract precludes either from filing covered claims in court and, therefore, waive any otherwise available right to trial by jury.

The parties shall split the cost of arbitration and the parties stipulate that this provision is not an employer sponsored plan.

24. **LIMITATIONS ON ACTIONS** -- Notwithstanding the foregoing, any action or suit by the Superintendent concerning anything related to the employment relationship with the District shall be commenced within six (6) months of the occurrence of said alleged cause of action. The Superintendent hereby waives any statute of limitations granting a greater time to bring said claim. Any claim not commenced within six (6) months of the alleged cause of action shall be barred. For purposes of this subparagraph, the term "commenced" means "filing a summons and complaint with the court having jurisdiction or filing written complaint or charge with the appropriate administrative agency."

25. **NONRENEWAL OF CONTRACT** – As recited in Paragraph 1 herein, this Contract shall terminate on June 30, 2026. Superintendent acknowledges that she has no expectation of employment by the School District beyond that date. The decision whether to renew or not to renew the contractual relationship is solely within the discretion of the Board of Education for the School District and the process therefore is governed by Section M.C.L. 380.1229 of the Revised School Code. Superintendent shall inform the members of the Board of Education, in writing, no later than February 1, 2026, of their opportunity to provide timely notice of non-renewal of this Contract.

26. **TOTALITY OF TERMS** - This Contract is the parties' entire agreement and supersedes any other agreement or understanding, verbal or written, and may not be modified or rescinded except by another written agreement signed by the Superintendent and approved by the Board in compliance with the Open Meetings Act.

27. **GOVERNING LAW.** This Contract is governed by and shall be interpreted in accord with the laws of the State of Michigan.

28. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

29. **SAVINGS CLAUSE** - If during the term of this contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement the day and year first above written.

Superintendent of Schools - Amy Kruppe — Date

HAZEL PARK SCHOOL DISTRICT

Laura Adkins — 10-19-22

President, Board of Education - Laura Adkins — Date

Beverly Hinton — 10-19-22

Secretary, Board of Education - Beverly Hinton — Date

SUPERINTENDENT CONTRACT -- FIRST ADDENDUM

THIS ADDENDUM is made and entered into in Hazel Park, Oakland County, Michigan, by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030 (hereinafter the "School District"), and Amy Y. Kruppe (hereinafter "Superintendent").

The circumstances surrounding this Addendum are as follows.

The School District entered into an employment agreement with Dr. Amy Kruppe on October 19, 2022, with a beginning contract date of July 1, 2022, and expiring on June 30, 2026 (hereinafter the "Original Contract").

The parties hereby agree to this first contract addendum as follows:

IT IS AGREED:

1. Section 1 of the Original Contract shall be amended so that the contract expiration date of June 30, 2026, shall be extended to a date of June 30, 2028, so that Section 1 of the parties' contract shall now provide as follows:

> "1. EMPLOYMENT TERM - The School District hereby employs Superintendent and Superintendent agrees to work for the School District for a term commencing on July 1, 2023, and extending through June 30, 2028, unless otherwise terminated under the terms and conditions stated herein. Superintendent shall advise the Board of Education six (6) months in advance of her intention to terminate her employment within the term of this Contract as originally agreed to or as may be extended by later amendment. It is understood and agreed that Superintendent is employed in the capacity of Superintendent, as defined in the Michigan Revised School Code."

2. This Addendum contains all of the terms agreed to by the parties with respect to the modifications set forth above, and supersedes any conflicting provisions within the Original Contract; all other provisions of the Original Contract shall remain in full force.

The parties hereto have signed this Agreement as indicated below. This Addendum shall go into effect on July 1, 2023.

Amy Y. Kruppe, Superintendent — Date

Rick Nagy, School Board President — Date

Dawn Rice, School Board Secretary — Date

HAZEL PARK SCHOOL DISTRICT

SUPERINTENDENT'S CONTRACT OF EMPLOYMENT

THIS CONTRACT is made and entered into in Hazel Park, Oakland County, Michigan, by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030. (hereinafter the "School District"), and Amy Y. Kruppe, (hereinafter "Superintendent").

IT IS AGREED:

1. **EMPLOYMENT TERM** - The School District hereby employs Superintendent and Superintendent agrees to work for the School District for a term commencing on July 1, 2022, and extending through June 30, 2028, unless otherwise terminated under the terms and conditions stated herein. Superintendent shall advise the Board of Education six (6) months in advance of her intention to terminate her employment within the term of this Contract as originally agreed to or as may be extended by later amendment. It is understood and agreed that Superintendent is employed in the capacity of Superintendent, as defined in the Michigan Revised School Code.

2. **DUTIES** - The Superintendent agrees to devote her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. The Superintendent agrees to faithfully perform those duties assigned by the Board of Education and to comply with the directives of the Board of Education with respect thereto. The Superintendent

further agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations, and by the Board of Education, to carry out the educational programs and policies of the School District during the entire term of this Contract. The Superintendent agrees to devote substantially all of her business time, attention and services to the diligent, faithful and competent discharge of her duties on behalf of the School District to enhance the operation of the School District and agrees to use her best efforts to maintain and improve the quality of the programs and services of the School District.

3. **SALARY** – The School District shall pay the Superintendent a salary of $171,746.64 (One Hundred Seventy One Thousand Seven Hundred Forty Six Dollars and Sixty Four Cents) per annum, payable in biweekly equal installments. Superintendent's salary may be adjusted as otherwise agreed by the Superintendent and the Board of Education.

4. **MERIT/PERFORMANCE-BASED PAY** – Consistent with and part of the requirements of legislation requiring that job performance be a significant factor in determining compensation and additional compensation, the Superintendent shall be eligible for merit/performance-based pay as follows. If the Board gives the Superintendent an overall performance rating of "Effective" on her final annual evaluation, then the merit pay shall be an amount equal to $2,000 (Two Thousand Dollars); if the Board gives the Superintendent an overall performance rating of "Highly Effective" on her final evaluation, then the merit pay shall be an amount equal to $4,000 (Four Thousand Dollars). Any such merit pay shall be paid no later than June of each fiscal year. The Board and the Superintendent will

agree to establish up to three annual goals that will be included as a portion of the annual evaluation of the current approved evaluation tool; however, in the absence of agreement between the Board and the Superintendent, the Board will establish the goals. In the event that the Superintendent has received an overall performance rating of "Highly Effective" on three consecutive annual evaluations by the Board, and the Board decides to conduct the following evaluation biennially instead of annually, the Superintendent shall be deemed to have be rated "Highly Effective" for the skipped year in which no actual evaluation was conducted, and thus will be eligible to receive merit/performance-based in the amount of $4,000 (Four Thousand Dollars) for that year.

5. **WORK YEAR** - Superintendent shall perform her duties over the full twelve (12) months of the School District's fiscal year (July 1 to June 30), less applicable vacation, leave, and holidays as defined in the District's calendar approved by the Board of Education. Superintendent shall be expected to attend meetings of the Board of Education and its committees and to attend and participate in School District functions or, on occasion, other civic activities having relation to the School District's interests within the community serviced by the School District. The time expended in attending such meetings and activities has been taken into account in setting the aforesaid salary and, thus, no additional compensation shall be forthcoming for such attendances.

6. **QUALIFICATIONS** – The Superintendent shall possess and maintain throughout the term of this Contract all certification(s), qualifications, and

continuing education requirements required by the State of Michigan to serve as the District's Superintendent of Schools.

7. **TENURE** - It is expressly agreed that Superintendent shall not be deemed to be granted continuing tenure in her capacity as Superintendent or in any other administrative capacity by virtue of this Contract of Employment. Tenure may be obtained only in the capacity of a classroom teacher and consistent with the Teachers' Tenure Act.

8. **EVALUATION** – The Superintendent's performance shall be evaluated by the Board in accordance with section 1249b of the Revised School Code. If the Superintendent has been rated as "Highly Effective" on three consecutive annual evaluations by the Board, the Board may conduct the following evaluation biennially instead of annually. However, if the Superintendent is not rated as "Highly Effective" on one of the biennial evaluations, the Superintendent shall again be provided with annual evaluations. Such evaluation shall be in compliance with section 1249b of the Revised School Code, will include an assessment of: the progress toward the educational goals of the District, the working relationship between the Board and the Superintendent, and the Board's directions to the Superintendent. The Board will grant a request by the Superintendent to meet to discuss her written evaluation in a manner consistent with the requirements of Michigan's Open Meetings Act. The Board of Education and the Superintendent shall meet annually prior to the beginning of the school year to discuss and determine performance standards for said year.

9. **CONFLICT OF INTEREST** - Superintendent shall faithfully serve the School District and be regardful of its interest during the term of this Contract, to the extent required by this Contract and by law. Superintendent shall not directly or indirectly acquire or otherwise possess any interest adverse to that of the School District. In the event that a question arises as to whether a given interest is in conflict with the interests of the School District, Superintendent shall make full disclosure of same to the Board of Education for its review and disposition, which disposition shall be controlling and complied with by Superintendent.

10. **OTHER WORK** - Superintendent may not undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations when such activities would in any manner impinge upon time and effort required to be exerted by Superintendent in the discharge of her responsibilities under this Contract, unless the Board of Education gives its prior consent to such activities.

11. **EXPENSES** - Superintendent is encouraged to attend and participate in appropriate professional activities and conferences at the local, state and national levels. Subject to approval in advance of such activity or conference by the Board of Education, Superintendent shall be reimbursed, consistent with Board policy for the reasonable costs of long-distance travel and lodging in connection with such attendances and participations. Superintendent shall be reimbursed, consistent with Board policy for the reasonable costs incurred in attending and participating in local professional activities and conferences as she may deem to be appropriate on behalf of the School District. Superintendent may be required to

provide to the School District an itemized account and substantiation of the above reimbursed expenses in accordance with Board policy for federal and state income tax reporting purposes. The Board shall incur all reasonable expenses associated with Superintendent's district cell phone use.

12. **BUSINESS EXPENSES** - Superintendent shall receive $400 (four hundred dollars) per month for school business related expenses including but not limited to the ownership, lease or operation of an automobile for the purpose of traveling to the various school buildings and facilities of the School District, as well as to attend out-of-district conferences and meetings in the course of her duties. The use or expenditure of the monthly stipend is entirely within Superintendents discretion.

13. **MEMBERSHIP DUES** - Subject to the Board of Education's prior approval, the School District shall pay the cost of Superintendent's membership in educational, professional and local civic organizations.

14. **BOARD MEETINGS** - Among her other duties, Superintendent shall prepare the agenda for each Board of Education meeting in consultation with the President of the Board or the President's delegate and forward same to each member of the Board of Education, along with her recommendations and supporting documentation on each agenda item, sufficiently in advance of the meeting so that each member can assimilate such information prior to the meeting.

15. **DISABILITY** - Should Superintendent be unable to perform the duties and obligations of this Contract by reason of illness, accident or other causes, and such disability exists for a period of more than one hundred eighty (180) calendar

days, the Board of Education, at its option, may terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall be terminated. Likewise, if it becomes determinable within the one hundred eighty (180) calendar days that such disability is permanent, irreparable or of such nature as to make the continued performance of Superintendent's duties improbable, the Board, at its option, may forthwith terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall be terminated. This provision shall not in any way derogate from any long term disability benefits that apply by operation of other provisions of this Contract.

16. **RETIREMENT** - The School District shall assume full costs of the employer contributions to the Michigan Public School Employees Retirement System ("MPSERS") on behalf of Superintendent, as may be required by law.

17. **VACATION**– The Superintendent shall be annually entitled to twenty-five (25) days vacation, of which 2 weeks, (10 days) shall be taken during either Christmas, winter or spring vacation weeks. The Superintendent currently has 101 accumulated vacation days. The Board shall compensate the Superintendent for 35 of those accumulated vacation days no later than the end of November 2022. Next year, the Board shall compensate the Superintendent for any remaining vacation days above 35 no later than the end of September 2023. Thereafter, the Superintendent may only accumulate up to a maximum of 35 unused vacation days, and may elect for up to 10 of the unused vacation days to be placed in a Board-paid tax-sheltered annuity plan each year. Upon the Superintendents separation from employment with the School District the Board shall pay all

unused accumulated vacation days at a per diem rate of (1/260th) of the Superintendents final annual salary. Separation from the district shall include death, incapacity, retirement or resignation.

18. **SICK LEAVE AND BEREAVEMENT –** The Superintendent shall be provided 12 sick days per year. These days can be rolled over into subsequent years without written School Board approval; however, the Superintendent shall receive no compensation, remuneration or pay out for any unused sick days at the end of Superintendents employment by the District. The School District shall provide Superintendent with the bereavement leave days as set forth in the fringe benefit provisions authorized to Central Office Administrators.

19. **INSURANCE** - The School District shall provide Superintendent with the same insurance benefits as set forth in the fringe benefit provisions authorized to Central Office Administrators, including medical, vision, dental insurance and long-term disability insurance. However, the District shall continue to pay the full cost of the Superintendent's medical insurance premium, until such time that the District is at risk of failing to comply with PA 152, in which event the District shall only contribute the applicable PA 152 hard cap amount towards the Superintendent's medical insurance premium cost, with the Superintendent paying for the balance. Additionally, such insurance benefits are subject to change at any time on the same basis as changed for full-time, professional administrative staff. Additionally, the School District shall contribute $20 (Twenty dollars) per month toward a life insurance plan of the Superintendents choosing, this shall be

in addition to any death or disability insurance that may be provided in the central administrators' insurance coverage plans.

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remain applicable and in effect even after the Superintendent terminates her employment with the District."

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23. **ARBITRATION CLAUSE** - The Superintendent and the District agree that any and all claims arising from, or relating to, the Superintendent's employment with the District or this Contract will be subject to final and binding arbitration according to the American Arbitration Association's National Rules for the Resolution of Employment Disputes. The Superintendent and the District also agree that a judgment on the award of the arbitrator(s) may be entered in any court of competent jurisdiction. The Superintendent and the District acknowledge and agree this paragraph of this Contract precludes either from filing covered claims in court and, therefore, waive any otherwise available right to trial by jury.

The parties shall split the cost of arbitration and the parties stipulate that this provision is not an employer sponsored plan.

24. **LIMITATIONS ON ACTIONS** -- Notwithstanding the foregoing, any action or suit by the Superintendent concerning anything related to the employment relationship with the District shall be commenced within six (6) months of the occurrence of said alleged cause of action. The Superintendent hereby waives any statute of limitations granting a greater time to bring said claim. Any claim not commenced within six (6) months of the alleged cause of action shall be barred. For purposes of this subparagraph, the term "commenced" means "filing a summons and complaint with the court having jurisdiction or filing written complaint or charge with the appropriate administrative agency."

25. **NONRENEWAL OF CONTRACT** – As recited in Paragraph 1 herein, this Contract shall terminate on June 30, 2026. Superintendent acknowledges that she has no expectation of employment by the School District beyond that date. The decision whether to renew or not to renew the contractual relationship is solely within the discretion of the Board of Education for the School District and the process therefore is governed by Section M.C.L. 380.1229 of the Revised School Code. Superintendent shall inform the members of the Board of Education, in writing, no later than February 1, 2026, of their opportunity to provide timely notice of non-renewal of this Contract.

26. **TOTALITY OF TERMS** - This Contract is the parties' entire agreement and supersedes any other agreement or understanding, verbal or written, and may not be modified or rescinded except by another written agreement signed by the

Superintendent and approved by the Board in compliance with the Open Meetings Act.

27. **GOVERNING LAW.** This Contract is governed by and shall be interpreted in accord with the laws of the State of Michigan.

28. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

29. **SAVINGS CLAUSE** - If during the term of this contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement the day and year first above written.

Superintendent of Schools - Amy Kruppe — Date: 5/23/2023

HAZEL PARK SCHOOL DISTRICT

President, Board of Education - Rick Nagy — Date: 5/23/2023

Secretary, Board of Education - Dawn Rice — Date: 5/23/2023

HAZEL PARK SCHOOL DISTRICT

SUPERINTENDENT'S CONTRACT OF EMPLOYMENT

THIS CONTRACT is made and entered into in Hazel Park, Oakland County, Michigan, by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030. (hereinafter the "School District"), and Dr. Amy Y. Kruppe, (hereinafter "Superintendent").

IT IS AGREED:

1. **EMPLOYMENT TERM** - The School District hereby employs Superintendent and Superintendent agrees to work for the School District for a term commencing on July 1, 2024, and extending through June 30, 2029, unless otherwise terminated under the terms and conditions stated herein. Superintendent shall advise the Board of Education six (6) months in advance of her intention to terminate her employment within the term of this Contract as originally agreed to or as may be extended by later amendment. It is understood and agreed that Superintendent is employed in the capacity of Superintendent, as defined in the Michigan Revised School Code.

2. **DUTIES** - The Superintendent agrees to devote her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. The Superintendent agrees to faithfully perform those duties assigned by the Board of Education and to comply with the directives of the Board of Education with respect thereto. The Superintendent further agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations, and by the Board of Education, to carry out the educational programs and policies of the School District during the entire term of this Contract. The Superintendent agrees to devote substantially all of her business time,

attention and services to the diligent, faithful and competent discharge of her duties on behalf of the School District to enhance the operation of the School District and agrees to use her best efforts to maintain and improve the quality of the programs and services of the School District.

3. **SALARY** – The School District shall pay the Superintendent a salary of ~~$171,746.64~~ **$180,333.94 (One Hundred Eighty Thousand Three Hundred Thirty Three and 94/100** per annum, payable in biweekly equal installments. Superintendent's salary may be adjusted as otherwise agreed by the Superintendent and the Board of Education.

4. **MERIT/PERFORMANCE-BASED PAY** –The Superintendent shall be eligible for merit/performance-based pay as follows. If the Board gives the Superintendent an overall performance rating of "Effective" on her final annual evaluation, then the merit pay shall be an amount equal to $3,000 (Three Thousand Dollars). Any such merit pay shall be paid no later than June of each fiscal year. The Board and the Superintendent will agree to establish up to three annual goals that will be included as a potion of the annual evaluation of the current approved evaluation tool; however, in the absence of agreement between the Board and the Superintendent, the Board will establish the goals. In the event that the Superintendent has received an overall performance rating of "Highly Effective" on three consecutive annual evaluations by the Board, and the Board decides to conduct the following evaluation biennially instead of annually, the Superintendent shall be deemed to have be rated "Effective" for the skipped year in which no actual evaluation was conducted, and thus will be eligible to receive merit/performance-based in the amount of $3,000 (Three Thousand Dollars) for that year.

5. **WORK YEAR** - Superintendent shall perform her duties over the full twelve (12) months of the School District's fiscal year (July 1 to June 30), less applicable vacation, leave, and holidays as defined in the District's calendar approved by the Board of Education. Superintendent shall be expected to attend meetings of the Board of Education and its committees and to attend and participate in School

District functions or, on occasion, other civic activities having relation to the School District's interests within the community serviced by the School District. The time expended in attending such meetings and activities has been taken into account in setting the aforesaid salary and, thus, no additional compensation shall be forthcoming for such attendances.

6. **QUALIFICATIONS** – The Superintendent shall possess and maintain throughout the term of this Contract all certification(s), qualifications, and continuing education requirements required by the State of Michigan to serve as the District's Superintendent of Schools.

7. **TENURE** - It is expressly agreed that Superintendent shall not be deemed to be granted continuing tenure in her capacity as Superintendent or in any other administrative capacity by virtue of this Contract of Employment. Tenure may be obtained only in the capacity of a classroom teacher and consistent with the Teachers' Tenure Act.

8. **EVALUATION** – The Superintendent's performance shall be evaluated by the Board in accordance with section 1249b of the Revised School Code. If the Superintendent has been rated as "Effective" on three consecutive annual evaluations by the Board, the Board may conduct the following evaluation biennially instead of annually. However, if the Superintendent is not rated as "Effective" on one of the biennial evaluations, the Superintendent shall again be provided with annual evaluations. Such evaluation shall be in compliance with section 1249b of the Revised School Code, will include an assessment of: the progress toward the educational goals of the District, the working relationship between the Board and the Superintendent, and the Board's directions to the Superintendent. The Board will grant a request by the Superintendent to meet to discuss her written evaluation in a manner consistent with the requirements of Michigan's Open Meetings Act. The Board of Education and the Superintendent shall meet annually prior to the beginning of the school year to discuss and determine performance standards for said year.

9. **CONFLICT OF INTEREST** - Superintendent shall faithfully serve the School District and be regardful of its interest during the term of this Contract, to the extent required by this Contract and by law. Superintendent shall not directly or indirectly acquire or otherwise possess any interest adverse to that of the School District. In the event that a question arises as to whether a given interest is in conflict with the interests of the School District, Superintendent shall make full disclosure of same to the Board of Education for its review and disposition, which disposition shall be controlling and complied with by Superintendent.

10. **OTHER WORK** - Superintendent may not undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations when such activities would in any manner impinge upon time and effort required to be exerted by Superintendent in the discharge of her responsibilities under this Contract, unless the Board of Education gives its prior consent to such activities.

11. **EXPENSES** - Superintendent is encouraged to attend and participate in appropriate professional activities and conferences at the local, state and national levels. Subject to approval in advance of such activity or conference by the Board of Education, Superintendent shall be reimbursed, consistent with Board policy for the reasonable costs of long-distance travel and lodging in connection with such attendances and participations. Superintendent shall be reimbursed, consistent with Board policy for the reasonable costs incurred in attending and participating in local professional activities and conferences as she may deem to be appropriate on behalf of the School District. Superintendent may be required to provide to the School District an itemized account and substantiation of the above reimbursed expenses in accordance with Board policy for federal and state income tax reporting purposes. The Board shall incur all reasonable expenses associated with Superintendent's district cell phone use.

12. **BUSINESS EXPENSES** - Superintendent shall receive $400 (four hundred dollars) per month for school business related expenses including but not limited to the ownership, lease or operation

of an automobile for the purpose of traveling to the various school buildings and facilities of the School District, as well as to attend out-of-district conferences and meetings in the course of her duties. The use or expenditure of the monthly stipend is entirely within Superintendents discretion.

13. **MEMBERSHIP DUES** - Subject to the Board of Education's prior approval, the School District shall pay the cost of Superintendent's membership in educational, professional and local civic organizations.

14. **BOARD MEETINGS** - Among her other duties, Superintendent shall prepare the agenda for each Board of Education meeting in consultation with the President of the Board or the President's delegate and forward same to each member of the Board of Education, along with her recommendations and supporting documentation on each agenda item, sufficiently in advance of the meeting so that each member can assimilate such information prior to the meeting.

15. **DISABILITY** - Should Superintendent be unable to perform the duties and obligations of this Contract by reason of illness, accident or other causes, and such disability exists for a period of more than one hundred eighty (180) calendar days, the Board of Education, at its option, may terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall be terminated. Likewise, if it becomes determinable within the one hundred eighty (180) calendar days that such disability is permanent, irreparable or of such nature as to make the continued performance of Superintendent's duties improbable, the Board, at its option, may forthwith terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall be terminated. This provision shall not in any way derogate from any long term disability benefits that apply by operation of other provisions of this Contract.

16. **RETIREMENT** - The School District shall assume full costs of the employer contributions to the Michigan Public School Employees Retirement System ("MPSERS") on behalf of Superintendent, as may be required by law.

17. **VACATION**– The Superintendent shall be annually entitled to twenty-five (25) days vacation. The Superintendent may only accumulate up to a maximum of 35 unused vacation days, and may elect for up to 10 of the unused vacation days to be placed in a Board-paid tax-sheltered annuity plan each year. Upon the Superintendents separation from employment with the School District the Board shall pay all unused accumulated vacation days at a per diem rate of (1/260th) of the Superintendents final annual salary. Separation from the district shall include death, incapacity, retirement or resignation.

18. **SICK LEAVE AND BEREAVEMENT** – The Superintendent shall be provided 12 sick days per year. These days can be rolled over into subsequent years without written School Board approval; however, the Superintendent shall receive no compensation, remuneration or pay out for any unused sick days at the end of Superintendents employment by the District. The School District shall provide Superintendent with the bereavement leave days as set forth in the fringe benefit provisions authorized to Central Office Administrators.

19. **INSURANCE** - The School District shall provide Superintendent with the same insurance benefits as set forth in the fringe benefit provisions authorized to Central Office Administrators, including medical, vision, dental insurance and long-term disability insurance. However, the District shall continue to pay the full cost of the Superintendent's medical insurance premium, until such time that the District is at risk of failing to comply with PA 152, in which event the District shall only contribute the applicable PA 152 hard cap amount towards the Superintendent's medical insurance premium cost, with the Superintendent paying for the balance. Additionally, such insurance benefits are subject to change at any time on the same basis as changed for full-time, professional administrative staff. Additionally, the

School District shall contribute $20 (Twenty dollars) per month toward a life insurance plan of the Superintendents choosing, this shall be in addition to any death or disability insurance that may be provided in the central administrators' insurance coverage plans.

20. **LIABILITY INSURANCE** – The Superintendent shall be provided at School District expense, the same level of liability insurance coverage (basic and errors and omissions) as is, or may hereafter be provided to the Board of Education and its members in connection with the performance of her duties as Superintendent.

21. **INDEMNIFICATION/ HOLD HARMLESS** –To the extent permitted by law, for any action or non-action taken by the Superintendent, the District agrees that it shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in her individual capacity as agent and employee of the District, provided the incident arose while the Superintendent was acting within the scope of her employment, such liability coverage is within the authority of the District to provide under state law, and does not result in a criminal conviction; it is further understood that in no case will individual Board members be considered personally liable for indemnifying the Superintendent against such demands, claims, suits, actions and legal proceedings. The Superintendent shall immediately notify the Board of any request for indemnification for any claim or action against her. The Board and the District have the right to conduct the defense of any such claim or action and the Superintendent shall fully cooperate with the Board and the District in the defense. The District may purchase liability insurance to cover its responsibilities set forth above. It is understood that the provisions above shall remain applicable and in effect even after the Superintendent terminates her employment with the District."

22. **TERMINATION OF CONTRACT** - In addition to any other rights the School District may have, by law or under this Contract, this Contract may be terminated at any time during its term by

the School District if the Superintendent materially breaches any term of this contract or performs any act which substantially inhibits her ability to discharge her duties as Superintendent including but not limited to a) incompetence, b) immorality, c) intemperance, d) conviction of a felony, e) neglect of duty, f) unprofessional conduct, g) physical or mental incapacity, or any other reason that constitutes just cause. In such event, Superintendent shall be advised, in advance, of the Board of Education's intention to consider effecting such a midterm termination and provided an opportunity for a hearing in regard to the prospect of such termination, which hearing may be open to the public or closed, at Superintendent's option.

23. **ARBITRATION CLAUSE** - The Superintendent and the District agree that any and all claims arising from, or relating to, the Superintendent's employment with the District or this Contract will be subject to final and binding arbitration according to the American Arbitration Association's National Rules for the Resolution of Employment Disputes. The Superintendent and the District also agree that a judgment on the award of the arbitrator(s) may be entered in any court of competent jurisdiction. The Superintendent and the District acknowledge and agree this paragraph of this Contract precludes either from filing covered claims in court and, therefore, waive any otherwise available right to trial by jury. The parties shall split the cost of arbitration and the parties stipulate that this provision is not an employer sponsored plan.

24. **LIMITATIONS ON ACTIONS** -- Notwithstanding the foregoing, any action or suit by the Superintendent concerning anything related to the employment relationship with the District shall be commenced within six (6) months of the occurrence of said alleged cause of action. The Superintendent hereby waives any statute of limitations granting a greater time to bring said claim. Any claim not commenced within six (6) months of the alleged cause of action shall be barred. For purposes of this

subparagraph, the term "commenced" means "filing a summons and complaint with the court having jurisdiction or filing written complaint or charge with the appropriate administrative agency."

25. **NONRENEWAL OF CONTRACT** – As recited in Paragraph 1 herein, this Contract shall terminate on June 30, 2029. Superintendent acknowledges that she has no expectation of employment by the School District beyond that date. The decision whether to renew or not to renew the contractual relationship is solely within the discretion of the Board of Education for the School District and the process therefore is governed by Section M.C.L. 380.1229 of the Revised School Code. Superintendent shall inform the members of the Board of Education, in writing, no later than February 1, 2029, of their opportunity to provide timely notice of non-renewal of this Contract.

26. **TOTALITY OF TERMS** - This Contract is the parties' entire agreement and supersedes any other agreement or understanding, verbal or written, and may not be modified or rescinded except by another written agreement signed by the Superintendent and approved by the Board in compliance with the Open Meetings Act.

27. **GOVERNING LAW.** This Contract is governed by and shall be interpreted in accord with the laws of the State of Michigan.

28. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

29. **SAVINGS CLAUSE** - If during the term of this contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling

shall remain in force. This Agreement contains all of the terms agreed to by the parties, and supersedes any conflicting provisions within the Original Contract and/or previous addenda/contract amendments.

30. **MPSERS RETIREMENT CONTRIBUTIONS**: The School District shall, on behalf of the Superintendent, contribute to the Michigan Public School Employees' Retirement System (MPSERS), pursuant to the Public School Employees Retirement Act, such amounts (exclusive of MIP contributions) as are required of it by law. The Superintendent and School District agree that all items under the salary and compensation sections of this contract are direct compensation for duties of the role served by the Superintendent in the District, and the School District shall pay all applicable MPSERS costs on these items. If at any time there is a reimbursement from the Office of Retirement Services (ORS), which is the state agency which administers MPSERS, for contributions made from salary or wages in this contract, or reimbursements from the ORS not yet paid from the previous contracts entered into between the parties, they will all be paid back (both employer and employee contributions) to the Superintendent through a 403(b)/401(a) plan with no cash option given. If, in any year, the contributions in this section, when added to other tax-sheltered annuity contributions of the Superintendent or otherwise set forth in the employment contract between the Superintendent and School District, would cause an excess of the IRC 415(c) limit, the contributions in this section will be made in subsequent years."

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as indicated below. This Agreement shall go into effect on July 1, 2024.

Superintendent of Schools - Dr. Amy Kruppe Date

HAZEL PARK SCHOOL DISTRICT

Rick Nagy 2/26/24

President, Board of Education - Rick Nagy Date

2/26/24

Secretary, Board of Education - Melissa Baldwin Date

HAZEL PARK SCHOOL DISTRICT

SUPERINTENDENT'S CONTRACT OF EMPLOYMENT

THIS CONTRACT is made and entered into in Hazel Park, Oakland County, Michigan, by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030. (hereinafter the "School District"), and Amy Y. Wilcox, (hereinafter "Superintendent").

IT IS AGREED:

1. **EMPLOYMENT TERM** - The School District hereby employs Superintendent and Superintendent agrees to work for the School District for a term commencing on July 1, 2024, and extending through June 30, 2029, unless otherwise terminated under the terms and conditions stated herein. Superintendent shall advise the Board of Education six (6) months in advance of her intention to terminate her employment within the term of this Contract as originally agreed to or as may be extended by later amendment. It is understood and agreed that Superintendent is employed in the capacity of Superintendent, as defined in the Michigan Revised School Code.

2. **DUTIES** - The Superintendent agrees to devote her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. The Superintendent agrees to faithfully perform those duties assigned by the Board of Education and to comply with the directives of the Board of Education with respect thereto. The Superintendent further agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations, and by the Board of Education, to carry out the educational programs and policies of the School District during the entire term of this Contract. The Superintendent agrees to devote substantially all of her business time, attention and services to the diligent, faithful and competent discharge of her duties on behalf of the School District to enhance the operation of the

School District and agrees to use her best efforts to maintain and improve the quality of the programs and services of the School District.

3. **SALARY** – The Superintendent's annual salary shall be as set forth in the salary schedule in Addendum A attached hereto, payable in biweekly equal installments, and pro-rated if the Superintendent's term of employment should be less than a full school year. The Superintendent shall be placed at the following salary levels for each school year effective as of July 1 for each year:

2024-2025 -- Level 2 at a salary of $180,333.97

2025-2026 -- Level 3 at a salary of $185,743.98

The Superintendent's salary levels and placement thereon following the 2025-26 school year may be adjusted as otherwise agreed by the Superintendent and the Board of Education.

4. **MERIT/PERFORMANCE-BASED PAY** –The Superintendent shall be eligible for merit/performance-based pay as follows. If the Board gives the Superintendent an overall performance rating of "Effective" on her final annual evaluation, then the merit pay shall be an amount equal to $3,000 (Three Thousand Dollars). Any such merit pay shall be paid no later than December of each year. The Board and the Superintendent will agree to establish up to three annual goals that will be included as a potion of the annual evaluation of the current approved evaluation tool; however, in the absence of agreement between the Board and the Superintendent, the Board will establish the goals. In the event that the Superintendent has received an overall performance rating "Effective" on three consecutive annual evaluations by the Board, and the Board decides to conduct the following evaluation biennially instead of annually, the Superintendent shall be deemed to have be rated "Effective" for the skipped year in which no actual evaluation was conducted, and thus will be eligible to receive merit/performance-based in the amount of $3,000 (Three Thousand Dollars) for that year.

5. **WORK YEAR** - Superintendent shall perform her duties over the full twelve (12) months of the School District's fiscal year (July 1 to June 30), less applicable vacation, leave, and holidays as defined in the District's calendar approved by the Board of Education. Superintendent shall be expected to attend meetings of the Board of Education and its committees and to attend and participate in School District functions or, on occasion, other civic activities having relation to the School District's interests within the community serviced by the School District. The time expended in attending such meetings and activities has been taken into account in setting the aforesaid salary and, thus, no additional compensation shall be forthcoming for such attendances.

6. **QUALIFICATIONS** – The Superintendent shall possess and maintain throughout the term of this Contract all certification(s), qualifications, and continuing education requirements required by the State of Michigan to serve as the District's Superintendent of Schools.

7. **TENURE** - It is expressly agreed that Superintendent shall not be deemed to be granted continuing tenure in her capacity as Superintendent or in any other administrative capacity by virtue of this Contract of Employment. Tenure may be obtained only in the capacity of a classroom teacher and consistent with the Teachers' Tenure Act.

8. **EVALUATION** – The Superintendent's performance shall be evaluated by the Board in accordance with section 1249b of the Revised School Code. If the Superintendent has been rated "Effective" on three consecutive annual evaluations by the Board, the Board may conduct the following evaluation biennially instead of annually. However, if the Superintendent is not rated as "Effective" on one of the biennial evaluations, the Superintendent shall again be provided with annual evaluations. Such evaluation shall be in compliance with section 1249b of the Revised School Code, will include an assessment of: the progress toward the educational goals of the District, the working relationship between the Board and the Superintendent, and the Board's directions to the Superintendent. The Board will grant a request by the Superintendent to meet to

discuss her written evaluation in a manner consistent with the requirements of Michigan's Open Meetings Act. The Board of Education and the Superintendent shall meet annually in December prior to the beginning of the calendar year to discuss and determine performance standards/goals for said year, which will be finalized no later than the first Board meeting in January unless otherwise agreed by the parties.

The Superintendent may appeal the evaluation process and rating received to the Board of Education. The appeal must be submitted in writing to the Board President within 30 calendar days after the Superintendent is informed of the rating. Within 15 days after the appeal is submitted, the Board of Education shall provide the Superintendent with written notice that a hearing shall be scheduled, in closed or open session at the election of the Superintendent, to consider the appeal of the Superintendent The hearing shall be scheduled for a date mutually acceptable to the Board and Superintendent within 45 days after the appeal is submitted, unless extended by mutual agreement. At the hearing the Superintendent may present his/her arguments and supporting documentary evidence in support of his/her appeal, but no witnesses will be permitted unless the Board finds that special circumstances warrant the testimony of one or more witnesses, in which case the Board, at its discretion, may also hear witnesses other than those called by the Superintendent at such hearing. The Superintendent may be represented by counsel at the hearing at their own expense. The Board shall issue its decision on the Superintendent's appeal within 21 days after the conclusion of the hearing, which decision shall be final and binding.

9. **CONFLICT OF INTEREST** - Superintendent shall faithfully serve the School District and be regardful of its interest during the term of this Contract, to the extent required by this Contract and by law. Superintendent shall not directly or indirectly acquire or otherwise possess any interest adverse to that of the School District. In the event that a question arises as to whether a given interest is in conflict with the interests of the School District, Superintendent shall make full

disclosure of same to the Board of Education for its review and disposition, which disposition shall be controlling and complied with by Superintendent.

10. **OTHER WORK** - Superintendent may not undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations when such activities would in any manner impinge upon time and effort required to be exerted by Superintendent in the discharge of her responsibilities under this Contract, unless the Board of Education gives its prior consent to such activities.

11. **EXPENSES** - Superintendent is encouraged to attend and participate in appropriate professional activities and conferences at the local, state and national levels. Subject to approval in advance of such activity or conference by the Board of Education, Superintendent shall be reimbursed, consistent with Board policy for the reasonable costs of long-distance travel and lodging in connection with such attendances and participations. Superintendent shall be reimbursed, consistent with Board policy for the reasonable costs incurred in attending and participating in local professional activities and conferences as she may deem to be appropriate on behalf of the School District. Superintendent may be required to provide to the School District an itemized account and substantiation of the above reimbursed expenses in accordance with Board policy for federal and state income tax reporting purposes. The Board shall incur all reasonable expenses associated with Superintendent's district cell phone use.

12. **BUSINESS EXPENSES** - Superintendent shall receive $400 (four hundred dollars) per month for school business related expenses including but not limited to the ownership, lease or operation of an automobile for the purpose of traveling to the various school buildings and facilities of the School District, as well as to attend out-of-district conferences and meetings in the course of her duties. The use or expenditure of the monthly stipend is entirely within Superintendents discretion.

13. **MEMBERSHIP DUES** - Subject to the Board of Education's prior approval, the School District shall pay the cost of Superintendent's membership in educational, professional and local civic organizations.

14. **BOARD MEETINGS** - Among her other duties, Superintendent shall prepare the agenda for each Board of Education meeting in consultation with the President of the Board or the President's delegate and forward same to each member of the Board of Education, along with her recommendations and supporting documentation on each agenda item, sufficiently in advance of the meeting so that each member can assimilate such information prior to the meeting.

15. **DISABILITY** - Should Superintendent be unable to perform the duties and obligations of this Contract by reason of illness, accident or other causes, and such disability exists for a period of more than one hundred eighty (180) calendar days, the Board of Education, at its option, may terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall be terminated. Likewise, if it becomes determinable within the one hundred eighty (180) calendar days that such disability is permanent, irreparable or of such nature as to make the continued performance of Superintendent's duties improbable, the Board, at its option, may forthwith terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall be terminated. This provision shall not in any way derogate from any long term disability benefits that apply by operation of other provisions of this Contract.

16. **RETIREMENT** - The School District shall assume full costs of the employer contributions to the Michigan Public School Employees Retirement System ("MPSERS") on behalf of Superintendent, as may be required by law.

17. **VACATION**– The Superintendent shall be annually entitled to twenty-five (25) days vacation, of which 2 weeks, (10 days) shall be taken during either Christmas, winter or spring vacation weeks. The Superintendent currently has 1581 accumulated vacation days. The Board shall

compensate the Superintendent for 35 of those accumulated vacation days no later than the end of November 2022. Next year, the Board shall compensate the Superintendent for any remaining vacation days above 35 no later than the end of September 2023. Thereafter, the Superintendent may only accumulate up to a maximum of 35 unused vacation days, and may elect for up to 10 of the unused vacation days to be placed in a Board-paid tax-sheltered annuity plan each year. Upon the Superintendents separation from employment with the School District the Board shall pay all unused accumulated vacation days at a per diem rate of (1/260th) of the Superintendents final annual salary. Separation from the district shall include death, incapacity, retirement or resignation.

18. **SICK LEAVE AND BEREAVEMENT –** The Superintendent shall be provided 12 sick days per year. These days can be rolled over into subsequent years without written School Board approval; however, the Superintendent shall receive no compensation, remuneration or pay out for any unused sick days at the end of Superintendents employment by the District. The School District shall provide Superintendent with the bereavement leave days as set forth in the fringe benefit provisions authorized to Central Office Administrators.

19. **INSURANCE** - The School District shall provide Superintendent with the same insurance benefits as set forth in the fringe benefit provisions authorized to Central Office Administrators, including medical, vision, dental insurance and long-term disability insurance. However, the District shall continue to pay the full cost of the Superintendent's medical insurance premium, until such time that the District is at risk of failing to comply with PA 152, in which event the District shall only contribute the applicable PA 152 hard cap amount towards the Superintendent's medical insurance premium cost, with the Superintendent paying for the balance. Additionally, such insurance benefits are subject to change at any time on the same basis as changed for full-time, professional administrative staff. Additionally, the School District shall contribute $20

(Twenty dollars) per month toward a life insurance plan of the Superintendents choosing, this shall

be in addition to any death or disability insurance that may be provided in the central administrators' insurance coverage plans.

20. **LIABILITY INSURANCE** – The Superintendent shall be provided at School District expense, the same level of liability insurance coverage (basic and errors and omissions) as is, or may hereafter be provided to the Board of Education and its members in connection with the performance of her duties as Superintendent.

21. **INDEMNIFICATION/ HOLD HARMLESS** –To the extent permitted by law, for any action or non-action taken by the Superintendent, the District agrees that it shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in her individual capacity as agent and employee of the District, provided the incident arose while the Superintendent was acting within the scope of her employment, such liability coverage is within the authority of the District to provide under state law, and does not result in a criminal conviction; it is further understood that in no case will individual Board members be considered personally liable for indemnifying the Superintendent against such demands, claims, suits, actions and legal proceedings. The Superintendent shall immediately notify the Board of any request for indemnification for any claim or action against her. The Board and the District have the right to conduct the defense of any such claim or action and the Superintendent shall fully cooperate with the Board and the District in the defense. The District may purchase liability insurance to cover its responsibilities set forth above. It is understood that the provisions above shall remain applicable and in effect even after the Superintendent terminates her employment with the District.

22. **TERMINATION OF CONTRACT** - In addition to any other rights the School District may have, by law or under this Contract, this Contract may be terminated at any time during its term by the School District if the Superintendent materially breaches any term of this contract or

performs any act which substantially inhibits her ability to discharge her duties as Superintendent including but not limited to a) incompetence, b) immorality, c) intemperance, d) conviction of a felony, e) neglect of duty, f) unprofessional conduct, g) physical or mental incapacity, or any other reason that constitutes just cause. In such event, Superintendent shall be advised, in advance, of the Board of Education's intention to consider effecting such a midterm termination and provided an opportunity for a hearing in regard to the prospect of such termination, which hearing may be open to the public or closed, at Superintendent's option.

23. **ARBITRATION CLAUSE** - The Superintendent and the District agree that any and all claims arising from, or relating to, the Superintendent's employment with the District or this Contract will be subject to final and binding arbitration according to the American Arbitration Association's National Rules for the Resolution of Employment Disputes. The Superintendent and the District also agree that a judgment on the award of the arbitrator(s) may be entered in any court of competent jurisdiction. The Superintendent and the District acknowledge and agree this paragraph of this Contract precludes either from filing covered claims in court and, therefore, waive any otherwise available right to trial by jury. The parties shall split the cost of arbitration and the parties stipulate that this provision is not an employer sponsored plan.

24. **LIMITATIONS ON ACTIONS** -- Notwithstanding the foregoing, any action or suit by the Superintendent concerning anything related to the employment relationship with the District shall be commenced within six (6) months of the occurrence of said alleged cause of action. The Superintendent hereby waives any statute of limitations granting a greater time to bring said claim. Any claim not commenced within six (6) months of the alleged cause of action shall be barred. For purposes of this subparagraph, the term "commenced" means "filing a summons and complaint with the court having jurisdiction or filing written complaint or charge with the appropriate administrative agency.

25. **NONRENEWAL OF CONTRACT** – As recited in Paragraph 1 herein, this Contract shall terminate on June 30, 2029. Superintendent acknowledges that she has no expectation of employment by the School District beyond that date. The decision whether to renew or not to renew the contractual relationship is solely within the discretion of the Board of Education for the School District and the process therefore is governed by Section M.C.L. 380.1229 of the Revised School Code. Superintendent shall inform the members of the Board of Education, in writing, no later than February 1, 2029, of their opportunity to provide timely notice of non-renewal of this Contract.

26. **TOTALITY OF TERMS** - This Contract is the parties' entire agreement as of the date this contract is executed below (as the Superintendent shall continue under the current employment agreement until this new Agreement takes effect on the date this contract is executed) and supersedes any other agreement or understanding, verbal or written, and may not be modified or rescinded except by another written agreement signed by the Superintendent and approved by the Board in compliance with the Open Meetings Act.

27. **GOVERNING LAW.** This Contract is governed by and shall be interpreted in accord with the laws of the State of Michigan.

28. **CONFLICT** - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

29. **SAVINGS CLAUSE** - If during the term of this contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

30. **MPSERS RETIREMENT CONTRIBUTIONS**: The School District shall, on behalf of the Superintendent, contribute to the Michigan Public School Employees' Retirement System (MPSERS), pursuant to the Public School Employees Retirement Act, such amounts (exclusive of MIP contributions) as are required of it by law. The Superintendent and School District agree that all items under the salary and compensation sections of this contract are direct compensation for duties of the role served by the Superintendent in the District, and the School District shall pay all applicable MPSERS costs on these items. If at any time there is a reimbursement from the Office of Retirement Services (ORS), which is the state agency which administers MPSERS, for contributions made from salary or wages in this contract, or reimbursements from the ORS not yet paid from the previous contracts entered into between the parties, they will all be paid back (both employer and employee contributions) to the Superintendent through a 403(b)/401(a) plan with no cash option given. If, in any year, the contributions in this section, when added to other tax-sheltered annuity contributions of the Superintendent or otherwise set forth in the employment contract between the Superintendent and School District, would cause an excess of the IRC 415(c) limit, the contributions in this section will be made in subsequent years."

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as indicated below. This Agreement shall go into effect on the date that both parties have executed this Agreement by signing below.

A Wilcox 2-3-2026

Superintendent of Schools - Dr. Amy Wilcox Date

FOR THE SCHOOL DISTRICT:

Beverly Hinton 2-3-2026

President, Board of Education - Beverly Hinton Date

APBeaton 2-3-2026

Secretary, Board of Education - April Beaton Date

Addendum A
2024 - 2029 Superintendent Salary Schedule

The salary schedule below outlines the annual salary for the Superintendent as determined by the Board of Education. Level indicators do not equate to years of experience and annual advancement between levels will be set forth in Section 3 of the Superintendent's Contract of Employment.

Level 1	Level 2	Level 3
$171,746	$180,333.97	$185,743.98

Subsequent Salary Levels and placement on such Levels to be determined by the Board.

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Kruppe, Ed.D.
Superintendent

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

May 29, 2024

To : Board of Education

From: Amy Kruppe

Re: Final Evaluation note for 2023-2024

Please find listed below areas of update for the final review and update of the Superintendent's Evaluation. This is not meant to be all inclusive as items have been shared with you ongoing. Please find the link to the drive.

This year has been a successful one for Hazel Park. Our staff and students have been successful. While Hazel Park did have some administrative turn over, we are in outstanding shape given what others are dealing with . I am proud of the work that the team has done. We are reflecting on growing, working as an effective team and our loss for retirement is minimum.

A. Government and Board Relations

The initial segment of the evaluation centers on the Board of Education, with a specific focus on policy development.

A1: Policy development.

a. To be highly effective you need to be proactive in determining policy needs and to be effective you need to be actively involved .
   i. The Policy Committee met 2 times during the 2023-2024 School Year to address changes to the Clark Hill Policies.
   ii. The policy committee addressed, reviewed and amended the first two sections of the Clark Hill Policies.
   iii. The policy committee addressed ___ administrative procedures
   iv. The Board attended and had input to all policies and procedures presented.

A2: Goal Development

HAZEL PARK PROMISE

i. The superintendent's goals were subsequently formulated and received approval from the board, reflecting a unified vision for district leadership.

- Curriculum
- Building and Grounds
- Technology
- Budget

Ii. District goals were developed for the building as well and shared

Iii. Goals were development for District improvement plan

Iv: School achievement goals place on website

V. School District strategic plan goals are the data dashboard.

VI. The Board Calendar sets the stage for communication regarding goals and progress

A3: Communication Parameters with the Board

I. Board Protocols for communication have been worked on and reviewed

II. Board Communication Policy is in place.

III. Board staff communication policy

IV. Board meeting discussion regarding communication and how it can be improved: This is evaluated frequently with the board

V. Dr. Stair and Curt Bechler came to work with the board to improve communication . The guidebook is completed in the area of communication .

A4: Materials and Background

I. Materials are in BoardBook

Ii. Topics are reviewed in committee's or weekly written updates

Iii. Board Members to ask for more information if needed.

Iv: Materials given at the meeting include the connection to the strategic plan and contain the recommendation of the superintendent.

V. Examples are given in the drive regarding the set up of letters.

A5 Board Questions

I. Board Questions are sent out to the board .

II. Examples of communication to the board usually due to someone's questions.

III. Text messages occur to the entire board when something happens that is different.

IV. Phone calls are returned when requested with information as soon as possible.

V. Materials that are spoken about are shared until it is not a specific question.

A6 Board Professional Development

I. Board Members attend OCSBA and Superintendent goes to support information as a team
II. Board members are encouraged to attend school board association training.
III. Policies are shared that support the board understanding the cost of attendance.

B. Community Relations:

B1; Parent Feedback

I. Parents are given a chance to provide feedback to the teams by filling out the PBIS culture and climate surveys. These give feedback as to how the district is doing.
II. Parent feedback was requested regarding the end of the year.
III. Parents given DEI survey
IV. Parent participation in open house and literacy nights were taken
V. Parents were invited to the moving forward committee meetings.
VI. Parent/Superintendent coffees
VII. Parent phone calls are taken asap, as well as texts, instant messages or if they are at the board meeting.

B2: Communication with the community

I. Communication plan created.
II. Attend parent events , house, kindergarten round up, chamber, Promise Zone meetings, sports, concerts, and meet with parents when asked.
III. Parents are given my cell phone, and email to call and communicate concerns.
IV. Parents were given their first magazine delivered to Ferndale and Hazel Park.
V. Parents are given month pulse
VI. Videos have been made and posted.
VII. Meet with the community as requested
VIII. Support community events such as covid shots to get items to kids first
IX. Became certified in Gleaners so it could continue for HP. Meet and greet parents and community members
X. Attended the chamber event to continue to support and be in the community
XI. We received the Community Schools grant to increase students' academics in order to gain community and parent support.

XII. Sit on the P-18 taskforce to hear and support special education needs

XIII. Working with special education county community and districts to have Jardon updated.

B3. Community Feedback

I. Culture and climate through PBIS for parents, students and staff.

II. Letters sent to parents giving phone and email to give feedback on projects

III. Attend open houses to nget parents feedback on events.

IV. Parents are actively involved in community schools events and planning

V. Attend Board input meetings to hear and receive community feedback.

VI. Will be attending tool sharpening event to be available for the community to hear about Hazel Park School.s

VII. Have staff regular meeting so they can provide input

VIII. Moving forward committee is a time for feedback to occur.

B4 Media Relations

I Ongoing articles regarding Hazel Park, staffing issues, homework and covid

II. One article the other day from mackinac center regarding students and sports

III. Gleaners will be doing its annual video in HP this year.

IV. Hazel Park's videos being completed.

B5 DISTRICT image

I District magazine was developed

II District material folder where sent out.

III Survey was done with new staff to determine how we have a professional image to the community. And new staff. New procedures were put in and new staff were surveyed for continual improvement.

B6. Approachability:

I Teachers ,students and staff reach out for ongoing support.

Ii. This Friday I met with a parent at 6 am who lost his children. He had concerns regarding several staff members

II Students have reached out due to safety or graduation concerns.

III Parents and staff have reached out to get help on staff days returned or general employment concerns.

IV Have survey staff that are starting the district to improve on onboarding and hiring procedures

V. Ongoing reaching out to staff and families who continue to reach out to me personally

HAZEL PARK SCHOOLS

C-1 Staff Feedback

I Mid-year and end of the year evaluation from New staff Members regarding the onboarding process.

II. Mid-year and end of the year administrative evaluation to use for improvement

II. Personal cell phone and email given in every communication in email and in weekly update

IV Moving forward committee for staff input

V. Development of curriculum council as way for staff to have leadership on materials and curriculum

C2 Staff Communications

I. Send Weekly updates to staff

II. Send weekly update to administration

III. Communication Protocol is reviewed with staff every year.

IV. Sending notes of congratulations and care when person has an event or just because .

C3 Personnel Matters

I. Staff are given updates each week as to contacting the HR office for corrections or concerns with payroll, papers or other needs. (SEE HR SECTION)

II. Employee handbook updated ongoing

III. Process put in place for Workman's compensation to support clearer communications to staff and to 3rd party companies . This includes a letter to send to each employee who is hurt.

IV. We developed a new Employee action form so that we can support the hiring and change of staff. This can not be shared for data

V. We simplified the onboards at edustaff so we do this in house to move staff more quickly

VI. We developed boarding packets for staff and new hire letters.

VII. How to documents being completed for various HR tasks

VIII. Three years of certified staff's folders have been evaluated for mistakes and required paper

IX. All employee files have been organized based upon year of destruction after leaving the district

X. Forms are being added to ease the HR department's needed support

C4 Delegation of Duties

I. Organizational chart updated this summer

II. Curriculum Council developed and overseen by Stephanie and Carla.

III. Jason Zirnis in charge of finishing the School Safety Grant.

IV. Dr. Postell taking the lead on DEI

V. Michelle Krause taking the lead on SEL
VI. Tamaran Dillard taking the lead of threat assessments
VII. Michell Krause in charge of the Dog Committee

C5. Teacher recruitment

I. Many articles are shared discussing teacher rentions and optioning to try.
II. We are working with the state shortage process where we can bring back retired teachers. We have two.
III. State grant for grow your own has been established and we are awaiting information to help staff go to college to be a teacher
IV. Emails were sent in the system for anyone certified in the are need and application given to principal for positions
V. The School District of Hazel Park has had a hiring process that we are not able to use because of the quicking move. However , we do have a step by step process after the administrator sends an application upt our office.
VI. We attended a job fair this year.

C6.Labor Relations Bargaining

I. All contracts were settled this year . The para's had a reopener that helped to fill classrooms more than before.
II. The Secretary ,Psychologist and Teachers master contract is finished rewriting and approved.
III. Paraprofessionals had an additional increase after the teacher settlement as it has been too difficult to find people.
IV. I meet with Joan every week for an hour.
V. I meet with Nancy every week for an hour.
VI. Mario and Cheryl just stopped by my office. We work collaboratively when needed. This is the same for the administration.
VII. We do have seven grievances for the district. All of these changes in this year's discussion were pre approved by the board to move these forward.

C7. Visibility

I. All new hires are able to talk to me and meet me in person
II. Staff in all the buildings were able to see me for the first time in a long time.

III. Meet with parents, staff and students online as needed.

IV Attended the fall play

V. Attended football games.

VI.Attended kindergarten open house

VII. Came to building for a second pair of eyes to check and support when students concerns

VIII Attended many online meetings with staff including a book club in the evenings and bi-weekly moving forward and MTSS meetings. I also attended a Superintendent advisory club however we are missing many students this spring.

VIIIAttended the dance competition

D. Business

D1 Budget development and Management

I. Three year plans in all areas were developed.
II. Two district bonds were refinanced and district rating increased
III. Principals were met with to look closely at the staffing and shared with the board
IV. Adjustments will be made as dollars are brought in
V. New United Way grant plus an addition $10,000 for clothes
VI. Child care grant was brought in to reduce dollars for childcare

D2 Budget Reports

I. Budget information is given at the monthly finance meeting.
II. Budget reports are given at each meeting now.
III. Three year financial plans and other plans are brought every Jan.

D3 Financial Controls

I. Audit is completed each year. This year is the first year we did not have any areas of correction.
II. Finance committee meets on a monthly basis and reviews the bills.
III. There are several steps that a staff member's request goes through before it is finally approved.

D4 Facility

I. Greg , Jason and I meet on a weekly basis to review the other areas.

II. A three year facility plan was developed. It is too think to put in the books
III. Building and grounds has a three year plan that included a wide list of repairs but also the repairs for bathrooms and nthe high school pool

D5 Resource Allocations

I. Goals are in order under our long range plan.
II. Request are around our district improvement plan of ELA and Math

Instructional Leadership

E1 Evaluation

I. Teacher evaluations are to be finished by May 2nd.
II. Secretary and paraprofessional evaluation are to be finished by Mahy 10
III. Administrative Evaluations to be finished by May 15th
IV. Substitute teachers in long term rolls are to have evaluations completed by May 10th .

E2 Building level leadership

I. We meet with the administrative staff every week. One week all together and the other by area . ec-5 meet with Dr. Dulmage and 6-12 Dr. Postell.
II. The Adcouncil meets every other week. This year we have had Devon Hughes and Jay Marks. Join us to grow
III. We also read the happiness advantage.
IV. I meet every other Tuesday with the new staff to review their needs in Hazel Park and support them.

E3 Staff DEVELOPMENT

I. A large amount of professional development for special education was completed due to the needs to increase staff members knowledge
II. The district was able to focus on psychological safety and equity. The equity survey is in your folder.
III. Staff have had PD during our days but also after school as well. Staff were also allowed to do three teacher choice professional development. This was the first year we were able to allow teachers to really go to conferences that they need.

E4 School Improvement

I. The district integrated its school improvement plan with the strategic plan.

II. Each building has a strategic plan. Our goals statements are on the website and are grounded in good data.
III. We have an elementary classroom working wi9th Dr.Postellon curriculum
IV. Our CTE program was approved,
V. Our school improvement plan is just an extension of the district improvement plan.

E5 Curriculum

I. There is a three year curriculum plan
II. CTE was approved
III. There is an EL study group
IV. Summer school has been sent to parents
V. Summer professional development has been sent to parent
VI. A curriculum counsel has been developed with teachers EC-=12 and paraprofessionals.
VII. Focus on scores as relates to area of update

E6: Instruction

I. Hazel Park has 4 school embedded coaches with training.
II. The ELA team is meeting to look and review their curriculum.
III. CTE has been approved
IV. Math is writing to align with the community college

#7 STUDENT FEEDBACK

1. The student had a self assessment that gives input on the educational teacher.
2. The students will be able to discuss his parents.
3. This younty man states he live in this area

8 Student Attendance

1. United Oaks helped to fix cars so parents can drive to school
2. Attendance support was given at the Junior hIgh
3. Part of the strategic plan was to work with an agency to review attendance. The high school is using this and we are awaiting to see the graduation impact.
4. Students with high attendance concerns aren supp0orted by PSP.

1. The school district hired two nurses
2. The school district is attempting to hre more social workers
3. The district approved 5 MTSS teaches in each elementary school, one at the high school,
4. The district has been meeting with all of these students to continue to support the great work.
5. I am the President of the Hazel Park Coalition as we bring conversation about mental health and support.

E10 Professional Knowledge

I. My certificates are up to date
II. I am a member of CEC : Council of Exceptional Children
III. I am a member of AASA and MASA. These are both professional superintendent organizations.
IV. I am a member of the Oakland County P-18 dollars for special education
V. I am a member of the Oakland County legislative committee.
VI. I am a member of ASCD the Association of curriculum development
VII. I am a member of the superintendent round table.
VIII. I am an active member of Oakland Schools .

2021-2022 Merit goals

At the October 4, 2021 Special Board Meeting the Board of Education narrowed down the choices for objectives from the 2021-2022 Strategic Plan for merit pay which is a mandate for the Superintendent's contract. The following are the three (3) areas of focus for the 2021-2022 school year:

Curriculum and Instruction: Objective O - Increase the number of MTSS teachers in K8 in order to increase the percentage of K8 students scoring on or above the grade level in Reading (as measured by the iReady diagnostic) by 10% by June 2022. : this will be given in June

This goal we should know by June 2022

Resources: Objective A - Increase fund balances in small increments within the next 3 years-Fund balance policy 2023=10%, fund balance = floor of 10% tops of 15%

This we will have a good idea by June 30th

Community Relations: Objective F - Increase the graduation rate at the high school from 80% to 84%.
We will not know until fall.

I. goal development, and information. Also included are materials and background, as well as board questions, and finally board development. During the last several months the following board areas have been a focus for improved board communication, relationship and learning.

- Continued communication regarding conferences and workshops.
- Attendance at the Clark Hill conference with the Board in order to facilitate increased communication regarding learning.
- Attendance at the OCSB meetings when board members go.
- Weekly meetings with the president and now the vice president.
- Text message to the entire board with positive events and events that the board needs to be aware of.
- System is in place and all are aware of communications between board members.
- Respond to all board requests and calls in an open and timely manner.
- Policies are being worked on to bring to the Board of Education.
- Board president communicates needs with the Superintendent so information can be shared and given to the Board as a whole.
- Weekly updates continue with not only activities but information regarding legislative, new practices and areas that the board has requested to learn more about.
- Data meetings, grades, and protocols are all being worked on at special meetings.

The second area of focus is community relations.

These areas of focus are:

1. Parent feedback
2. Communication with the Community
3. Community Feedback
4. Media Relations
5. District Image
6. Approachability

- Prompt response has been given to the media on all requests but one. I was not feeling well. There have been at least three stories that have been given due to the relationship with the press. This includes one of our students being able to represent Hazel Park in a discussion across the state with the Mackinac Center.
- The community and parents were able to give feedback on the DEI survey.

- The parents are able to give feedback through the PBIS survey.
- Any parent that has requested a meeting or call has been given the opportunity to speak with the superintendent. This has included large groups and individual parents. Information is communicated to the proper source.
- Parents "Coffee with the Superintendent" are occurring on a regular basis.
- Staff meetings are occurring after the regular board meeting to increase communication and listen to the staff.
- Regular newsletters are given by principals, the superintendent, and the communication director on a regular basis.
- Parent time with the superintendent has been given to talk about masking, return to school, and other topics.
- The superintendent and other staff have continued to contact the community through library events, monthly meetings with Oakland County Commissioner, regular contact with the city, fire and police departments regarding safety, attendance on the Oakland County Homeless Commission, and the Community School grant with United Oaks.
- Awaiting the final production of our publication regarding the schools to be mailed to all Ferndale (within our boundaries) and Hazel Park residents.
- Final touches are being placed on the MASB video.
- All parents have received the PBIS survey to assess building concerns and support.
- Became the Gleaners contact person which has led us to develop a new program for United Oaks.
- Continue weekly meetings as appropriate with the new HP coalition person to support the renewal of this committee. I support this on a monthly basis and spend time listening and talking with the community members that attend.
- Parents and community members have been invited to join community schools at United Oaks, Moving Forward Committee.
- I attend and sit on the board at the Promise Zone.
- I am a Lion but can not attend regularly due to schedule conflicts with other meetings.
- I am no longer on the board at Chamber as a second Chamber was developed and I resigned so as to not cause conflict in the community.

The district's image and continual work to share the powerful actions that are happening is a primary concern for the central office. As we open the buildings more , the central office needs to find a way to be in the buildings on a regular basis. Additionally, I have not been able to attend Hazel Park or Ferndale's city council meetings. I have, however , been able to watch Hazel Park online.

The third area of focus for the superintendent is the staff relations.

The areas of review are:

1. Staff feedback
2. Staff communications
3. Personnel matters
4. Delegations of duties
5. Recruitment
6. Negotiations / labor relations
7. Visibility in the district

- All staff were able to give feedback several times. At mid-year regarding 360 feedback to administration, recently in the survey requesting them to share if they were retiring or returning, and what they feel might need to change or ideas around new programs.
- Exit surveys have been sent out by me personally for the last three months and I have tried to call staff if they were resigning to receive additional feedback.
- Workman's compensation was taken over by the superintendent's office several months ago. This has resulted in written procedures and immediate communication with the staff and the WC agency in order to make sure staff are served immediately if needed and funds are not cut off.
- New processes have been put into place for hiring. New staff receive direct communication regarding when they are starting, where they are going, and their work schedule. The employee handbook is shared, as will be some additional school information so new staff know a little about the district.
- We continue to work with Oakland University for several programs. This is an improvement for staff as they are supporting their students by having them in our elementary schools. We hope it will lead to them joining Hazel Park. We additionally have been collaborating with them to review how to improve the teacher shortage. We will hopefully have an education cohort here in Hazel Park. Finally our last collaboration has been with the ABA clinic in hopes that graduate students can begin to support our teachers with very difficult behavior.
- Staff are a part of almost all committees, including: Curriculum, District Leadership, and the bi-weekly Moving Forward Committee. Staff were invited to give insight to the Jardon building development. Staff also will email cabinet directly with opinions and needs.
- Union meetings continue with the presidents as their time allows. Leaders are copied on weekly information from the county and anything else that they need. We do have two grievances as discussed

regularly. These are about language disagreements. All contracts were settled last summer and an update as possible in the fall to get more staff.

- I would say a majority of staff are comfortable reaching out directly, with concerns and questions. I continue, as does my team, to reach when questions or concerns occur.
- Our staff continue to be visible in the district by attending zooms. I additionally have been going to as many events as time allows including: football, basketball, fundraisers and classrooms when needed and/or requested. My job continues to be to support the administrators.
- This entire personnel matter has been brought to my attention by staff wanting to share concerns but did not want to get themselves into " trouble". Administrators are talked to and we try to accommodate the concerns.
- Given the lift of the masks it is my hope to get into the building more frequently again.

Business and Finance:

The areas of focus for business and finance are:

1. Budget development and management
2. Budget reports
3. Finance controls
4. Facility management
5. Resource allocations

While we are out of debt we need to continue to review expenses on a regular basis to maintain and grow financial stability.

- All departments but Special Education have a three year plan. This should allow us to review our needs versus our wants to make changes as needed when the budget numbers are released.
- All purchase orders are routed so all team members can review them.
- New sheets are being developed to make sure that all staff are accounted for and are correct.
- A new facility plan has been released. We are reviewing the areas to make sure we have the funds for the work we plan to do.
- The business department worked collaboratively with administration to design and suggest a new or remodel Jardon. This should eventually draw more students to our center program and just support our Special Education funding.

- Recently as mistakes have been found we have discussed and developed some new checks and balances for financial stability.
- The three year plans allow resources to be reviewed on a regular basis.
- The audit this year was clean as we have all worked hard to keep checks in place.

The final area is Curriculum and Instruction.

This is one of the most important supports for schools. The areas of focus are:

1. Performance evaluation system
2. Building leaders' professional stands
3. Staff development
4. School improvement
5. Curriculum and Instruction
6. Student feedback
7. Student attendance
8. Support for students

- Students at risk have been turned into Graduation Alliance.
- Continual participation on the SEL and DEI team. This should continue to improve instruction, while people talk about the cultural, economic and social emotional needs of our students.
- Building leaders have had professional development focused on equity and positive relationships.
- Students were given the PBIS survey to review and the superintendent advisory attendance once a week.
- Evaluation systems are in place for all staff from special education paraprofessionals to secretaries.
- Every other Thursday the MTSS teachers have met and are doing a wonderful job when the data is reviewed.
- Teacher choice is given on a regular basis and the other professional development was developed by a leadership committee.
- A curriculum committee has been formed and run by Dr. Postell and Dr. Dulmage. This allows staff and administration to have a strong voice for outcomes.

- We have been looking for other support to help students with behavior and mental health, this includes getting consultants and personal visits to the schools.
- Tutoring has been available K-12 for students
- College Spring has been implemented 11-12 for test preparation.
- Parental reading program with tutoring at all elementary schools.

We are fortunate to have an amazing team that continues to grow HP.

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Lead

Amy Kruppe, Ed.D.
Superintendent

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October 23, 2023

To : Board of Education
From: Amy Kruppe
Re: First Quarter Evaluation

Please find the following areas to consider for the first-quarter evaluation and update of the Superintendent Evaluation. Please note that this list is not exhaustive, as some items have already been shared with you in our weekly updates.

The start of the school year has been exceptionally positive for HP. Our staff and students have achieved notable success, and I take pride in the commendable work our team has accomplished. We are actively engaged in reflection and committed to further growth, emphasizing the importance of working together cohesively as an effective team.

A. Government and Board Relations

The initial segment of the evaluation centers on the Board of Education, with a specific focus on policy development.

A1: Policy Development

For utmost effectiveness, proactive engagement in identifying policy requirements is crucial, and to ensure effectiveness, active participation is essential. During the 2023-2024 school year, the Policy Committee convened twice to address changes to the Clark Hill Policies.

The committee's primary tasks involved reviewing and amending the first two sections of the Clark Hill Policies. Subsequently, the committee forwarded their recommendations to the board for input, fostering a collaborative and comprehensive review of all presented policies and procedures.

HAZEL PARK PROMISE

HAZEL PARK SCHOOLS

A2: Goal Development

The district's goals were initially crafted based on the school improvement plan, ensuring a clear alignment between their objectives and educational priorities. The superintendent's goals were subsequently formulated and received approval from the board, reflecting a unified vision for district leadership. Furthermore, the strategic plan, a guiding document, was made accessible to the public by being posted on the district's website, fostering transparency and community involvement. School District's strategic plan goals found expression in the data dashboard, facilitating tracking and assessment of progress. Additionally, the completion and approval of school board protocols established a framework for effective governance. Lastly, the Board Calendar emerged as a key tool for facilitating communication and coordination regarding goals and their ongoing progress.=

A3: Communication Parameters with the Board

Board communication protocols have undergone a thorough review and refinement process, ensuring effective and structured channels for information exchange. Additionally, a comprehensive Board Communication Policy has been established, setting clear guidelines and standards for communication within the board and with external stakeholders. A dedicated policy addressing communication between board members and staff is also in place, fostering professionalism and clarity in their interactions. Furthermore, the board's commitment to continuous improvement is evident through their participation in two governance and evaluation trainings provided by MASB, enhancing their proficiency in governance practices.

A4: Materials and Background

In the context of board meetings and decision-making processes, several key elements are in place to ensure effective communication and informed decision-making. Materials to be discussed are made available through BoardBook, allowing board members to access essential documents and reports ahead of time. These materials cover various topics, which are thoughtfully reviewed either within committees or through weekly written updates, ensuring that board members are well-prepared. Moreover, the documents presented at the

meeting include clear connections to the strategic plan, and they contain recommendations from the superintendent. If board members require additional information or clarification, they are encouraged to seek it ahead of the meeting to be informed.. To support ongoing learning and competence, training is provided in areas of concern or identified needs. Additionally, administrators provide background information that is linked to relevant research, enriching the decision-making process with evidence-based insights. These practices collectively contribute to a well-informed and effective decision-making environment within the board.

A5: Board Questions

Efficient and responsive communication is a cornerstone of a board's operations. Questions posed by board members are answered promptly, provided they fall within the established communication parameters. The superintendent ensures that all board members receive essential information through the weekly update or by sharing it universally. In cases where communication is prompted by specific inquiries, examples are provided in response to board members' questions. When unique situations arise, text messages are used to notify the entire board promptly. Furthermore, phone calls are returned upon request, and the requested information is delivered as expeditiously as possible. To streamline the process of handling information requests, a new policy has been introduced. Initially, questions are directed to the superintendent, who evaluates their appropriateness. If a request is deemed unsuitable for direct response, it is then presented to the entire board for collective consideration, ensuring transparency and shared decision-making regarding the release of information.

A6: Board Professional Development

Board members actively engage in professional development by participating in OCSBA events, reinforcing a collective commitment to knowledge enhancement. Simultaneously, the superintendent joins this initiative, fostering a sense of teamwork and unified support. Additionally, board members have attended MASB workshops, further enriching their knowledge base. On-site MASB training has been facilitated for the board members, offering convenient and accessible learning opportunities. To ensure alignment with established protocols, board members are reminded to follow the board approval process when seeking

to attend workshops. Administration plays a vital role in keeping the board well-informed by disseminating crucial information through presentations, inclusion in the board packet, and weekly communications. These initiatives serve to educate board members on the correct processes and procedures, promoting effective governance.

B. Community Relations

B1: Parent Feedback

Parents are actively encouraged to provide valuable feedback to our teams through the PBIS culture and climate surveys, offering insights into the district's performance. Additionally, parent input is actively sought during "Coffee with the Superintendent" sessions, with two such sessions held this year to date. Compliance with legal requirements is ensured through robust parent participation in open houses for Title I. To enhance responsiveness, parent phone calls, texts, and instant messages are addressed as promptly as possible. Moreover, parents are consistently engaged in meaningful dialogue with the superintendent at community events, where their input and perspectives are actively sought. This comprehensive approach promotes a strong and open partnership between the school district and parents.

B2: Communication with the Community

A comprehensive annual communication plan is in place, ensuring effective and up-to-date outreach efforts. Active engagement in various parent events, including open houses, kindergarten round-ups, chamber meetings, Promise Zone gatherings, sports events, concerts, and responding to parental requests, fosters a strong connection with the community. Parents are provided with direct contact information for the superintendent, including a cell phone number and email, to communicate their concerns. In addition to three magazine deliveries to Ferndale and Hazel Park this year, informative videos have been created and shared. Openness and accessibility are emphasized through meetings with the community upon request, support for local events like immunization drives, Gleaners initiatives, and interactions with parents and community members. Attendance at Junior Vikings events further demonstrates the commitment to supporting parents and the broader community. Active involvement in events such as the United Way STEAM event and

field trips to observe Hazel Park students in action strengthens community connections. Collaborations with special education organizations and districts are underway to update Jardon. A communication plan is being developed for the May 2024 bond, reflecting a proactive approach to maintaining strong community relationships and promoting transparency.

B3: Community Feedback

Cultivating a positive culture and climate through the PBIS framework remains a priority for parents, students, and staff alike. In our commitment to inclusivity, we regularly send letters to parents, providing contact information, both phone and email, to facilitate their feedback on ongoing projects. Engagement with parents is further facilitated by actively attending open houses, where we seek their input on various events and initiatives. We foster an environment where parents are deeply involved in community school events and collaborative planning. Additionally, attending Board input meetings is crucial as it allows us to hear and receive valuable feedback from the community. In preparation for potential bonds, we are in the process of setting up community input sessions, ensuring that the community's voice is heard and valued. Regular staff meetings are held to create a space for staff to provide input and stay actively involved in decision-making processes. Moving forward, our committee meetings will continue to serve as a platform for meaningful feedback, promoting a culture of continuous improvement and open communication.

B4: Media Relations

Engagement in discussions related to vaping in schools was a notable initiative, as we actively participated in Ohio interviews, contributing to a broader conversation on this critical issue. The release of our magazine for the second consecutive year signifies a sustained effort to keep our community well-informed and engaged. Additionally, Gleaners' annual video production in Hazel Park this year is a testament to our ongoing commitment to supporting the community and fostering awareness about important local hunger issues. These collective efforts reflect our dedication to maintaining open dialogue, community involvement, and impactful outreach.

B5: District Image

District materials are thoughtfully distributed to all new families within the community, ensuring that they are well-informed and connected. To enhance our commitment to the professional growth and well-being of our staff, "stay interviews" are actively being conducted by our HR department. Furthermore, our active involvement in various community events, such as the 8 Mile Association lunch, demonstrates our dedication to building strong community relationships. Serving on the board of the Junior Vikings is another significant engagement, reinforcing our commitment to supporting and actively contributing to community student initiatives.

B6: Approachability

Ongoing support is readily accessible within our community, with teachers, students, and staff actively reaching out as needed. Parents, too, engage with us through various channels, including email, phone, and in-person interactions, seeking assistance and guidance. Additionally, at sports and other events, both students and parents feel comfortable reaching out to discuss current issues, fostering an open and collaborative atmosphere. This multi-faceted approach ensures that support is always within reach and encourages a strong sense of unity within our educational community.

C. Staff Relations

C1: Staff Feedback

We have a robust system for gathering feedback within our organization. Firstly, a 30-day survey is being developed to be distributed to new staff members, providing them with the opportunity to share their initial experiences and insights. Secondly, exit surveys continue to be sent out, offering departing employees a platform to articulate the reasons behind their departure, which aids in reviewing and improving our practices. In addition to these surveys, we are implementing a culture and climate survey through PBIS, ensuring that we continuously assess and enhance the overall atmosphere and well-being within our

organization. This comprehensive approach to feedback collection allows us to make informed decisions and continually improve our workplace environment.

C2: Staff Communications

Communication within our organization is a priority, with several initiatives in place. Weekly updates are sent both to our dedicated staff and the administration, ensuring that everyone is well-informed. Staff members are equipped with an organizational chart, encouraging them to communicate through the appropriate channels, fostering an effective chain of command. Furthermore, we celebrate our team's successes and show support through thoughtful notes of congratulations and care, whether for special events or just as a kind gesture. Additionally, the superintendent personally sends out notes of appreciation and acknowledgment at least once a year to every staff member, reinforcing our commitment to a positive and connected work environment.

C3: Personnel Matters

Our commitment to clear and effective communication with our staff is evident through several key initiatives. Each week, our staff receives updates regarding how to contact the HR office for any necessary corrections, payroll inquiries, or other concerns, ensuring that their needs are promptly addressed. To keep our employees well-informed and aligned with our policies, our employee handbook is regularly updated. In addition, we've established a streamlined process for worker's compensation, enhancing communication between our staff and third-party companies. This includes the provision of a letter to be sent to each injured employee, fostering transparency and efficient support. Furthermore, we've taken steps to support the social and emotional well-being of our staff by providing access to an Employee Assistance Program, demonstrating our commitment to their holistic welfare.

C4: Delegation of Duties

To ensure effective communication and responsibility within our organization, we've made several enhancements. The organizational chart has been updated to facilitate the smooth flow of information and decision-making among our staff. Clear and distinct responsibilities have been assigned to each central office administrator, fostering accountability and clarity

in their roles. Additionally, we've emphasized the importance of the appropriate channels for addressing concerns and the key staff members to contact before reaching out to the superintendent, all while maintaining an open-door policy. This approach not only encourages accessible communication but also supports the ongoing professional development of our administrators, contributing to their continuous growth and improvement.

C5: Teacher Recruitment

We're actively addressing teacher shortages through several initiatives. Firstly, we've engaged with the state's shortage process, which allows us to rehire retired teachers. We've also applied for a state grant for the "grow your own" program, which aims to assist our staff in pursuing teaching careers by facilitating access to higher education. We've already applied for the second round of this grant. Furthermore, we've partnered with Oakland University to create pathways for aspiring teachers to enter preparation programs. Importantly, our efforts in the recent bargaining round have resulted in more competitive salaries, enhancing our ability to attract and retain dedicated staff. These combined efforts reflect our commitment to addressing teacher shortages and supporting our educators.

C6: Labor Relations Bargaining

We're proactively tackling teacher shortages through a range of strategic initiatives. To begin, we've actively leveraged the state's shortage process, enabling us to rehire experienced retired teachers. Additionally, we've successfully written a state grant for the "grow your own" program, which is designed to support our staff in their aspirations to become teachers by streamlining access to higher education. We've also submitted an application for the second round of this grant. In collaboration with Oakland University, we've established pathways that guide aspiring teachers towards preparation programs. Importantly, our recent bargaining efforts have yielded more competitive salaries, significantly enhancing our ability to attract and retain dedicated staff. These collective endeavors underscore our unwavering commitment to addressing teacher shortages and providing unwavering support to our educators.

HAZEL PARK SCHOOLS

C7: Visibility in the District

I've been actively engaged with our school community, demonstrating a strong commitment to fostering positive connections and support. This involvement includes attending nearly all football games, showcasing my dedication to our student-athletes. In addition, I've carried out regular visits to schools as well as facilitating two board member visits, facilitating valuable interactions with students and staff. Collaborative meetings have commenced with school principals, underscoring our commitment to open and productive communication. Further, I've been present at Junior Vikings games, reinforcing our commitment to our youth sports programs. Visits to various schools have allowed me to address staff student concerns and stay connected with the school environment. Attending events like homecoming, Junior Viking cheer competitions, and Institute Day, where we cooked a meal for the entire staff, have all contributed to building a strong and supportive community.

D. Business

D1: Budget development and Management

Our budget audit has confirmed a balanced budget for the completion of the 2022-2023 school year, indicating our prudent financial management. Additionally, our current budget remains in balance, supported by an increase in student enrollment and additional state funding, ensuring financial stability for the 2023-2024 school year.

D2: Budget Reports

Our commitment to transparency and financial accountability is evident through our regular reporting and updates. Budget information is a key feature of our monthly finance and board meetings, allowing all stakeholders to stay informed about our financial health. In addition, budget reports are now presented at each meeting, providing an ongoing overview of our fiscal status. We ensure that credit card statements are shared, promoting full financial transparency. Furthermore, during the last finance meeting, a comprehensive financial projection for potential bonds was provided, reflecting our dedication to keeping committee members informed about our financial outlook and planning.

D3: Financial Controls

We have completed our financial audit, and the results will be presented to our stakeholders on October 30th. This audit is a component of our commitment to fiscal responsibility and accountability. To further reinforce financial oversight, we have implemented a rigorous process where our finances are reviewed by multiple central office staff members. This multi-step approach ensures that controls are in place to safeguard the budget, contributing to our ongoing financial stability and trust within the organization.

D4: Facility

Regular meetings between the Assistant Superintendent of Business and Operations and the Superintendent serve as a cornerstone for our collaborative efforts in overseeing various important projects. Recently, a significant milestone was achieved with the issuance of a bid for the completion of the high school kitchen. We've also taken measures to enhance security by installing metal detectors at Advantage and Edison schools. Additionally, a grant was successfully submitted , opening up the possibility for the renovation of Longfellow. Looking forward, a comprehensive plan is in the works to support the modernization and renovation of our schools, ensuring that our educational facilities continue to meet the evolving needs of our students and staff for decades to come.

D5: Resource Allocations

Ongoing collaboration with the Assistant Superintendent of Business and Operations is central to our efforts in addressing the needs within our schools.

E: Instructional Leadership

E1: Evaluation

The teacher evaluation process has been thoroughly communicated to the entire teaching staff, ensuring clarity and transparency in our assessment procedures. In addition, a comprehensive review of the evaluation process has been undertaken with our

administrative team, further contributing to its effectiveness and alignment with our educational goals.

E2: Building Level Leadership

Our administrative staff is committed to professional growth and support, evident through their ongoing coaching provided by central office personnel. Additionally, our district's Ad Council is dedicated to addressing district goals with a particular emphasis on reducing truancy rates. At the building level, leadership is receiving guidance from a retired superintendent to bolster their leadership skills, enhancing their capacity to drive positive change. Building-level leaders are aligning their efforts with three key objectives, which encompass academic, behavioral, and personal development.

E3: Staff Development

Our recent Institute Day was dedicated to promoting a safe learning environment throughout the entire district, with comprehensive safety training. Additionally, we underscored the importance of literacy education, with a specific focus on the science of reading. Furthermore, we've facilitated CPR training opportunities for our staff, ensuring preparedness in emergency situations. Despite the challenge of a substitute shortage, we remain committed to providing staff with leadership development opportunities outside the district. At the administrative level, we have prioritized the implementation of restorative practices within the school building, reinforcing our dedication to fostering a positive and inclusive school community.

E4: School Improvement

Our district is committed to comprehensive improvement and alignment of our plans and programs. We have seamlessly integrated our district improvement plan with the tasks outlined in our strategic plan, ensuring a cohesive and unified approach to our educational goals. In an effort to enhance learning outcomes, we have engaged our high school freshman class in a science of reading curriculum to facilitate accelerated learning. Furthermore, we've initiated another Career and Technical Education (CTE) program, the firefighter academy, broadening our educational offerings. To support the professional

development of our staff, we've implemented coaching with a literacy coach in all K-12 buildings, strengthening our literacy education. Additionally, staff at the high school are benefiting from social studies coaching, and our special education department has been enriched with the addition of an assistive technology coach, contributing to the enhancement of inclusive education practices. These initiatives collectively demonstrate our dedication to providing a well-rounded and enriched educational experience for our students.

E5: Curriculum

Our commitment to educational excellence extends to various facets of our curriculum and student support. We are actively engaged in updating our social studies curriculum, ensuring that our students receive a well-rounded education. In the area of special education, we've implemented significant changes, with a specific focus on direct instruction. While the science of reading approach has been pivotal in our literacy initiatives, we acknowledge the need for other curriculum use in certain cases. Our dedication to student literacy excellence remains unwavering, and we continue to provide ongoing ARC (American Reading, Company) training for our administration and staff. These efforts collectively contribute to our mission of fostering a supportive and enriching curriculum for all students, regardless of their diverse needs and backgrounds.

E6: Instruction

In Hazel Park, we've made substantial investments in our education initiatives. We currently have four school-embedded coaches who have received specialized training to support our teachers and students effectively. Our commitment to academic excellence extends to our English Language Arts (ELA) curriculum, which has undergone thorough review and revision to enhance our instructional approaches. Furthermore, we are diligently collecting and analyzing data, with a particular focus on measuring student growth and proficiency. These comprehensive efforts reflect our dedication to providing a high-quality education and fostering continuous improvement throughout our district.

HAZEL PARK SCHOOLS

E7: Student Feedback

We highly value the voices and perspectives of our students in our educational community. To facilitate this, students actively participate in providing feedback through our student culture survey, which serves as a vital tool for understanding and addressing their experiences. Additionally, we ensure that students from both middle school and high school have ongoing opportunities to engage with the school board, where they can openly share their thoughts, concerns, and suggestions on a monthly basis. These initiatives foster an inclusive and participatory environment, where students' input is not only welcomed but actively sought and utilized to inform our educational practices and decision-making processes.

E8: Student Attendance

Our school district is proactively addressing the issue of truancy this year, recognizing its significance as a widespread concern in the education landscape across the nation. To combat this challenge, our dedicated team at United Oaks is committed to conducting home visits, ensuring that students receive the necessary support and encouragement to attend school regularly. Furthermore, our district has taken proactive measures by participating in an online truancy software program at the county level, streamlining our efforts to identify and address absenteeism. In addition, parents are kept well-informed through notices issued at 5, 10, and 15 days of a student's absence, reinforcing the importance of regular school attendance and fostering a collaborative approach to tackle the issue of truancy effectively.

E9: Other

As a proud member of the Hazel Park coalition board, I'm pleased to share that our collective efforts have been rewarded with a significant grant of $125,000, spanning five years. This grant will play a pivotal role in our ongoing mission to reduce addiction within our community, reflecting our unwavering commitment to fostering a healthier and safer environment. Additionally, we've enjoyed a series of heartwarming acknowledgments this fall, particularly in the realm of sports and community events. Among these, we celebrated

our football alumni, underscoring the strong connections within our community. Furthermore, our commitment to enhancing our district's educational landscape is evidenced by our continuous efforts to fill important positions, ensuring that our students and staff receive the necessary support for their growth and success.

E10: Professional Knowledge

I am proud to share that my professional qualifications and affiliations are current and wide-ranging. First and foremost, my certificates are up to date. I am an active member of the Council of Exceptional Children (CEC), further emphasizing my dedication to exceptional education. Additionally, I am a member of both the American Association of School Administrators (AASA) and the Michigan Association of School Administrators (MASA), which are esteemed professional organizations for superintendents. I am also part of the Oakland County Superintendent group focused on special education and the Oakland County safety committee, where I contribute to fostering safe learning environments. In line with curriculum development, I hold membership in the Association for Supervision and Curriculum Development (ASCD). Furthermore, I am an active participant in the National Superintendent Round Table, a platform that allows me to engage with peers and exchange insights on educational leadership. These affiliations collectively contribute to my continuous professional growth and commitment to advancing education.

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Kruppe, Ed.D.
Superintendent

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

November 7, 2022

To : Board of Education

From: Amy Kruppe

Re: Evaluation Discussion

Please find listed below input for my midyear evaluation. I hope the multiple formats will make completing the evaluations easier for the board. I have started to put many documents in the files as requested. You can view them at this link. Please know that there are other documents that I have shared with you regarding my evaluation that are in the files but not in this update.

The first area of the evaluation focuses on the Board of Education. The areas of focus are policy development, goal development, and information. Also included are materials and background, as well as board questions, and finally board development. During the last several months the following board areas have been a focus for improved board communication, relationship and learning.

- Continued communication regarding conferences and workshops.
- Presented at the MASB conference on board connections to achievement. This presentation was shared with the board.
- Request the board to attend every OCSB meeting. Attended with any member of the board that attended.
- Weekly meetings with the president and the vice president did not have a conflict.
- Text message to the entire board with positive events and events that the board needs to be aware of.
- System is in place and all are aware of communications between board members.
- Calendar in place for board to review
- Respond to all board requests and calls in an open and timely manner.
- Follow up with calls or items requested in weekly updates or separate email.
- Completion of a board ethics book. Continue work to complete this.

HAZEL PARK PROMISE

- Board president communicates needs with the Superintendent so information can be shared and given to the Board as a whole.
- New Board member training occurred for new board members.
- Weekly updates continue with not only activities but information regarding legislative, new practices and areas that the board has requested to learn more about.
- Staff weekly updates
- Data meetings have been held as well as communication training.
- Board Members have been encouraged to go to OCSA and other local trainings.
- Meeting materials have appropriate backup and are attached to the strategic plan.
- Board Goals. Data and the strategic plan are reviewed regularly.
- Building goals were developed and shared that are related to the school improvement plan
- Information has been shared on a regular basis regarding professional development related to the board.
- Operating procedures and board beliefs were updated.
- Questions are answered in a timely manner.

The second area of focus is community relations.

These areas of focus are:

1. Parent feedback
2. Communication with the Community
3. Community Feedback
4. Media Relations
5. District Image
6. Approachability

- Prompt response has continued with the media , continuing stories such as prayer in the schools to safety.
- Parents are being given a PBIS survey and the DEI survey will run again to compare to the previous years.
- Two parent coffee's have been completed with the superintendent. It was even offered online.
- Any parent that has requested a meeting or call has been given the opportunity to speak with the superintendent. This has included large groups and individual parents. Information is communicated to the proper source.

- Second magazine went out in November to the entire community.

- Board briefs are being given after the board meeting to review the actions.
- Regular newsletters are given by principals, the superintendent, and the communication director on a regular basis.
- The MASB video was completed
- Events are attended at all schools as often as possible.These include sports, visits to the classroom and extracurriculars when informed. At least two -three times a week.
- The Hometown huddle occurred again this year with an amazing outcome.
- Senior concert is scheduled to be out in December
- A meeting was held with the Ferndale Police Chief to discuss safety work
- Continue to coordinate Gleaners on a monthly basis
- Serve as the President of the Hazel Park Community coalition
- Board Member of the Promise Zone
- I am a Lion but can not attend regularly due to schedule conflicts with other meetings.
- Ex-Offcio Board Member of the chamber
- Three of our historical staff members have been honored in the last twelve months with fantastic community engagement.

The third area of focus for the superintendent is the staff relations.

The areas of review are:

1. Staff feedback
2. Staff communications
3. Personnel matters
4. Delegations of duties
5. Recruitment
6. Negotiations / labor relations
7. Visibility in the district

- Exit survey have been sent out continually as people leave to assess their areas of improvement

- Duties of the Human resource office have been given back to their office with the new hire of Director.
- Workman's comp is handled by the superintendent office to make sure we are having people work when they can.
- The employee handbook was updated and shared with the staff.
- Our Oakland University relationship was expanded as our ABA graduate students have started working to support our staff. Hazel Park is signed up for a dual enrollment pilot program , more information to come
- Staff are invited to be on curriculum committees, resource selection committees, building leadership , PBIS, SEL, safety and more. Staff are invited to participate in interviewing. Many staff reach out with questions or concerns to the superintendent directly.
- Union meetings continue with the presidents. The teachers union occurs every other week and with the MEA representative . I have invited two central office staff as well. The teachers union and the administration still have several outstanding grievances. The remaining union presidents meet with me as needed.
- Hazel Park has recruited four paraprofessionals to become teachers and have several substitutes that are working on their teacher certificate. We additionally are using the state program for return teachers and have one teacher in this boat
- Teacher union concerns are given to the president on a regular basis if there is a concern by meeting and email.
- This year we will bargain para, secretaries , administrator and Advantage units.

Business and Finance:

The areas of focus for business and finance are:

1. Budget development and management
2. Budget reports
3. Finance controls
4. Facility management
5. Resource allocations

- The audit continued to show a clean document.
- All departments but Special Education have a three year plan. This should allow us to review our needs versus our wants to make changes as needed when the budget numbers are released.

- All purchase orders are routed so all team members can review them.
- A product called c-flow is being used in order to make sure all of the cabinet is getting hiring and other documentation
- The business department worked collaboratively with administration to design and suggest a new or remodel Jardon. This is ongoing and we are working with a consultant to help us facilitate this growth.
- Three year plans are available for the business curriculum . technology and custodial maintenance and sinking fund.
- Financial reports are available at every meeting with the board .
- Facility suggestions are aligned with the facility report. These are discussed in the buildings and grounds meeting.
- The gym floor was replaced
- The pool has been completed.
- The hall floors were completed.

The final area is Curriculum and Instruction.

This is one of the most important supports for schools. The areas of focus are:

1. Performance evaluation system
2. Building leaders' professional stands
3. Staff development
4. School improvement
5. Curriculum and Instruction
6. Student feedback
7. Student attendance
8. Support for students

- Hazel park Schools have been invited to pilot TRAILS (a social emotional curriculum) in all schools.
- Hazel Park schools have incorporated the SABERS for evaluating students' needs.
- Building leaders and K-8 staff have been given professional development opportunities around the new ARC curriculum.
- Building leaders have had professional development focused on restorative practices and are focusing on behavior, K-8 discipline as more.

- This year there are advantages, HPHS and HPJH have student representatives at the board meeting. I will be meeting with their friends to discuss programming and the schools.
- The high school is developing financial literacy practices in the school.
- Evaluation systems are in place for all staff from special education paraprofessionals to secretaries.
- MTSS programming has been aligned to the new curriculum.
- Teacher choice is given on a regular basis and the other professional development was developed by a leadership committee.
- A curriculum committee has been formed and run by Dr. Postell and Dr. Dulmage. This allows staff and administration to have a strong voice for outcomes.
- A position was established focusing on mental health and behavioral health.
- Administration , social workers Psychologist and counselors have been trained in threat assessment
- Tutoring has been available K-12 for students
- College Spring has been carried over the 2022-2023 school year for 11-12 for test preparation.
- New spanish and french textbooks were purchased
- Financial literacy began at the high school
- Additional elective were opened up at HPHS
- Building school improvement goals were developed by the administration off of the district improvement plan.
- Mental health grant was applied for and received for $375, 000
- COPS grant was applied and received for $500,000.
- County after school grant was applied for and we are awaiting approval for $400,000.
- Health services book developed.

We are fortunate to have an amazing team that continues to grow HP.

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Laura Adkins, President
Board of Education

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

May 9, 2022

To: Dr. Amy Kruppe, Superintendent - Hazel Park Schools

From: The Board of Education, Hazel Park Schools
Members of the Board:

Laura Adkins, President
Melissa Baldwin, Vice President
Beverly Hinton, Secretary
Heidi Fortress, Treasurer
Rachel Noth, Trustee
Kristy Schlak, Trustee
Dawn Rice, Trustee

On Monday May 2, 2021 the Board of Education held a special board meeting and exited to closed session for the purpose of evaluating the Superintendent as mandated per State and Federal Law. The Board of Education and Superintendent were in closed session during the evaluation. The MASB Evaluation Tool was used to evaluate the Superintendent. The Board of Education along with the Superintendent have reviewed and given ratings for all areas.

Professional Practice Rating: 3.93
Student Growth: 3.89
Progress toward District Wide Goals: 3

It is agreed upon that the Superintendent's Final Evaluation Score is 3.82 for 2022.

Sincerely,

Signing on behalf of the Board of Education
Laura Adkins
Board of Education, President
Hazel Park Schools

Cc: Dr. Amy Kruppe
Personnel file

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

Amy Kruppe, Ed.D.
Superintendent

Ford Administration
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May 2,2022

To : Board of Education

From: Amy Kruppe

Re: Final Evaluation note for 2021-2022

Please find listed below areas of update for the final review and update of the Superintendent's Evaluation. This is not meant to be all inclusive as items have been shared with you ongoing. Please find the link to the drive.

This year has been a successful one for Hazel Park returning after COVID. Our staff and students have been successful. While Hazel Park did have some administrative turn over, we are in outstanding shape given what others are dealing with . I am proud of the work that the team has done. We are reflecting on growing, working as an effective team and our loss for retirement is minimum.

A. **The first area of the evaluation focuses on the Board of Education.**

A1: Policy development

a. To be highly effective you need to be proactive in determining policy needs and to be effective you need to be actively involved .
   i. The Policy Committee met 4 Times the 2021-2022 School Year.
   ii. The policy committee addressed 24 policies .
   iii. The policy committee addressed 20 administrative procedures
   iv. The Board attended and had input to all policies and procedures presented.

A2: Goal Development

i. Three year plans were development and updated this year per the board calendar
   - Curriculum
   - Building and Grounds
   - Technology
   - Budget

ii. District goals were developed for the building as well and shared

HAZEL PARK PROMISE

Iii. Goals were development for District improvement plan

Iv: School achievement goals place on website

V. School District strategic plan goals are the data dashboard.

VI. The Board Calendar sets the stage for communication regarding goals and progress

A3: Communication Parameters with the Board

I. Board Protocols for communication have been worked on and reviewed

II. Board Communication Policy is in place.

III. Board staff communication policy

IV. Board meeting discussion regarding communication and how it can be improved: This is evaluated frequently with the board

V. Dr. Stair and Curt Bechler came to work with the board to improve communication . The guidebook is completed in the area of communication .

A4: Materials and Background

I. Materials are in BoardBook

Ii. Topics are reviewed in committee's or weekly written updates

Iii. Board Members to ask for more information if needed.

Iv: Materials given at the meeting include the connection to the strategic plan and contain the recommendation of the superintendent.

V. Examples are given in the drive regarding the set up of letters.

A5 Board Questions

I. Board Questions are sent out to the board .

II. Examples of communication to the board usually due to someone's questions.

III. Text messages occur to the entire board when something happens that is different.

IV. Phone calls are returned when requested with information as soon as possible.

V. Materials that are spoken about are shared until it is not a specific question.

A6 Board Professional Development

I. Board Members attend OCSBA and Superintendent goes to support information as a team

II. Board members are encouraged to attend school board association training.

III. Policies are shared that support the board understanding the cost of attendance.

HAZEL PARK SCHOOLS

B. Community Relations:

B1: Parent Feedback

I. Parents are given a chance to provide feedback to the teams by filling out the PBIS culture and climate surveys. These give feedback as to how the district is doing.
II. Parent feedback was requested regarding the end of the year.
III. Parents given DEI survey
IV. Parent participation in open house and literacy nights were taken
V. Parents were invited to the moving forward committee meetings.
VI. Parent/Superintendent coffees
VII. Parent phone calls are taken asap, as well as texts, instant messages or if they are at the board meeting.

B2: Communication with the community

I. Communication plan created.
II. Attend parent events , house, kindergarten round up, chamber, Promise Zone meetings, sports, concerts, and meet with parents when asked.
III. Parents are given my cell phone, and email to call and communicate concerns.
IV. Parents were given their first magazine delivered to Ferndale and Hazel Park.
V. Parents are given month pulse
VI. Videos have been made and posted.
VII. Meet with the community as requested
VIII. Support community events such as covid shots to get items to kids first
IX. Became certified in Gleaners so it could continue for HP. Meet and greet parents and community members
X. Attended the chamber event to continue to support and be in the community
XI. We received the Community Schools grant to increase students' academics in order to gain community and parent support.
XII. Sit on the P-18 taskforce to hear and support special education needs
XIII. Working with special education county community and districts to have Jardon updated.

B3: Community Feedback

I. Culture and climate through PBIS for parents, students and staff.
II. Letters sent to parents giving phone and email to give feedback on projects
III. Attend open houses to nget parents feedback on events.
IV. Parents are actively involved in community schools events and planning

V. Attend Board input meetings to hear and receive community feedback.

VI. Will be attending tool sharpening event to be available for the community to hear about Hazel Park School.s

VII. Have staff regular meeting so they can provide input

VIII. Moving forward committee is a time for feedback to occur.

B4 Media Relations

I Ongoing articles regarding Hazel Park, staffing issues, homework and covid

II. One article the other day from mackinac center regarding students and sports

III. Gleaners will be doing its annual video in HP this year.

IV. Hazel Park's videos being completed.

B5 DISTRICT image

I District magazine was developed

II District material folder where sent out.

III Survey was done with new staff to determine how we have a professional image to the community. And new staff. New procedures were put in and new staff were surveyed for continual improvement.

B6. Approachability:

I Teachers ,students and staff reach out for ongoing support.

Ii. This Friday I met with a parent at 6 am who lost his children. He had concerns regarding several staff members

II Students have reached out due to safety or graduation concerns.

III Parents and staff have reached out to get help on staff days returned or general employment concerns.

IV Have survey staff that are starting the district to improve on onboarding and hiring procedures

V. Ongoing reaching out to staff and families who continue to reach out to me personally

C. Staff Relations

C.1 Staff Feedback

I Mid-year and end of the year evaluation from New staff Members regarding the onboarding process.

II. Mid-year and end of the year administrative evaluation to use for improvement

II. Personal cell phone and email given in every communication in email and in weekly update

IV Moving forward committee for staff input

V. Development of curriculum council as way for staff to have leadership on materials and curriculum

C2 Staff Communications

I. Send Weekly updates to staff
II. Send weekly update to administration
III. Communication Protocol is reviewed with staff every year.
IV. Sending notes of congratulations and care when person has an event or just because .

C3 Personnel Matters

I. Staff are given updates each week as to contacting the HR office for corrections or concerns with payroll, papers or other needs. (SEE HR SECTION)
II. Employee handbook updated ongoing
III. Process put in place for Workman's compensation to support clearer communications to staff and to 3rd party companies . This includes a letter to send to each employee who is hurt.
IV. We developed a new Employee action form so that we can support the hiring and change of staff. This can not be shared for data
V. We simplified the onboards at edustaff so we do this in house to move staff more quickly
VI. We developed boarding packets for staff and new hire letters.
VII. How to documents being completed for various HR tasks
VIII. Three years of certified staff's folders have been evaluated for mistakes and required paper
IX. All employee files have been organized based upon year of destruction after leaving the district
X. Forms are being added to ease the HR department's needed support

C4 Delegation of Duties

I. Organizational chart updated this summer
II. Curriculum Council developed and overseen by Stephanie and Carla.
III. Jason Zirnis in charge of finishing the School Safety Grant.
IV. Dr. Postell taking the lead on DEI
V. Michelle Krause taking the lead on SEL
VI. Tamaran Dillard taking the lead of threat assessments
VII. Michell Krause in charge of the Dog Committee

C5. Teacher recruitment

I. Many articles are shared discussing teacher retention~~retentions~~ and optioning to try.

II. We are working with the state shortage process where we can bring back retired teachers. We have two.

III. State grant for grow your own has been established and we are awaiting information to help staff go to college to be a teacher

IV. Emails were sent in the system for anyone certified in the are need and application given to principal for positions

V. The School District of Hazel Park has had a hiring process that we are not able to use because of the quicking move. However, we do have a step by step process after the administrator sends an application upt our office.

VI. We attended a job fair this year.

C6 Labor Relations Bargaining

I. All contracts were settled this year. The para's had a reopener that helped to fill classrooms more than before.

II. The Secretary ,Psychologist and Teachers master contract is finished rewriting and approved.

III. Paraprofessionals had an additional increase after the teacher settlement as it has been too difficult to find people.

IV. I meet with Joan every week for an hour.

V. I meet with Nancy every week for an hour.

VI. Mario and Cheryl just stopped by my office. We work collaboratively when needed. This is the same for the administration.

VII. We do have seven grievances for the district. All of these changes in this year's discussion were pre approved by the board to move these forward.

C7 Visibility in the district

I. All new hires are able to talk to me and meet me in person

II. Staff in all the buildings were able to see me for the first time in a long time.

III. Meet with parents, staff and students online as needed.

IV Attended the fall play

V. Attended football games.

VI.Attended kindergarten open house

VII. Came to building for a second pair of eyes to check and support when students concerns

VIII Attended many online meetings with staff including a book club in the evenings and bi-weekly moving forward and MTSS meetings. I also attended a Superintendent advisory club however we are missing many students this spring.

VIIIAttended the dance competition

D. Business

D1 Budget development and Management

I. Three year plans in all areas were developed.
II. Two district bonds were refinanced and district rating increased
III. Principals were met with to look closely at the staffing and shared with the board
IV. Adjustments will be made as dollars are brought in
V. New United Way grant plus an addition $10,000 for clothes
VI. Child care grant was brought in to reduce dollars for childcare

D2 Budget Reports

I. Budget information is given at the monthly finance meeting.
II. Budget reports are given at each meeting now.
III. Three year financial plans and other plans are brought every Jan.

D3 Financial Controls

I. Audit is completed each year. This year is the first year we did not have any areas of correction.
II. Finance committee meets on a monthly basis and reviews the bills.
III. There are several steps that a staff member's request goes through before it is finally approved.

D4 Facility

I. Greg , Jason and I meet on a weekly basis to review the other areas.
II. A three year facility plan was developed. It is too thick to put in the books
III. Building and grounds has a three year plan that included a wide list of repairs but also the repairs for bathrooms and the high school pool

D5 Resource Allocation

HAZEL PARK SCHOOLS

I. Goals are in order under our long range plan.
II. Request are around our district improvement plan of ELA and Math

Instructional Leadership

E 1Evaluation :

I. Teacher evaluations are to be finished by May 2nd.
II. Secretary and paraprofessional evaluation are to be finished by Mahy 10
III. Administrative Evaluations to be finished by May 15th
IV. Substitute teachers in long term rolels are to have evaluations completed by May 10th .

E2 Building level leadership

I. We meet with the administrative staff every week. One week all together and the other by area . ec-5 meet with Dr. Dulmage and 6-12 Dr. Postell.
II. The Adcouncil meets every other week. This year we have had Devon Hughes and Jay Marks. Join us to grow
III. We also read the happiness advantage.
IV. I meet every other Tuesday with the new staff to review their needs in Hazel Park and support them.

E3 Staff DEVELOPMENT

I. A large amount of professional development for special education was completed due to the needs to increase staff members knowledge
II. The district was able to focus on psychological safety and equity. The equity survey is in your folder.
III. Staff have had PD during our days but also after school as well. Staff were also allowed to do three teacher choice professional development. This was the first year we were able to allow teachers to really go to conferences that they need.

E4 School Improvement

I. The district integrated its school improvement plan with the strategic plan.
II. Each building has a strategic plan. Our goals statements are on the website and are grounded in good data.
III. We have an elementary classroom working wi9th Dr.Postell on curriculum
IV. Our CTE program was approved;
V. Our school improvement plan is just an extension of the district improvement plan.

HAZEL PARK SCHOOLS

E5 Curriculum

I. There is a three year curriculum plan
II. CTE was approved
III. There is an EL study group
IV. Summer school has been sent to parents
V. Summer professional development has been sent to parent
VI. A curriculum counsel has been developed with teachers EC-=12 and paraprofessionals.
VII. Focus on scores as relates to area of update

E6: Instruction

I. Hazel Park has 4 school embedded coaches with training.
II. The ELA team is meeting to look and review their curriculum.
III. CTE has been approved
IV. Math is writing to align with the community college

#7 STUDENT FEEDBACK

1. The student had a self assessment that gives input on the educational teacher.
2. The students will be able to discuss his parents.
3. This younty man states he live in this area

8 Student Attendance

1. United Oaks helped to fix cars so parents can drive to school
2. Attendance support was given at the Junior hlgh
3. Part of the strategic plan was to work with an agency to review attendance. The high school is using this and we are awaiting to see the graduation impact.
4. Students with high attendance concerns aren supp0orted by PSP.

E9 Other

1. The school district hired two nurses
2. The school district is attempting to hre more social workers
3. The district approved 5 MTSS teaches in each elementary school, one at the high school,
4. The district has been meeting with all of these students to continue to support the great work.
5. I am the President of the Hazel Park Coalition as we bring conversation about mental health and support.

HAZEL PARK SCHOOLS

E10 Professional Knowledge

I. My certificates are up to date
II. I am a member of CEC : Council of Exceptional Children
III. I am a member of AASA and MASA. These are both professional superintendent organizations.
IV. I am a member of the Oakland County P-18 dollars for special education
V. I am a member of the Oakland County legislative committee.
VI. I am a member of ASCD the Association of curriculum development
VII. I am a member of the superintendent round table.
VIII. I am an active member of Oakland Schools .

2021-2022 Merit goals

At the October 4, 2021 Special Board Meeting the Board of Education narrowed down the choices for objectives from the 2021-2022 Strategic Plan for merit pay which is a mandate for the Superintendent's contract. The following are the three (3) areas of focus for the 2021-2022 school year:

Curriculum and Instruction: Objective O - Increase the number of MTSS teachers in K8 in order to increase the percentage of K8 students scoring on or above the grade level in Reading (as measured by the iReady diagnostic) by 10% by June 2022. : this will be given in June

This goal we should know by June 2022

Resources: Objective A - Increase fund balances in small increments within the next 3 years-Fund balance policy 2023=10%, fund balance = floor of 10% tops of 15%

This we will have a good idea by June 30th

Community Relations: Objective F - Increase the graduation rate at the high school from 80% to 84%.
We will not know until fall.

I. goal development, and information. Also included are materials and background, as well as board questions, and finally board development. During the last several months the following board areas have been a focus for improved board communication, relationship and learning.

- Continued communication regarding conferences and workshops.
- Attendance at the Clark Hill conference with the Board in order to facilitate increased communication regarding learning.

- Attendance at the OCSB meetings when board members go.
- Weekly meetings with the president and now the vice president.
- Text message to the entire board with positive events and events that the board needs to be aware of.
- System is in place and all are aware of communications between board members.
- Respond to all board requests and calls in an open and timely manner.
- Policies are being worked on to bring to the Board of Education.
- Board president communicates needs with the Superintendent so information can be shared and given to the Board as a whole.
- Weekly updates continue with not only activities but information regarding legislative, new practices and areas that the board has requested to learn more about.
- Data meetings, grades, and protocols are all being worked on at special meetings.

The second area of focus is community relations.

These areas of focus are:

1. Parent feedback
2. Communication with the Community
3. Community Feedback
4. Media Relations
5. District Image
6. Approachability

- Prompt response has been given to the media on all requests but one. I was not feeling well. There have been at least three stories that have been given due to the relationship with the press. This includes one of our students being able to represent Hazel Park in a discussion across the state with the Mackinac Center.
- The community and parents were able to give feedback on the DEI survey.
- The parents are able to give feedback through the PBIS survey.
- Any parent that has requested a meeting or call has been given the opportunity to speak with the superintendent. This has included large groups and individual parents. Information is communicated to the proper source.
- Parents "Coffee with the Superintendent" are occurring on a regular basis.
- Staff meetings are occurring after the regular board meeting to increase communication and listen to the staff.

- Regular newsletters are given by principals, the superintendent, and the communication director on a regular basis.
- Parent time with the superintendent has been given to talk about masking, return to school, and other topics.
- The superintendent and other staff have continued to contact the community through library events, monthly meetings with Oakland County Commissioner, regular contact with the city, fire and police departments regarding safety, attendance on the Oakland County Homeless Commission, and the Community School grant with United Oaks.
- Awaiting the final production of our publication regarding the schools to be mailed to all Ferndale (within our boundaries) and Hazel Park residents.
- Final touches are being placed on the MASB video.
- All parents have received the PBIS survey to assess building concerns and support.
- Became the Gleaners contact person which has led us to develop a new program for United Oaks.
- Continue weekly meetings as appropriate with the new HP coalition person to support the renewal of this committee. I support this on a monthly basis and spend time listening and talking with the community members that attend.
- Parents and community members have been invited to join community schools at United Oaks, Moving Forward Committee.
- I attend and sit on the board at the Promise Zone.
- I am a Lion but can not attend regularly due to schedule conflicts with other meetings.
- I am no longer on the board at Chamber as a second Chamber was developed and I resigned so as to not cause conflict in the community.

The district's image and continual work to share the powerful actions that are happening is a primary concern for the central office. As we open the buildings more , the central office needs to find a way to be in the buildings on a regular basis. Additionally, I have not been able to attend Hazel Park or Ferndale's city council meetings. I have, however , been able to watch Hazel Park online.

The third area of focus for the superintendent is the staff relations.

The areas of review are:

1. Staff feedback
2. Staff communications
3. Personnel matters
4. Delegations of duties

5. Recruitment
6. Negotiations / labor relations
7. Visibility in the district

- All staff were able to give feedback several times. At mid-year regarding 360 feedback to administration, recently in the survey requesting them to share if they were retiring or returning, and what they feel might need to change or ideas around new programs.
- Exit surveys have been sent out by me personally for the last three months and I have tried to call staff if they were resigning to receive additional feedback.
- Workman's compensation was taken over by the superintendent's office several months ago. This has resulted in written procedures and immediate communication with the staff and the WC agency in order to make sure staff are served immediately if needed and funds are not cut off.
- New processes have been put into place for hiring. New staff receive direct communication regarding when they are starting, where they are going, and their work schedule. The employee handbook is shared, as will be some additional school information so new staff know a little about the district.
- We continue to work with Oakland University for several programs. This is an improvement for staff as they are supporting their students by having them in our elementary schools. We hope it will lead to them joining Hazel Park. We additionally have been collaborating with them to review how to improve the teacher shortage. We will hopefully have an education cohort here in Hazel Park. Finally our last collaboration has been with the ABA clinic in hopes that graduate students can begin to support our teachers with very difficult behavior.
- Staff are a part of almost all committees, including: Curriculum, District Leadership, and the bi-weekly Moving Forward Committee. Staff were invited to give insight to the Jardon building development. Staff also will email cabinet directly with opinions and needs.
- Union meetings continue with the presidents as their time allows. Leaders are copied on weekly information from the county and anything else that they need. We do have two grievances as discussed regularly. These are about language disagreements. All contracts were settled last summer and an update as possible in the fall to get more staff.
- I would say a majority of staff are comfortable reaching out directly, with concerns and questions. I continue, as does my team, to reach when questions or concerns occur.
- Our staff continue to be visible in the district by attending zooms. I additionally have been going to as many events as time allows including: football, basketball, fundraisers and classrooms when needed and/or requested. My job continues to be to support the administrators.

- This entire personnel matter has been brought to my attention by staff wanting to share concerns but did not want to get themselves into " trouble". Administrators are talked to and we try to accommodate the concerns.
- Given the lift of the masks it is my hope to get into the building more frequently again.

Business and Finance:

The areas of focus for business and finance are:

1. Budget development and management
2. Budget reports
3. Finance controls
4. Facility management
5. Resource allocations

While we are out of debt we need to continue to review expenses on a regular basis to maintain and grow financial stability.

- All departments but Special Education have a three year plan. This should allow us to review our needs versus our wants to make changes as needed when the budget numbers are released.
- All purchase orders are routed so all team members can review them.
- New sheets are being developed to make sure that all staff are accounted for and are correct.
- A new facility plan has been released. We are reviewing the areas to make sure we have the funds for the work we plan to do.
- The business department worked collaboratively with administration to design and suggest a new or remodel Jardon. This should eventually draw more students to our center program and just support our Special Education funding.
- Recently as mistakes have been found we have discussed and developed some new checks and balances for financial stability.
- The three year plans allow resources to be reviewed on a regular basis.
- The audit this year was clean as we have all worked hard to keep checks in place.

The final area is Curriculum and Instruction.

This is one of the most important supports for schools. The areas of focus are:

1. Performance evaluation system
2. Building leaders' professional stands
3. Staff development
4. School improvement
5. Curriculum and Instruction
6. Student feedback
7. Student attendance
8. Support for students

- Students at risk have been turned into Graduation Alliance.
- Continual participation on the SEL and DEI team. This should continue to improve instruction, while people talk about the cultural, economic and social emotional needs of our students.
- Building leaders have had professional development focused on equity and positive relationships.
- Students were given the PBIS survey to review and the superintendent advisory attendance once a week.
- Evaluation systems are in place for all staff from special education paraprofessionals to secretaries.
- Every other Thursday the MTSS teachers have met and are doing a wonderful job when the data is reviewed.
- Teacher choice is given on a regular basis and the other professional development was developed by a leadership committee.
- A curriculum committee has been formed and run by Dr. Postell and Dr. Dulmage. This allows staff and administration to have a strong voice for outcomes.
- We have been looking for other support to help students with behavior and mental health, this includes getting consultants and personal visits to the schools.
- Tutoring has been available K-12 for students
- College Spring has been implemented 11-12 for test preparation.
- Parental reading program with tutoring at all elementary schools.

We are fortunate to have an amazing team that continues to grow HP.

District Leader / Superintendent Summative Rubric

User Information

Name: Amy Kruppe

Title:

Buildings: ACCESS,ADMINISTRATION,ADULT EDUCATION,ADVANTAGE,EDISON MAX,ELL/DISTRICT,HAZEL PARK HIGH SCHOOL,HAZEL PARK JUNIOR HIGH,HOOVER ELEMENTARY,HP ALTERNATIVE HIGH SCHOOL,JARDON,ROOSEVELT I.N.V.E.S.T,UNITED OAKS ELEMENTARY,WEBB ELEMENTARY,WEBSTER CHILDHOOD CENTER

Department: None

Grade: None

Evaluation Type: Central Office

Assigned Administrator: Kruppe, Amy

Evaluation Cycle: 09/18/2017 - 06/01/2018

Saved By: N/A

Date Submitted: Incomplete

Acknowledged By: N/A

Date Acknowledged: Unacknowledged

Finalized By: N/A

Date Finalized : Unfinalized

Domain 1 - Results

SA 2013 DL/Super Sum Domain 1a: Results

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
1a. Student Achievement: Based on student growth on academic measures		Shows improvement in the percentage of district students who meet established student achievement targets* on specified measures**; and/or	Meets established goal(s) for the percentage of district students who meet student achievement targets* on specified measures**; and/or	Exceeds the established goal(s) for the percentage of district students who meet student achievement targets* on specified measures**; and/or

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 1b: Results

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
1b. Teacher Performance: Based on student growth targets		Shows improvement in the percentage of district teachers whose students meet established student achievement targets* on specified measures**; and/or	Meets established goal(s) for the percentage of district teachers whose students meet student achievement targets* on specified measures**; and/or	Exceeds the established goal(s) for the percentage of district teachers whose students meet student achievement targets* on specified measures**; and/or

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 1c: Results

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
1c. Achievement Gap Reduction/Elimination: Based on meeting targets for achievement gap reduction		Shows improvement in reducing the size of identified achievement gaps for sub-groups of students on specified measures**; and/or	Meets established goal(s) for the reduction of identified achievement gaps for sub-groups of students on specified measures**; and/or	Exceeds established goal(s) for the reduction of identified achievement gaps for sub-groups of students on specified measures**; and/or

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 1d: Results

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
1d. Overall Progress on District School Improvement Plan: Based on school improvement targets		Shows improvement on identified district process and program improvement targets based on the district's school improvement plan***	Meets established annual school process and program improvement targets based on the district's school improvement plan***	Exceeds established annual school process and program improvement targets based on the district's school improvement plan***

Enter Notes

Rubric Score: 4/4

Domain 1 Rubric Score Report

	Rubric	Progress	Score	Max	Criteria	Avg	Last Completed
1	SA 2013 DL/Super Sum Domain 1a: Results	0 of 1 0 of 1	4	4	1	4	N/A
2	SA 2013 DL/Super Sum Domain 1b: Results	0 of 1 0 of 1	3	4	1	3	N/A
3	SA 2013 DL/Super Sum Domain 1c: Results	0 of 1 0 of 1	4	4	1	4	N/A
4	SA 2013 DL/Super Sum Domain 1d: Results	0 of 1 0 of 1	4	4	1	4	N/A
	TOTAL:		15	16	4	3.75	

Domain 2 - Leadership

SA 2013 DL/Super Sum Domain 2a1: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Vision for Learning and Achievement - Characteristic 1: Mission and Vision		Maintains and communicates an informed vision of success for all students	*And* engages stakeholders for shared commitment and responsibility to achieving a shared and informed vision of success for all students	*And* assists all stakeholders in maintaining focus, commitment, and consistent monitoring to achieve the shared and informed vision of success for all students

Notes:
Opening up school year communicating the vision to the entire district. Worked with the administrative team to develop "all in all the time" . Developed with the administrative team a tag line on the email.

Sends out weekly note to the administrative team and to the board and staff. Up dates the facebook page for parents on a weekly basis to communicate mission and vision of district.

Communicates with the Board regarding mission and vision through weekly updates. Gives updates with the administration as to what areas of school advanced are being discussed.

Updated the strategic plan at the beginning of the year for the Board of Education.
Evidence of requested:
I don't think it is out there for everything. It is not everyone . It is out there but it is not completed for everyone. . We would like to see by in from all stakeholder. We need to have data. That we want excellent mission for students. We need to make sure that all over the kids have a safe environment. Superintendent chat, going to football games. There was a discussion about all of the programs and superintendent meetings. There was a discussion of the PBIS monitoring and the SWISS forms. want to have the PBIS information to share.

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 2a2: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Vision for Learning and Achievement - Characteristic 2: Goals and Expectations		Establishes, stays focused on, and monitors own performance related to clearly articulated goals and expectations of success for all students	*And* works with the board, administration, and staff to establish and monitor shared goals and high performance expectations in service of the district mission and vision for student success	*And* works with parents and other community stakeholders to establish and monitor progress on shared goals and high performance expectations in service of the district mission and vision for student success

Notes:
Working with administration to do self assessment to update and reflect on personal goals.

ON a weekly basis work with District network team to assess and look at progress of district as relates to district data.

Meet with the community on a monthly basis with topics that community expresses concerns over.

All building updating and working on district improvement goals as well as growth goals related to data for evaluations.

She is out there often talking about for the group.

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 2b1: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Culture - Characteristic 1: Values, Beliefs, Principles, and Diversity		Holds, communicates, and acts in accordance with values, beliefs, and guiding principles that honor diversity, the worth of each individual, and respect for others	*And* assists the board in establishing district values, beliefs, and guiding principles that honor diversity, the worth of each individual, and respect for others	*And* works with district leaders, staff, students, parents, and the community to develop shared district values, beliefs, and guiding principles that honor diversity, the worth of each individual, and respect for others

Notes:
meets with parents in the evening and returns all calls when requests. Additionally returns calls to teachers and meetings personally when requested to address individual needs.

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 2b2: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Culture - Characteristic 2: Language, Traditions, Celebrations, and Stories		Uses a variety of means to celebrate, communicate, and build upon the history, traditions, mission, and vision of the district	*And* works with the board, administration, staff, and students to develop shared language, traditions, and stories that communicate and celebrate the mission and vision of the district	*And* works with the board, administration, and staff to engage and enlist students, parents and the community in celebrating the district and community's shared history, traditions, accomplishments, and future aspirations

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 2c1: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor C: Leadership Behavior - Characteristic 1: Informed and Current		Takes personal responsibility to stay informed on evidence based practices to support his/her personal leadership and the work of the district	*And* guides the board, administration, and staff to stay informed on evidence based practices to support the work of the district and establish district and school goals	*And* works with the board, administration, and staff to use multiple sources of evidence to establish priorities among research supported practices to inform the work of the district and establish district and school level goals

Notes:
data and information..... going to Lansing and sitting for support and research. The work for MI-Excel

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 2c2: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor C: Leadership Behavior - Characteristic 2: Strategic and Systemic		Establishes and maintains focus on both short and long term priorities and strategies to drive the work of the district	*And* works with administration and staff to establish and maintain focus on both short/long term priorities and systemic strategies that align with school and district goals	*And* works with the board to develop and remain focused and persistent in achieving a systemic plan that increases compatibility and sustainability of district priorities and strategies

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 2c3: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor C: Leadership Behavior - Characteristic 3: Fair, Legal, Honest, and Ethical		Conducts his/her work in a fair, legal, and ethical (i.e. professional) manner	*And* assists the board in holding district personnel accountable for fair, legal, and ethical conduct	*And* works with the board, administration, staff, students, and parents to establish district policies, practices, and culture that support fair, legal, and ethical conduct

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 2c4: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor C: Leadership Behavior - Characteristic 4: Adaptive and Resilient		Maintains effective personal work habits and adopts new skills and practices as needed to be effective in his/her work	*And* models and sets expectations for administration and staff to use habits of reflective practice, personal growth, adaptation, renewal, reliability, and consistency	*And* works with the board to recognize and reward habits of reflective practice, personal growth, adaptation, renewal, reliability, and consistency

Enter Notes

Rubric Score: 0/0

Domain 2 Rubric Score Report

Rubric	Progress	Score	Max	Criteria	Avg	Last Completed
SA 2013 DL/Super Sum Domain 2a1: Leadership	0 of 1 0 of 1	3	4	1	3	N/A
SA 2013 DL/Super Sum Domain 2a2: Leadership	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 2b1: Leadership	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 2b2: Leadership	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 2c1: Leadership	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 2c2: Leadership	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 2c3: Leadership	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 2c4: Leadership	0 of 1 0 of 1	0	0	0	0	N/A
TOTAL:		15	16	4	3.75	

Domain 3 - Systems Alignment

SA 2013 DL/Super Sum Domain 3a1: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: High Quality and Reliability Instructional Program - Characteristic 1: Guaranteed and Viable Curriculum		Ensures that staff understand and use the district curriculum consistently and appropriately to plan and deliver instruction	*And* ensures that the district curriculum aligns with state and national standards and is appropriate for all district students	*And* works with building leaders to ensure that the district curricular and extra-curricular programs are appropriate for the student population and understood by all students and parents

Notes:
Superintendent meeting with staff regarding .

production of video: need to help parents support and understand the curriculum and help the student. how can we help the student know. WE also need to help the parents know more about the extra curricular programs that are available.

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 3a2: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: High Quality and Reliability Instructional Program - Characteristic 2: Research		Establishes processes for teachers and administrators to identify and apply evidence based instructional practices	*And* works with district leaders to establish expectations and support for differentiated instruction and	*And* establishes reliable processes for teachers to regularly monitor, evaluate, adapt, and improve

Based and Differentiated Instruction			intervention using evidence-based strategies to meet the needs of all students	instructional strategies to meet the needs of all students

Notes:
The schedules have been adapted to have the teachers work in. As well as the teacher collaborative routines.

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 3a3: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: High Quality and Reliability Instructional Program - Characteristic 3: Standards Based Assessment and Feedback		Develops the knowledge and skill of teachers and administrators in applying effective assessment and feedback practices	*And* ensures that teachers and administrators use effective assessment and feedback practices to improve student learning	*And* establishes a fully coordinated and comprehensive district assessment and feedback system that guides teachers and administrators in using assessment results to improve student learning

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 3a4: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: High Quality and Reliability Instructional Program - Characteristic 4: Technology to Expand Learning Opportunity		Ensures that the district develops and maintains a technology plan that addresses technology for teaching, learning, and school operations	*And* works with administration and staff to ensure that the plan reflects best practices for expanding and enhancing learning access and opportunity for students	*And* provides advocacy and opportunity for administrators, staff, and students to pursue and implement innovative uses of technology to achieve district goals

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 3b1: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Safe, Effective, Efficient School Operations - Characteristic 1: Policies and Laws		Maintains current knowledge of and acts in accordance with state and federal laws, school safety practices, employee contracts, and district policies	*And* works with district leaders to inform and hold district personnel accountable for adherence to state and federal laws, school safety practices, employee contracts, and district policies	*And* works with the board and district leaders to align and monitor district policies, regulations, and procedures with the district mission, vision, and goals as well as state and federal laws and contractual agreement

Notes:
She is back to bring it back to the mission and vision.
We want the procedures completed. The board needs to be able to speak to the policies. The building needs to enforce these.
The board would like to see more of these.

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 3b2: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Safe, Effective, Efficient School Operations - Characteristic 2: Systems, Processes, and Programs		Trains district leaders and monitors adherence to state, federal, and district laws, policies, and program requirements	*And* works with district leaders to maintain and improve systems alignment and solicit stakeholder feedback on the effectiveness of district and school programs, services, policies, processes, and procedures	*And* works with district leaders, staff, and stakeholders to update and adapt district programs, services, policies, processes, and procedures as needed to support the district's mission, vision, and goals and remain consistent with current laws.

Notes:
need work with stakeholder feedback :

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 3b3: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Safe, Effective, Efficient School Operations - Characteristic 3: Fiscal and Material Resource Management		Maintains district-wide adherence to established fiscal and resource management policies, systems, and processes, and procedures	*And* works with the board and administration to establish policies and procedures for fiscal and resource management that include processes for multiple year tracking, alignment and realignment, communication, and future projections	*And* works with the board to establish fiscal and resource management goals that support the district mission and vision, maintain transparency with all stakeholders, establish update and replacement systems for hard assets, and seek out/secure new resources

Notes:
concerns. regarding : literacy grant. assessment, yes, coalition .... guided reading library.....

extension from treasury.....

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 3b4: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Safe, Effective, Efficient School Operations - Characteristic 4: Human Resource Management		Works with the board and district administration to align and follow district personnel practices with state/federal laws, district policies, job descriptions, employment policies, and	*And* works with the board and administration to provide training to district personnel regarding effective, hiring, assignment, promotion, discipline, dismissal, and performance	*And* works with the board and administration to evaluate and improve district hiring and employment practices and align district roles and responsibilities to achieve the district's

	contracts	evaluation policies, practices, and procedures	mission, vision, and goals

Notes:
highly with a new hiring process in the blue print....there is a exit survey.....

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 3b5: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Safe, Effective, Efficient School Operations - Characteristic 5: Non-Instructional Technology		Establishes a district technology plan with goals and strategies for operations and communications and ensures that the district maintain up-to-date communications through web sites and telecommunications tools	*And* establishes a regular cycle for evaluating non-instructional technology resources, examining new options for improved operations and communications, and refining web-based and telecommunications resources	*And* establishes processes for testing and evaluating innovative ideas and funding for improved operations and communications technologies

Enter Notes

Rubric Score: 0/0

Domain 3 Rubric Score Report

Rubric	Progress	Score	Max	Criteria	Avg	Last Completed
SA 2013 DL/Super Sum Domain 3a1: Systems Alignment	0 of 1 0 of 1	3	4	1	3	N/A
SA 2013 DL/Super Sum Domain 3a2: Systems Alignment	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 3a3: Systems Alignment	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 3a4: Systems Alignment	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 3b1: Systems Alignment	0 of 1 0 of 1	3	4	1	3	N/A
SA 2013 DL/Super Sum Domain 3b2: Systems Alignment	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 3b3: Systems Alignment	0 of 1 0 of 1	3	4	1	3	N/A
SA 2013 DL/Super Sum Domain 3b4: Systems Alignment	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 3b5: Systems Alignment	0 of 1 0 of 1	0	0	0	0	N/A
TOTAL:		21	24	6	3.5	

Domain 4 - Processes

SA 2013 DL/Super Sum Domain 4a1: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Community Building - Characteristic 1: Board Relations		Works to build positive relationship with the board, establish the district mission, vision, and goals, conduct effective board routines, and engage internal and external stakeholders	*And* assists the board to enhance internal board relations, monitor progress in achieving the district mission, vision, and goals, follow effective board routines and procedures, and work effectively with internal and external stakeholders to achieve district goals	*And* works with the board to enhance relationships and communications with internal and external stakeholders, refine board routines and processes, and improve levels of engagement with internal and external stakeholders to achieve the district's mission, vision, and goals

Notes:
because of the events. Community events. Masb, encouraging us to go .....

Bringing MASB for training.. connecting with the events.

Develop talking data point to help with data and facts. give to the board..... here are the problems and here are the talking point.

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 4a2: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Community Building - Characteristic 2: Leadership Team Relations		Works with district leaders to build productive relationships and follow established processes and administrative work routines to carry out the district mission, vision, and goals and engage internal and external stakeholders	*And* works with district leaders to build effective leadership team relations and operations in service of the district mission, vision, goals, and both internal and external stakeholders	*And* works with the leadership team to systematically evaluate and refine leadership team operations for working and communicating with internal and external stakeholders and carrying out the district mission, vision, and goals

Notes:
We have a lot of processes in place.

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 4a3: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective

Factor A: Community Building - Characteristic 3: Internal and External Stakeholder Relations		Demonstrates current knowledge about the district and community and maintains open, responsive, and respectful interactions with parents, students, and the community	*And* is highly visible in both the schools and the community, encourages parent and community involvement in the schools, and solicits student, parent, and community feedback to inform the work of the district.	*And* establishes systems to collect and interpret feedback and community data, inform the board and community of district issues and concerns, mobilize parent and community involvement, and establish community partnerships to establish and achieve district goals and better serving students

Notes:
highly visible, survey staff and students, come to PTA and support , establish to community relationship, community partnership for fundraising. I feel like we are informed.

we need to acknowledge that teachers are unhappy what can we do to help them. This is an area of an improvement.....

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 4a4: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Community Building - Characteristic 4: Communications and Media Relations		Communicates regularly with internal and external stakeholders and the media on student achievement, ways to be involved, and other areas of public concern	*And* works with the board and administration to build a multi-faceted communications plan to keep both internal and external stakeholders informed, involved, and knowledgeable about the district and the schools	*And* works with the board and administration to establish a regular system of two-way communications with parents and the community, involve parents in their child's education, and work with the media for ongoing and special or crisis situations

Notes:
communication protocol..... public relations. ....

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 4b1: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: School and District Improvement - Characteristic 1: Collaborative Inquiry		Establishes and participates in leadership and staff teams that examine student results	*And* works with district leaders and staff to challenge assumptions, raise questions, and develop and train personnel on analytical team processes for examining district data and establishing improvement goals	*And* trains district leaders to challenge assumptions, raise questions and conduct collaborative inquiry and data analysis processes that lead to creating SMART Goals, Action Research and other team processes designed to establish, carry out and evaluate improvement strategies

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 4b2: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: School and District Improvement - Characteristic 2: Systematic Use of Multiple Data Sources		Works with the board, district leaders, and staff to use multiple forms of data to identify district, school, program, and personal performance improvement targets, select strategies, and monitor progress	*And* works with the board, district leaders, and staff to establish personal, program, school, and district performance improvement targets and identify success indicators, progress benchmarks, and trends using student background, school process, and student achievement	*And* develops data experts to assist the board, district leaders and staff with achieving deeper understanding of program, student, and personnel performance data, and using data more effectively in developing improvement goals and strategies

Notes:
see more numbers : behavioral data.... SWISS..... a report that related to the student before that comes to..... SAT and PSAT data.... attendance...data..... Be a ten..... want more related .....

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 4b3: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: School and District Improvement - Characteristic 3: Data Systems		Is knowledgeable about and sets clear expectations for district personnel to use the district's data collection, storage, security, retrieval, and analysis systems to monitor student progress and program quality	*And* provides training and support for district leaders to learn, use, and provide evaluation feedback on district data systems for student assessment school improvement, progress monitoring, personnel evaluation, and results reporting	*And* provides training and support for teachers to learn, use, and provide evaluation feedback on district assessment and data systems and use the data systems to develop classroom and individual student learning profiles

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 4b4: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: School and District Improvement - Characteristic 4: Aligned Improvement, Monitoring, and Reporting		Works with the board, district leaders, and staff to understand and follow the district school improvement, monitoring, and reporting processes and procedures	*And* works with the board, district leaders, and staff to provide training for and opportunities to evaluate the district school improvement, monitoring, and reporting processes and procedures	*And* works with the board, district leaders, and staff to ensure that all district planning and improvement processes are well aligned, yield compatible improvement plans, and are supported by district data, monitoring, and reporting systems

Notes:
Blueprint

Enter Notes

Rubric Score: 4/4

Domain 4 Rubric Score Report

Rubric	Progress	Score	Max	Criteria	Avg	Last Completed
SA 2013 DL/Super Sum Domain 4a1: Processes	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 4a2: Processes	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 4a3: Processes	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 4a4: Processes	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 4b1: Processes	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 4b2: Processes	0 of 1 0 of 1	3	4	1	3	N/A
SA 2013 DL/Super Sum Domain 4b3: Processes	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 4b4: Processes	0 of 1 0 of 1	4	4	1	4	N/A
TOTAL:		27	28	7	3.857	

Domain 5 - Capacity Building

SA 2013 DL/Super Sum Domain 5a1: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Human Development - Characteristic 1: Professional Learning		Develops a personal growth plan and ensures that district leaders and staff create their own personal growth plans in accordance with the district performance evaluation and professional learning systems	*And* establishes processes for self and others to inform personal growth plans with data and research, work together to shape a professional learning culture, and develop an induction, mentoring and coaching program for administrators and teachers	*And* establishes, evaluates, and participates in a district professional learning system aligned with standards for professional learning and the district induction, mentoring, and coaching and personnel evaluation systems

Notes:
institutes days and the coaching of the administrators

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 5a2: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Human Development - Characteristic 2: Leadership Development		Works with the board and district leaders to involve staff in school decision making processes and develop staff, student, and parent leaders	*And* provides meaningful leadership roles for staff, students, parents and community members, training to develop leaders, and mentoring and coaching to support leaders.	*And* empowers emerging and established leaders, recognizes and supports their work, and celebrates their contributions

Notes:
What can we do with to make them happy..... principals maybe need to ask what do you want for recognition.
we need to find more ..... staff basketball game.....

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 5a3: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Human Development - Characteristic 3: Adaptation and Innovation		Seeks out, encourages, and recognizes adaptive and innovative ideas from district leaders, staff, students, parents, community members, and outside sources	*And* creates opportunities for district personnel, students, parents and community members to explore outside resources for innovative and adaptive ideas	*And* empowers district leaders, staff and others to test, evaluate, and disseminate innovative and adaptive ideas that help achieve district goals and works with the board to recognize and reward these contributions

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 5a4: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Human Development - Characteristic 4: Performance Evaluation		Ensures that district personnel understand and follow all state laws and district personnel evaluation processes and procedures including the conduct of observations and feedback and development of personal growth or individual development plans (IDP)	*And* works with the board and district leaders to align staff, principal, and central office evaluation processes with state requirements and research based practices and provide training and coaching to all district personnel on the district performance evaluation system	*And* works with the board, district leaders and staff to monitor and evaluate the district evaluation system, including evidenced based performance portfolios, supervisor and peer observations, conferencing, mentoring and coaching, and team based performance improvement

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 5b1: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Contextual and Political		Maintains and uses current knowledge	*And* keeps district leaders and staff	*And* informs the board and community

- Characteristic 1: Contextual and Political Awareness		about the community, State and federal education laws, pending legislation, Michigan Department of Education regulations, and local State and federal legislators	Informed on pertinent information regarding the community, State and federal laws and guidelines, legislative matters, and opportunities for advocacy with State and federal legislators	leaders on pertinent information regarding the community, State and federal laws and guidelines, legislative matters, and opportunities for advocacy with State and federal legislators

Enter Notes

Rubric Score: 0/0

SA 2013 DI /Super Sum Domain 5b2: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Contextual and Political - Characteristic 2: Education and Advocacy		Assists the board in examining education issues, establishing positions that advocate for the best interests of students, and communicating those positions to legislators	*And* assists the board in communicating and explaining positions on education issues to internal and external stakeholders and legislators.	*And* assists the board in advocating their positions to community leaders, state and federal legislators, and government officials and in educating their public on issues of critical concern for students

Enter Notes

Rubric Score: 0/0

Domain 5 Rubric Score Report

Rubric	Progress	Score	Max	Criteria	Avg	Last Completed
SA 2013 DI /Super Sum Domain 5a1: Capacity Building	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DI /Super Sum Domain 5a2: Capacity Building	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DI /Super Sum Domain 5a3: Capacity Building	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DI /Super Sum Domain 5a4: Capacity Building	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DI /Super Sum Domain 5b1: Capacity Building	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DI /Super Sum Domain 5b2: Capacity Building	0 of 1 0 of 1	0	0	0	0	N/A
TOTAL:		12	12	3	4	

Domain 1 Average: 3.75

Domain 2 Average: 3.75

Domain 3 Average: 3.5

Domain 4 Average: 3.86

Domain 5 Average: 4

Rating

Highly Effective

Score

3.772

Domain 1 Score (0.75/0.8)

Domain 2 Score (0.75/0.8)

Domain 3 Score (0.7/0.8)

Domain 4 Score (0.772/0.8)

Domain 5 Score (0.8/0.8)

Summative Rating

Highly Effective
3.6 - 4

Effective
2.9 - 3.59

Minimally Effective
2.4 - 2.89

Ineffective
0 - 2.39

District Leader / Superintendent Summative Rubric

User Information

Name: Amy Kruppe

Title:

Buildings: ACCESS,ADMINISTRATION,ADULT EDUCATION,ADVANTAGE,EDISON MAX,ELLIDISTRICT,HAZEL PARK HIGH SCHOOL,HAZEL PARK JUNIOR HIGH,HOOVER ELEMENTARY,HP ALTERNATIVE HIGH SCHOOL,JARDON,ROOSEVELT I.N.V.E.S.T,UNITED OAKS ELEMENTARY,WEBB ELEMENTARY,WEBSTERDepartment: None CHILDHOOD CENTER

Grade: None

Evaluation Type: Central Office

Assigned Administrator: Kruppe, Amy

Evaluation Cycle: 09/18/2017 - 06/01/2018

Saved By: N/A

Date Submitted: Incomplete

Acknowledged By: N/A

Date Acknowledged: Unacknowledged

Finalized By: N/A

Date Finalized : Unfinalized

Domain 1 - Results

SA 2013 DL/Super Sum Domain 1a: Results

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
1a. Student Achievement: Based on student growth on academic measures		Shows improvement in the percentage of district students who meet established student achievement targets* on specified measures**; and/or	Meets established goal(s) for the percentage of district students who meet student achievement targets* on specified measures**; and/or	[illegible]

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 1b: Results

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
1b. Teacher Performance: Based on student growth targets		Shows improvement in the percentage of district teachers whose students meet established student achievement targets* on specified measures**; and/or	[illegible]	Exceeds the established goal(s) for the percentage of district teachers whose students meet student achievement targets* on specified measures**; and/or

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 1c: Results

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
1c. Achievement Gap Reduction/Elimination: Based on meeting targets for achievement gap reduction		Shows improvement in reducing the size of identified achievement gaps for sub-groups of students on specified measures**; and/or	Meets established goal(s) for the reduction of identified achievement gaps for sub-groups of students on specified measures**; and/or	[illegible]

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 1d: Results

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
1d. Overall Progress on District School Improvement Plan: Based on school improvement targets		Shows improvement on identified district process and program improvement targets based on the district's school improvement plan***	Meets established annual school process and program improvement targets based on the district's school improvement plan***	[illegible]

Enter Notes

Rubric Score: 4/4

Domain 1 Rubric Score Report

Rubric	Progress	Score	Max	Criteria	Avg	Last Completed
SA 2013 DL/Super Sum Domain 1a: Results	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 1b: Results	0 of 1 0 of 1	3	4	1	3	N/A
SA 2013 DL/Super Sum Domain 1c: Results	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 1d: Results	0 of 1 0 of 1	4	4	1	4	N/A
TOTAL:		15	16	4	3.75	

Domain 2 - Leadership

SA 2013 DL/Super Sum Domain 2a1: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Vision for Learning and Achievement - Characteristic 1: Mission and Vision		Maintains and communicates an informed vision of success for all students	*And* engages stakeholders for shared commitment and responsibility for high-quality and informed vision of success for all students	*And* assists all stakeholders in maintaining focus, commitment, and consistent monitoring to achieve the shared and informed vision of success for all students

Notes:
Opening up school year communicating the vision to the entire district. Worked with the administrative team to develop "all in all the time" . Developed with the administrative team a tag line on the email.

Sends out weekly note to the administrative team and to the board and staff. Up dates the facebook page for parents on a weekly basis to communicate mission and vision of district.

Communicates with the Board regarding mission and vision through weekly updates. Gives updates with the administration as to what areas of school advanced are being discussed.

Updated the strategic plan at the beginning of the year for the Board of Education.
Evidence of requested:
I don't think it is out there for everything. It is not everyone . It is out there but it is not completed for everyone. . We would like to see by in from all stakeholder. We need to have data. That we want excellent mission for students. We need to make sure that all over the kids have a safe environment. Superintendent chat, going to football games. There was a discussion about all of the programs and superintendent meetings. There was a discussion of the PBIS monitoring and the SWiSS forms. want to have the PBIS information to share.

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 2a2: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Vision for Learning and Achievement - Characteristic 2: Goals and Expectations		Establishes, stays focused on, and monitors own performance related to clearly articulated goals and expectations of success for all students	*And* works with the board, administration, and staff to establish and monitor shared goals and high performance expectations in service of the district mission and vision for student success	*And* works with parents and the community to establish, track progress toward, and communicate progress on shared goals and high performance expectations in service of the district mission and vision for student success

Notes:
Working with administration to do self assessment to update and reflect on personal goals.

ON a weekly basis work with District network team to assess and look at progress of district as relates to district data.

Meet with the community on a monthly basis with topics that community expresses concerns over.

All building updating and working on district improvement goals as well as growth goals related to data for evaluations.

She is out there often talking about for the group.

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 2b1: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Culture - Characteristic 1: Values, Beliefs, Principles, and Diversity		Holds, communicates, and acts in accordance with values, beliefs, and guiding principles that honor diversity, the worth of each individual, and respect for others	*And* assists the board in establishing district values, beliefs, and guiding principles that honor diversity, the worth of each individual, and respect for others	*And* works with the board, administration, and staff to engage the community in establishing district values, beliefs, and guiding principles that honor diversity, the worth of each individual, and respect for others

Notes:
meets with parents in the evening and returns all calls when requests. Additionally returns calls to teachers and meetings personally when requested to address individual needs.

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 2b2: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Culture - Characteristic 2: Language, Traditions, Celebrations, and Stories		Uses a variety of means to celebrate, communicate, and build upon the history, traditions, mission, and vision of the district	*And* works with the board, administration, staff, and students to develop shared language, traditions, and stories that communicate and celebrate the mission and vision of the district	*And* works with the board, administration, and staff to engage and enlist students, parents and the community in celebrating the district and community's shared history, traditions, accomplishments, and future aspirations.

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 2c1: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor C: Leadership Behavior - Characteristic 1: Informed and Current		Takes personal responsibility to stay informed on evidence based practices to support his/her personal leadership and the work of the district	*And* guides the board, administration, and staff to stay informed on evidence based practices to support the work of the district and establish district and school goals	*And* works with the board, administration, and staff to use multiple sources of evidence to establish priorities, procedures, and supports that inform the work of the district and each district and school level goal

Notes:
data and information..... going to Lansing and sitting for support and research. The work for Mi-Excel

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 2c2: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor C: Leadership Behavior - Characteristic 2: Strategic and Systemic		Establishes and maintains focus on both short and long term priorities and strategies to drive the work of the district	*And* works with administration and staff to establish and maintain focus on both short/long term priorities and systemic strategies that align with school and district goals	*And* works with the board to develop and remain focused and persistent in achieving a systemic plan that increases compatibility and sustainability of district priorities and strategies

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 2c3: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor C: Leadership Behavior - Characteristic 3: Fair, Legal, Honest, and Ethical		Conducts his/her work in a fair, legal, and ethical (i.e. professional) manner	*And* assists the board in holding district personnel accountable for fair, legal, and ethical conduct	*And* works with the board, administration, staff, students, and parents to establish district policies, practices, and culture that support fair, legal, and ethical conduct

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 2c4: Leadership

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor C: Leadership Behavior - Characteristic 4: Adaptive and Resilient		Maintains effective personal work habits and adopts new skills and practices as needed to be effective in his/her work	*And* models and sets expectations for administration and staff to use habits of reflective practice, personal growth, adaptation, renewal, reliability, and consistency	*And* works with the board to recognize and reward habits of reflective practice, personal growth, adaptation, renewal, reliability, and consistency

Enter Notes

Rubric Score: 0/0

Domain 2 Rubric Score Report

Rubric	Progress	Score	Max	Criteria	Avg	Last Completed
SA 2013 DL/Super Sum Domain 2a1: Leadership	0 of 1 0 of 1	3	4	1	3	N/A
SA 2013 DL/Super Sum Domain 2a2: Leadership	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 2b1: Leadership	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 2b2: Leadership	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 2c1: Leadership	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 2c2: Leadership	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 2c3: Leadership	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 2c4: Leadership	0 of 1 0 of 1	0	0	0	0	N/A
TOTAL:		15	16	4	3.75	

Domain 3 - Systems Alignment

SA 2013 DL/Super Sum Domain 3a1: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: High Quality and Reliability Instructional Program - Characteristic 1: Guaranteed and Viable Curriculum		Ensures that staff understand and use the district curriculum consistently and appropriately to plan and deliver instruction	*And* ensures that the district curriculum aligns with state and national standards and is appropriate for all district students	*And* works with building leaders to ensure that the district curricular and extra-curricular programs are appropriate for the student population and understood by all students and parents

Notes:
Superintendent meeting with staff regarding .

production of video: need to help parents support and understand the curriculum and help the student. how can we help the student know. WE also need to help the parents know more about the extra curricular programs that are available.

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 3a2: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: High Quality and Reliability Instructional Program - Characteristic 2: Research		Establishes processes for teachers and administrators to identify and apply evidence-based instructional practices	*And* works with district leaders to establish expectations and support for differentiated instruction and	*And* establishes reliable processes for teachers to regularly monitor, evaluate, adapt, and improve

Based and Differentiated Instruction			intervention using evidence-based strategies to meet the needs of all students	instructional strategies to meet the needs of all students

Notes:
The schedules have been adapted to have the teachers work in. As well as the teacher collaborative routines.

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 3a3: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: High Quality and Reliability Instructional Program - Characteristic 3: Standards Based Assessment and Feedback		Develops the knowledge and skill of teachers and administrators in applying effective assessment and feedback practices	*And* ensures that teachers and administrators use effective assessment and feedback practices to improve student learning	*And* establishes a fully coordinated and comprehensive district assessment and feedback system that guides teachers and administrators in using assessment results to improve student learning

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 3a4: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: High Quality and Reliability Instructional Program - Characteristic 4: Technology to Expand Learning Opportunity		Ensures that the district develops and maintains a technology plan that addresses technology for teaching, learning, and school operations	*And* works with administration and staff to ensure that the plan reflects best practices for expanding and enhancing learning access and opportunity for students	*And* provides advocacy and opportunity for administrators, staff, and students to pursue and implement innovative uses of technology to achieve district goals

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 3b1: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Safe, Effective, Efficient School Operations - Characteristic 1: Policies and Laws		Maintains current knowledge of and acts in accordance with state and federal laws, school safety practices, employee contracts, and district policies	*And* works with district leaders to inform and hold district personnel accountable for adherence to state and federal laws, school safety practices, employee contracts, and district policies	*And* works with the board and district leaders to align and monitor district policies, regulations, and procedures with the district mission, vision, and goals as well as state and federal laws and contractual agreement

Notes:
She is back to bring it back to the mission and vision.
We want the procedures completed. The board needs to be able to speak to the policies. The building needs to enforce these.
The board would like to see more of these.

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 3b2: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Safe, Effective, Efficient School Operations - Characteristic 2: Systems, Processes, and Programs		Trains district leaders and monitors adherence to state, federal, and district laws, policies, and program requirements	*And* works with district leaders to maintain and improve systems alignment and solicit stakeholder feedback on the effectiveness of district and school programs, services, policies, processes, and procedures	*And* works with district leaders, staff, and stakeholders to update and adapt district programs, services, policies, processes, and procedures as needed to support the district's mission, vision, and goals and remain consistent with current laws

Notes:
need work with stakeholder feedback :

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 3b3: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Safe, Effective, Efficient School Operations - Characteristic 3: Fiscal and Material Resource Management		Maintains district-wide adherence to established fiscal and resource management policies, systems, and processes, and procedures	*And* works with the board and administration to establish policies and procedures for fiscal and resource management that include processes for multiple-year practice alignment and realistic efficiency, communication, and future projections	*And* works with the board to establish fiscal and resource management goals that support the district mission and vision, maintain transparency with all stakeholders, establish update and replacement systems for hard assets, and seek out/secure new resources

Notes:
concerns. regarding : literacy grant. assessment, yes, coalition .... guided reading library.....

extension from treasury.....

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 3b4: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Safe, Effective, Efficient School Operations - Characteristic 4: Human Resource Management		Works with the board and district administration to align and follow district personnel practices with state/federal laws, district policies, job descriptions, employment policies, and	*And* works with the board and administration to provide training to district personnel regarding effective, hiring, assignment, promotion, discipline, dismissal, and performance	*And* works with the board and administration to evaluate and improve district hiring and employment practices, qualifications, and responsibilities to achieve the district's

		contracts	evaluation policies, practices, and procedures	[redacted]

Notes:
highly with a new hiring process in the blue print....there is a exit survey.....

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 3b5: Systems Alignment

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Safe, Effective, Efficient School Operations - Characteristic 5: Non-Instructional Technology		Establishes a district technology plan with goals and strategies for operations and communications and ensures that the district maintain up-to-date communications through web sites and telecommunications tools	*And* establishes a regular cycle for evaluating non-instructional technology resources, examining new options for improved operations and communications, and refining web-based and telecommunications resources	*And* establishes processes for testing and evaluating innovative ideas and funding for improved operations and communications technologies

Enter Notes

Rubric Score: 0/0

Domain 3 Rubric Score Report

Rubric	Progress	Score	Max	Criteria	Avg	Last Completed
SA 2013 DL/Super Sum Domain 3a1: Systems Alignment	0 of 1 0 of 1	3	4	1	3	N/A
SA 2013 DL/Super Sum Domain 3a2: Systems Alignment	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 3a3: Systems Alignment	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 3a4: Systems Alignment	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 3b1: Systems Alignment	0 of 1 0 of 1	3	4	1	3	N/A
SA 2013 DL/Super Sum Domain 3b2: Systems Alignment	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 3b3: Systems Alignment	0 of 1 0 of 1	3	4	1	3	N/A
SA 2013 DL/Super Sum Domain 3b4: Systems Alignment	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 3b6: Systems Alignment	0 of 1 0 of 1	0	0	0	0	N/A
TOTAL:		21	24	6	3.5	

Domain 4 - Processes

SA 2013 DL/Super Sum Domain 4a1: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Community Building - Characteristic 1: Board Relations		Works to build positive relationship with the board, establish the district mission, vision, and goals, conduct effective board routines, and engage internal and external stakeholders	*And* assists the board to enhance internal board relations, monitor progress in achieving the district mission, vision, and goals, follow effective board routines and procedures, and work effectively with internal and external stakeholders to achieve district goals	[redacted]

Notes:
because of the events. Community events. Masb, encouraging us to go .....

Bringing MASB for training.. connecting with the events.

Develop talking data point to help with data and facts. give to the board..... here are the problems and here are the talking point.

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 4a2: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Community Building - Characteristic 2: Leadership Team Relations		Works with district leaders to build productive relationships and follow established processes and administrative work routines to carry out the district mission, vision, and goals and engage internal and external stakeholders	*And* works with district leaders to build effective leadership team relations and operations in service of the district mission, vision, goals, and both internal and external stakeholders	[redacted]

Notes:
We have a lot of processes in place.

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 4a3: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective

Factor A: Community Building - Characteristic 3: Internal and External Stakeholder Relations		Demonstrates current knowledge about the district and community and maintains open, responsive, and respectful interactions with parents, students, and the community	*And* is highly visible in both the schools and the community, encourages parent and community involvement in the schools, and solicits student, parent, and community feedback to inform the work of the district.	*And* establishes systems to collect and interpret feedback from community, parent, and student groups; and establishes community partnerships to establish a shared vision of quality and better serve students.

Notes:
highly visible. survey staff and students, come to PTA and support , establish to community relationship, community partnership for fundraising. I feel like we are informed.

we need to acknowledge that teachers are unhappy what can we do to help them. This is an area of an improvement.....

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 4a4: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Community Building - Characteristic 4: Communications and Media Relations		Communicates regularly with internal and external stakeholders and the media on student achievement, ways to be involved, and other areas of public concern	*And* works with the board and administration to build a multi-faceted communications plan to keep both internal and external stakeholders informed, involved, and knowledgeable about the district and the schools	*And* works with the board and administration to establish regular, systematic two-way communications with parents and the community to involve parents in their children's education and work with the media for ongoing and special circumstances.

Notes:
communication protocol..... public relations. ....

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 4b1: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: School and District Improvement - Characteristic 1: Collaborative Inquiry		Establishes and participates in leadership and staff teams that examine student results	*And* works with district leaders and staff to challenge assumptions, raise questions, and develop and train personnel on analytical team processes for examining district data and establishing improvement goals	*And* trains district leaders to challenge assumptions, raise questions and conduct collaborative inquiry and data analysis processes that lead to creating SMART Goals, Action Research and other team processes designed to establish, carry out and evaluate improvement strategies

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 4b2: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: School and District Improvement - Characteristic 2: Systematic Use of Multiple Data Sources		Works with the board, district leaders, and staff to use multiple forms of data to identify district, school, program, and personal performance improvement targets, select strategies, and monitor progress	*And* works with the board, district leaders, and staff to establish school, program, school, and district performance targets, monitor progress, identify success and gaps, progress benchmarks and trends using student background, school process, and student achievement	*And* develops data experts to assist the board, district leaders and staff with achieving deeper understanding of program, student, and personnel performance data, and using data more effectively in developing improvement goals and strategies

Notes:
see more numbers : behavioral data.... SWISS..... a report that related to the student before that comes to..... SAT and PSAT data.... attendance...data..... Be a ten..... want more related .....

Enter Notes

Rubric Score: 3/4

SA 2013 DL/Super Sum Domain 4b3: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: School and District Improvement - Characteristic 3: Data Systems		Is knowledgeable about and sets clear expectations for district personnel to use the district's data collection, storage, security, retrieval, and analysis systems to monitor student progress and program quality	*And* provides training and support for district leaders to learn, use, and provide evaluation feedback on district data systems for student assessment, school improvement, progress monitoring, personnel evaluation, and results reporting	*And* provides training and support for teachers to learn, use and provide evaluation feedback on district assessment and data systems and use the data systems to design classroom and individual student learning goals and progress monitoring.

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 4b4: Processes

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: School and District Improvement - Characteristic 4: Aligned Improvement, Monitoring, and Reporting		Works with the board, district leaders, and staff to understand and follow the district school improvement, monitoring, and reporting processes and procedures	*And* works with the board, district leaders, and staff to provide training for and opportunities to evaluate the district school improvement, monitoring, and reporting processes and procedures	*And* works with the board, district leaders, and staff to ensure that all district and school improvement processes are aligned with school improvement plans and are supported by district-wide monitoring and reporting systems.

Notes:
Blueprint

Enter Notes

Rubric Score: 4/4

Domain 4 Rubric Score Report

Rubric	Progress	Score	Max	Criteria	Avg	Last Completed
SA 2013 DL/Super Sum Domain 4a1: Processes	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 4a2: Processes	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 4a3: Processes	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 4a4: Processes	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 4b1: Processes	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 4b2: Processes	0 of 1 0 of 1	3	4	1	3	N/A
SA 2013 DL/Super Sum Domain 4b3: Processes	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 4b4: Processes	0 of 1 0 of 1	4	4	1	4	N/A
TOTAL:		27	28	7	3.857	

Domain 5 - Capacity Building

SA 2013 DL/Super Sum Domain 5a1: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Human Development - Characteristic 1: Professional Learning		Develops a personal growth plan and ensures that district leaders and staff create their own personal growth plans in accordance with the district performance evaluation and professional learning systems	*And* establishes processes for self and others to inform personal growth plans with data and research, work together to shape a professional learning culture, and develop an induction, mentoring and coaching program for administrators and teachers	*And* establishes, evaluates, and participates in the district professional learning systems that ensure that the district learning culture, induction, mentoring and coaching, and professional evaluation systems

Notes:
institutes days and the coaching of the administrators

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 5a2: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Human Development - Characteristic 2: Leadership Development		Works with the board and district leaders to involve staff in school decision making processes and develop staff, student, and parent leaders	*And* provides meaningful leadership roles for staff, students, parents and community members, training to develop leaders, and mentoring and coaching to support leaders.	*And* empowers emerging and established leaders, recognizes and supports the work and leadership and the contributions

Notes:
What can we do with to make them happy..... principals maybe need to ask what do you want for recognition.
we need to find more ..... staff basketball game.....

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 5a3: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Human Development - Characteristic 3: Adaptation and Innovation		Seeks out, encourages, and recognizes adaptive and innovative ideas from district leaders, staff, students, parents, community members, and outside sources	*And* creates opportunities for district personnel, students, parents and community members to explore outside resources for innovative and adaptive ideas	*And* empowers district leaders, staff and others to test, evaluate, and disseminate innovative and adaptive ideas that help achieve district goals and works with the board to recognize and reward those contributions

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 5a4: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor A: Human Development - Characteristic 4: Performance Evaluation		Ensures that district personnel understand and follow all state laws and district personnel evaluation processes and procedures including the conduct of observations and feedback and development of personal growth or individual development plans (IDP)	*And* works with the board and district leaders to align staff, principal, and central office evaluation processes with state requirements and research based practices and provide training and coaching to all district personnel on the district performance evaluation system	*And* works with the board, district leaders, staff to monitor and evaluate the district evaluation system, including reviewing personnel performance portfolios, supervisory and classroom observations, coaching, mentoring, and coaching and team based performance improvement

Enter Notes

Rubric Score: 4/4

SA 2013 DL/Super Sum Domain 5b1: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Contextual and Political		Maintains and uses current knowledge	*And* keeps district leaders and staff	*And* informs the board and community

- Characteristic 1: Contextual and Political Awareness		about the community, State and federal education laws, pending legislation, Michigan Department of Education regulations, and local State and federal legislators	informed on pertinent information regarding the community, State and federal laws and guidelines, legislative matters, and opportunities for advocacy with State and federal legislators	leaders on pertinent information regarding the community, State and federal laws and guidelines, legislative matters, and opportunities for advocacy with State and federal legislators

Enter Notes

Rubric Score: 0/0

SA 2013 DL/Super Sum Domain 5b2: Capacity Building

Criteria	Ineffective	Minimally Effective	Effective	Highly Effective
Factor B: Contextual and Political - Characteristic 2: Education and Advocacy		Assists the board in examining education issues, establishing positions that advocate for the best interests of students, and communicating those positions to legislators	*And* assists the board in communicating and explaining positions on education issues to internal and external stakeholders and legislators.	*And* assists the board in advocating their positions to community leaders, state and federal legislators, and government officials and in educating their public on issues of critical concern for students

Enter Notes

Rubric Score: 0/0

Domain 5 Rubric Score Report

Rubric	Progress	Score	Max	Criteria	Avg	Last Completed
SA 2013 DL/Super Sum Domain 5a1: Capacity Building	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 5a2: Capacity Building	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 5a3: Capacity Building	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 5a4: Capacity Building	0 of 1 0 of 1	4	4	1	4	N/A
SA 2013 DL/Super Sum Domain 5b1: Capacity Building	0 of 1 0 of 1	0	0	0	0	N/A
SA 2013 DL/Super Sum Domain 5b2: Capacity Building	0 of 1 0 of 1	0	0	0	0	N/A
TOTAL:		12	12	3	4	

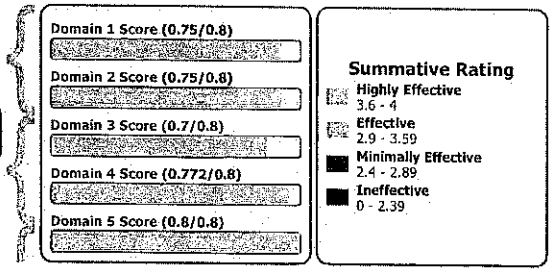
Domain 1 Average:	3.75
Domain 2 Average:	3.75
Domain 3 Average:	3.5
Domain 4 Average:	3.86
Domain 5 Average:	4

Rating

Highly Effective

Score

3.772



June 21, 2021

To: Dr. Amy Kruppe, Superintendent - Hazel Park Schools

From: The Board of Education, Hazel Park Schools
Members of the Board:

Laura Adkins, President
Rachel Noth, Vice President
Beverly Hinton, Secretary
Heidi Fortress, Treasurer
Kristy Schlak, Trustee
Dawn Rice, Trustee
Melissa Baldwin, Trustee

On Monday June 7, 2021 the Board of Education held a special board meeting and exited to closed session for the purpose of evaluating the Superintendent as mandated per State and Federal Law. The Board of Education and Superintendent were in closed session during the evaluation. The MASB Evaluation Tool was used to evaluate the Superintendent. The Board of Education along with the Superintendent have reviewed and given ratings for all areas.

Professional Practice Rating: 3.83
Student Growth: 3.89
Progress toward District Wide Goals: 4

It is agreed upon that the Superintendent's Final Evaluation Score is 3.87 for 2021.

Sincerely,

Signing on behalf of the Board of Education
Laura Adkins
Board of Education, President
Hazel Park Schools

Cc: Dr. Amy Kruppe
Personnel file

December 10, 2019

To: Dr. Amy Kruppe, Superintendent - Hazel Park Schools

From: The Board of Education, Hazel Park Schools
Members of the Board:

Laura Adkins, President
Beverly Hinton, Vice President
Chuck Hemple, Secretary
Rose Mary Hammonds, Treasurer
Rachel Noth, Trustee
Sue Hemple, Trustee
Kristy Schlak, Trustee

On Monday December 2, 2019 the Board of Education held a special board meeting and exited to closed session for the purpose of evaluating the Superintendent as mandated per State and Federal Law. The Board of Education and Superintendent were in closed session during the evaluation. The School Advance tool was used to evaluate the Superintendent. During the evaluation, all 35 Factor Areas across 5 Domain's were in scope. The Board of Education along with the Superintendent have reviewed and given rankings in the Domain and Factor Areas.

Domain 1 Results: 3.50
Domain 2 Leadership: 4.00
Domain 3 Systems Alignment: 3.89
Domain 4 Processes: 3.88
Domain 5 Capacity Building: 4.00

It is agreed upon that the Superintendent's Final Evaluation Score is 3.832 for 2019.

Sincerely,

Signing on behalf of the Board of Education
Laura Adkins
Board of Education, President
Hazel Park Schools

Cc: Dr. Amy Kruppe
Personnel file

December 13, 2018

To: Dr. Amy Kruppe, Superintendent - Hazel Park Schools

From: The Board of Education, Hazel Park Schools
Members of the Board:

Laura Adkins, President
Beverly Hinton, Vice President
Chuck Hemple, Secretary
Rose Mary Hammonds, Treasurer
Rachel Noth, Trustee
Sue Hemple, Trustee
Kristy Schlak, Trustee

On Monday December 10, 2018 the Board of Education held a special board meeting and exited to closed session for the purpose of evaluating the Superintendent as mandated per State and Federal Law. The Board of Education, Superintendent, and Board Attorney, James Paterson were in closed session during the evaluation. The School Advance tool was used to evaluate the Superintendent. During the evaluation, 28 of 35 Factor Areas across 5 Domain's were in scope. The Board of Education along with the Superintendent have reviewed and given rankings in the Domain and Factor Areas.

It is agreed upon that the Superintendent's Final Evaluation Score is 3.559 for 2018.

Sincerely,

Laura Adkins

Signing on behalf of the Board of Education
Laura Adkins
Board of Education, President
Hazel Park Schools

Cc: Dr. Amy Kruppe
Dr. Amy Kruppe's HR file ✓

November 27, 2017

To: Dr. Amy Kruppe Superintendent, Hazel Park Schools

From: The Board of Education, Hazel Park Schools
Members of the Board:
Rachel Noth, President
Beverly Hinton, Vice President
Chuck Hemple, Secretary
Rose Mary Hammonds, Treasurer
Laura Adkins, Trustee
Sue Hemple, Trustee
Kristy Schlak, Trustee

On Monday ~~October 23, 2017 the Board of Education held a~~ special board meeting and exited to closed session for the purpose of evaluating the Superintendent as mandated per State and Federal Law. The Board of Education, Superintendent, and Board Attorney, James Paterson were in closed session during the evaluation. The School Advance tool was used to evaluate the Superintendent. The Domain and Factor Areas evaluated are attached with this letter. The Board of Education along with the Superintendent have reviewed and given rankings as either effective or highly effective in the Domain and Factor Areas. To see rankings refer to School Advance Summary Tool attached with this letter.

It is agreed upon that the Superintendent's Final Evaluation Score is 3.772 for 2017.

Sincerely,

Rachel Noth

Signing on behalf of the Board of Education
Rachel Noth
Board of Education, President
Hazel Park Schools

Cc: Dr. Amy Kruppe
Dr. Amy Kruppe's HR file

Amy Kruppe, E.d.D.

Evaluation 6.15.2016

This evaluation was conducted on Wednesday the fifteenth of June, 2016 by the Board of Education of the School District of the City of Hazel Park.

Based on the comprehensive Goal Sheet and Superintendent Evaluation Discussion Rubric, it is apparent that the Board of Education of the School District of the City of Hazel Park award Dr. Amy Kruppe, E.D. a highly effective rating. She has captured our community, staff and board's hearts during a troubled year. By demonstrating courage to come into a District where we are faced with a deficit, low student achievement and mistrust issues at all levels. Amy is an effective leader. She demonstrates the tenacity needed to complete her job, by using her previous knowledge as well as current best practices. She engages all stakeholders in the efforts to turnaround the District. Always first to lead by example, Amy holds weekly Ad Council meetings to help facilitate the tough decisions needing to be made each and every day. Even when the District had to make tough decisions, Amy always presents the data and guides the Board through discussions about how this would affect our student's achievement. Amy is very involved with all departments across the district. She is actively writing grants and thinking outside of the box to use those dollars to get that money to our students and professional development for our teachers. Amy constantly thinks about the ways to properly manage the talent in our District. Amy led the charge of the 1:1 initiative district wide. As a result every student has a chrome book that is insured by the district using our technology bond. Amy works with other Superintendent's in the neighboring communities and the Oakland ISD. Amy has been able to bring consultants who are very articulate on their topic to work with our teachers and administrative teams. We as a District will see going into next year one District with One Mission. Amy is working on the final steps of our strategic plan and new curriculum will begin to be written this summer for implementation this coming fall. With all of these changes Amy continues to keep abreast of the legislative happenings in Lansing and how those effect out District and public education. We are very pleased to grant Amy this rating based on these findings.

Our areas for improvement:

We would like to see Amy take a breath and manage a better work-life balance she constantly speaks about with her Administrative team. We know there is a significant amount of work, but the problems we are all trying to fix did not happen in 1 year and thus a solution will not come in 1 year. Work with difficult groups that are not reacting to the climate and change within the District. Creating a plan based on our facility management going into next year.

Based on the above evaluation, the Board of Education would like to extend rolling the contract with the same terms to a maximum of 5 years and to extend a 1.5% salary increase effective July 1, 2016.

Signed,

Rachel Noth, Board President

On Behalf of the Board of Education

Dr. Amy Kruppe, Superintendent

HAZEL PARK SCHOOL DISTRICT
Superintendent Evaluation

Self Rating

1 – Ineffective 2 – Minimally Effective 3 – Effective 4 – Highly Effective

1. **Ability to Manage**
   Exhibits competence in planning, organizing and completing tasks and projects. Provides management for health/safety and discipline of students. Effectively manages staff and administrative teams.

   Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

   Comments: Achieved goals, organized team, adcouncil, cabinet with weekly meetings. Keep meeting agendas and notes for coherence of tasks. Supports discipline at all schools.

2. **Ability to Lead**
   Establishes clear expectations. Maintains adequate and appropriate contact with other professionals. Assumes initiative in identifying and solving problems. Involves other people in the decision-making process as appropriate. Accepts responsibility for final decisions.

   Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

   Comments: Meets administrators in buildings every other week. Cabinet/adcouncil topics are joint decisions. Committees are developed for input. Always articulate what when problem arises.

3. **Ability to Communicate**
   Communicates clearly and thoroughly. Exhibits adequate verbal ability. Uses appropriate illustrations and examples. Shows communicative adaptability to various publics. Recognizes non-verbal communication.

   Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

   Comments: Communicate through facebook, twitter blasts, attend various stakeholder meetings. Communicate to the board weekly.

4. **Ability to Make Decisions**
   Collects adequate and reliable information before making decisions. Does not delay important decisions nor allow pressure to cause hasty decisions. Explains reason for decisions to persons affected. Delegates decision-making wherever appropriate. Understands the importance of timing to decision-making.

   Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

1 – Ineffective 2 – Minimally Effective 3 – Effective 4 – Highly Effective

decisions. Discuss thought to with other professional boards, staff and peers.

5. Responsive to Others

Exhibits openness and understanding in dealing with others. Inclined towards praising success. Reacts to mistakes with patience. Corrects individuals in private. Is friendly and open-minded in meeting situations. Steady and even-tempered, but not self-effacing under severe criticism. Cooperates well with colleagues.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Comments: Continue to listen to parents, staff, Community members, administrators. Do attempt to correct people in private however I am direct.

6. Ability to Maintain an Effective Climate

Provides for a cooperative feeling among staff with whom (s)he works. Treats all personnel fairly. Promotes good motivational techniques. Recognizes the achievements of subordinates and other professionals. Provides for extracurricular learning opportunities.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Comments: Do believe in fairness which often causes issues when others have not been treated fairly. Our central office encouraged concerns. Praised teachers student monthly.

7. Creativity

Demonstrates imagination in the solving of educational and technical problems. Exhibits alertness, resourcefulness and ingenuity. Demonstrates adequate flexibility. Encourages creative behavior from others.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Comments: Developed qualities of turn around teacher administrator with DTN + GRANT. Find resources + readings for administrators

8. Implementation of Organizational Policies and Procedures

Knows organizational policies and procedures and implements them in the most effective way. Expresses opinions on policy matters directly to the appropriate group or individual. Supports policy decisions when finalized.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Comments: Surpassed policy book work. Awaiting

1 – Ineffective 2 – Minimally Effective 3 – Effective 4 – Highly Effective

work with Judy on current special education laws.

13. Overall Performance

Now that you have rated separate areas of administrative performance, consider the overall effectiveness of this person as an administrator and provide a rating of overall administrative effectiveness.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Comments:

Performance Assessment Definitions

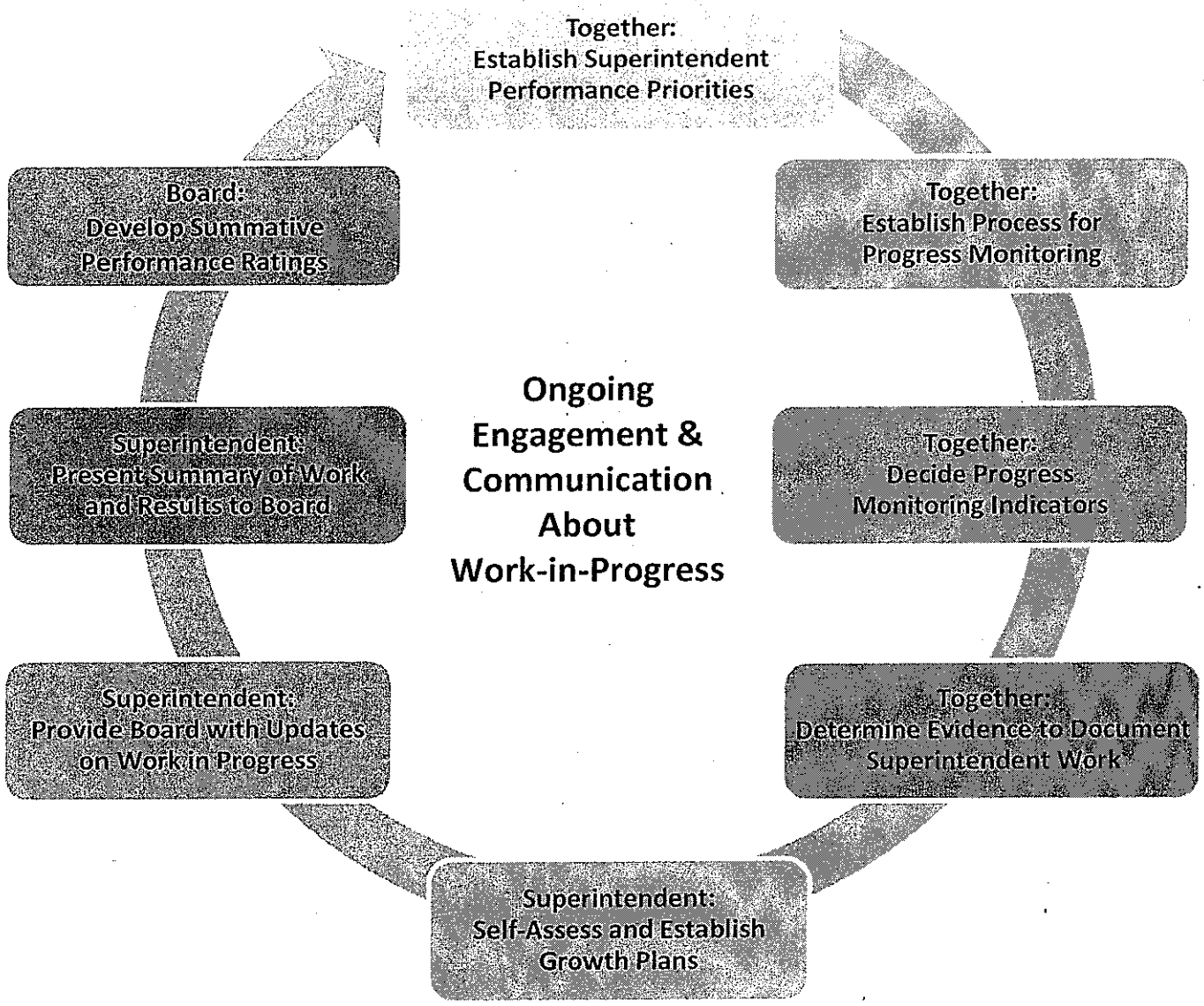
(1) Ineffective: Superintendent has shown little or no growth in this area.

(2) Minimally Effective: Superintendent works to improve toward Board of Education's expected goals in this area – however outcomes of administration, student and/or teacher performances have not achieved expected outcome.

(3) Effective: Meets Board of Education's expectation for progress and established goals. Maintains high standards for staff and students to promote education for students.

(4) Highly Effective: Exceeds Board of Education's expectations for progress and established goals. Maintains high standards for all staff, students and others to promote excellence in education for students.

Evaluation Cycle for Superintendents



School ADvance. Superintendent Evaluation. Reeves. McNeill. 11.10.15

(Based on Growth and/or fixed achievement targets)

- **Improved Teacher Performance Results**
  (Based on Improvement Targets)
- **Achievement Gap Reduction/Elimination**
  (Based on Growth and/or fixed achievement targets)
- **Overall District Performance**
  (Based on Improvement Targets)

Domain 2 – Leadership

- **Vision for Learning and Achievement Factors**
  - Mission and Vision
  - Goals and Expectations
- **Culture Factors**
  - Values, Beliefs, Principles and Diversity
  - Language, Traditions, Celebrations, and Stories
- **Leadership Behavior Factors**
  - Informed and Current
  - Strategic and Systemic
  - Fair, Legal, Honest, and Ethical
  - Adaptive and Resilient

Domain 3 – Systems Alignment

- **High Quality and Reliability Instructional Program Factors**
  - Guaranteed and Viable Curriculum
  - Research Based and Differentiated Instruction
  - Standards Based Assessment and Feedback
  - Technology to Expand Learning Opportunity
- **Safe, Effective, Efficient School Operations Factors**
  - Policies and Laws
  - Systems, Processes, and Programs
  - Fiscal and Material Resource Management
  - Human Resource Management
  - Non-Instructional Technology

Domain 4 - Processes

- **Community Building Factors**
  - Board Relations
  - Leadership Team Relations
  - Internal and External Stakeholder Relations
  - Communications and Media Relations
- **School and District Improvement Factors**
  - Collaborative Inquiry
  - Systematic use of Multiple Data Sources
  - Data Systems
  - Aligned Improvement, Monitoring, and Reporting

Domain 5 – Capacity Building

- **Human Development Factors**
  - Professional Learning
  - Leadership Development
  - Adaptation and Innovation
  - Performance Evaluation
- **Contextual and Political Factors**
  - Contextual and Political Awareness
  - Education and Advocacy

RESOLUTION

Hazel Park Public Schools, Oakland County, Michigan (the "District")

A regular meeting of the Board of Education of the District (the "Board") was held in the Hazel Park Public Schools, within the boundaries of the District, on the 27th day of January 2025 at 5:30 p.m.

The meeting was called to order by Beverly Hinton, President.

Present: Members Beaton, Becker, Fortress, Fox, Laframboise, Rattee, Hinton

Absent: Members None

The following preamble and resolution were offered by Member Heidi Fortress and supported by Member Deborah Laframboise

WHEREAS, concerns have been raised about the District's Superintendent, Dr. Amy Y. Kruppe ("Superintendent Kruppe"); and

WHEREAS, following an initial review of the concerns raised about Superintendent Kruppe and the Board's determination that further investigation of those concerns is warranted, the Board determines that Superintendent Kruppe shall be placed on paid (non-disciplinary) administrative leave, without loss of salary or benefits, and shall suspend all performance of her authorized responsibilities and duties as the District's Superintendent pending further investigation and issuance of a written notice regarding same, absent further Board action; and

WHEREAS, it is in the best interests of the District to afford maximum procedural safeguards to Superintendent Kruppe, while preserving the Board's flexibility to exercise its discretion and authority to move forward as swiftly and fairly as possible to resolve this matter; and

WHEREAS, this Board believes that it is necessary, appropriate, and in the best interests of the District to hire an independent investigator to investigate this matter on behalf of the Board.

NOW THEREFORE BE IT RESOLVED THAT:

1. Superintendent Kruppe is hereby placed on paid administrative (non-disciplinary) leave pending the District's investigation of this matter effective January 27, 2025. The Board President or his designee(s) shall provide a copy of this resolution along with a notice of paid administrative leave to Superintendent Kruppe on January 28, 2025.

2. Superintendent Kruppe shall immediately cease performance of her responsibilities and duties as the District's Superintendent, without loss of salary or benefits, including, but not limited to communications directly or indirectly with District employees and students and is not to be on District property without approval of the Board President or her designee(s), absent further Board action, other than at an open meeting of the Board.

3. The Board hereby appoints the Allen Law Group to conduct the fact-finding investigation into the allegations.

4. All resolutions or parts of resolutions that conflict with this Resolution are rescinded.

Ayes: April Beaton, Nathan Becker, Heidi Fortress, Darrin Fox, Deborah Laframboise, Monica Rattee

Nays: None

Absent: None

Motion Passes by a vote of 7-0.

Darrin Fox
Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Hazel Park Public Schools, Oakland County, Michigan, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board at a regular meeting held on January 27, 2025, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Darrin Fox
Secretary, Board of Education

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders
Beverly Hinton
Board Of Education, President

Ford Administration
1620 E. Elza, Hazel Park, MI 48030
www.hazelparkschools.org

January 28, 2025

Via Email: jtheuer@fosterswift.com

Dr. Amy Kruppe
Superintendent of Schools
Hazel Park Schools
c/o Jeffrey S. Theuer
Senior Attorney
Foster Swift Collins & Smith PC
313 S. Washington Square
Lansing, Michigan 48933

RE: Notice of Paid (Non-Disciplinary) Administrative Leave

Dear Dr. Kruppe:

I write this letter on behalf of the Hazel Park Schools (the "District") Board of Education (the "Board") to advise you that as of January 27, 2025, the Board has determined to place you on paid (non-disciplinary) administrative leave pending an investigation. A copy of the Resolution considered and adopted by the Board at its meeting on January 27, 2025, is enclosed.

Being placed on paid administrative leave does not assume guilt on your part. Paid administrative leave simply protects your interests pending the opportunity for a fair hearing before the Board by guarding against any interactions with Board members, District employees, students, or community members that may be misunderstood to raise additional allegations or concerns.

You shall cease performance of all of your responsibilities and duties as the District's Superintendent, except as directed or requested by the Board (or its authorized designee). You shall not contact District employees, students, or community members in an official capacity, either directly or indirectly, to interfere with or discuss the investigation or interfere with your opportunity for a fair hearing before the Board. Contact includes, without limitation, e-mail, text messages, social networking, telephone contact, or otherwise.

You are further directed to return any and all District property while the investigation is ongoing including cell phones, vehicle keys, keys to all District buildings, including your office key(s), in your possession, iPad, computer, and files. Destruction or alteration of such items or their contents is prohibited.

You shall not be on District property unless requested or approved by the Board (or its authorized designee). You are expected to remain available for work at all times during the period of your paid administrative leave. You may be asked, during the term of your paid leave, to appear for interviews or to provide information periodically throughout the investigation process until the Board has made its final determination regarding your employment with the District.

Your failure to comply with these directives shall constitute insubordination which may subject you to discipline, up to and including termination of your employment with the District.

You will be provided an opportunity to respond to any and all allegations at a later date. Nothing in this directive is intended to limit your rights under the Michigan Open Meetings Act to attend and make public comment at open meetings of the Board of Education where District employees may be present.

If you have any questions, you or your legal representative may contact me or the District's attorney, Timothy T. Gardner, Jr. via telephone at (517) 374-8833.

Very Truly Yours,

HAZEL PARK SCHOOLS
BOARD OF EDUCATION

By: Beverly Hinton
Beverly Hinton, President

c: Personnel File

Enclosure: Board Resolution adopted January 27, 2025.

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders

August 5, 2025

Dr. Amy Wilcox

Re: **Written Reprimand**

Dear Dr. Amy Wilcox

The purpose of this letter is to reprimand you for commingling monies during the Hazel Park Junior Vikings' first year with the District and failing to create or manage a Wellness Committee for the District in recent years.

On or about January 22,2025, the Board selected the Allen Law Group, P.C. to conduct a fact-finding investigation regarding concerns brought by individuals. During the fact-finding investigation, you were provided with an opportunity to share your side of the story. In addition, Attorney Heidi Sharp was present during this meeting.

Hazel Park Junior Vikings

According to the fact-finding investigation, the District managed the Hazel Park Junior Vikings ("Junior Vikings") in 2022 with Assistant Superintendent of Business and Operations Jason Zirnis handling the financial aspect of that management. During the first year of managing the Junior Vikings, multiple witnesses stated District funds were used to purchase initial tools and resources for the respective athletic activities. Based on witness interviews, the Junior Vikings organization was subsequently tasked with fundraising to reimburse the District for the monies spent.

The Junior Vikings were officially incorporated as a non-profit organization on August 25, 2023 and you were listed as the resident agent. The Allen Law Group found, by a preponderance of the evidence, that funds were commingled during the organization's first year with the District. Further, no documentation or procedures were provided to suggest that a process for accounting existed for expenditures during the 2022-2023 school year.

Wellness Committee

Based on the Allen Law Group's fact-finding investigation, you did not appoint a Wellness Committee as required under the District Administrative Procedures since COVID-19. In previous years, you organized and operated a Wellness Committee involving various leaders in the administration. Article III, AG III.17 provides:

"[t]he Superintendent shall appoint a District wellness committee comprised of

parents, students, representatives of the school food staff, educational staff . . . , mental health and social services staff, school health professionals, members of the public and school administrators to oversee development, implementation, evaluation, and periodic update of the wellness policy."

Applicable Board Policy and Administrative Procedures

Article VI. Finances of the Board policies, the Superintendent is charged with "oversee[ing] financial processes, procedures and internal controls to ensure the proper accounting of all District funds received and expended by the District . . . ." Section 1. Furthermore, the Superintendent is also charged with ensuring the timely receipt of financial statements, reports, quarterly reports, and any other financial reports necessary or requested by the Board. Section 1.

Findings

In your capacity as Superintendent, your failure to ensure that the funds connected to the Hazel Park Junior Vikings were not commingled is incompatible with the accuracy and professionalism that the Board of Education expects from you. Moreover, the Wellness Committee is vital to the District and failing to appoint individuals to the Wellness Committee violates the above noted Administrative Guideline.

Recognizing the seriousness of the disclosure, I have identified mitigating factors that the Board considered in determining the appropriate level of discipline. These factors include that you did not have any prior discipline, and that you were rated as "Highly Effective" as a Superintendent in your previous annual performance evaluation.

Disciplinary Action

The Board of Education will implement the following measures as discipline for your misconduct:

- This written reprimand will be placed in your personnel file.

Please remain cognizant that, as a role model, students and staff member emulate your behavior. Should you fail to conform your behavior to the District's standards, you could receive more severe disciplinary action, up to and including a recommendation for your dismissal.

Sincerely,

Beverly Hinton, President
Hazel Park Schools Board of Education

I have received this letter and accept the conditions outlined therein.

Dated: August 5, 2025
10/28/2025

671
Dr. Amy Wilcox, Superintendent

---------- Forwarded message ---------
From: **BEVERLY HINTON** <beverly.hinton@myhpsd.org>
Date: Mon, May 4, 2026 at 9:51 AM
Subject: FOIA
To: James Paterson <james.paterson@myhpsd.org>

Good Morning!

I am requesting documents for Cathy Ryan that shows completion of the Navigate 360 platform or documentation that she has experience with this program.

I am requesting Kristy Cales completion of the Michigan School Business Officials Human Resources Specialist certification and her Bachelor's degree in Business Administration or Human Resources.

I am requesting the plumbing license of Patrick Wright.

Thank You,
Bev Hinton

HAZEL PARK SCHOOLS

Today's Learners, Tomorrow's Leaders
Amy Wilcox, Ed.D.
Superintendent

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

May 7, 2026

Re: FOIA Request on May 4, 2026

Attn: Beverly Hinton
beverly.hinton@myhpsd.org

Dear Ms. Hinton,

Your Freedom of Information Act "FOIA", request sent via email on May 4, 2026 for certain public records, is set forth in pertinent part as follows:

> *I am requesting documents for Cathy Ryan that shows completion of the Navigate 360 platform or documentation that she has experience with this program.*
>
> *I am requesting Kristy Cales completion of the Michigan School Business Officials Human Resources Specialist certification and her Bachelor's degree in Business Administration or Human Resources.*
>
> *I am requesting the plumbing license of Patrick Wright.*

FOIA specifically relates to public documents as defined at MCL §15.232(i) which states in pertinent part:

> (i) "Public record" means a writing prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created. Public record does not include computer software.

FOIA additionally sets forth the following at MCL §15.233(4) and (5):

> (4) This act does not require a public body to make a compilation, summary, or report of information, except as required in section 11.
> (5) This act does not require a public body to create a new public record, except as required in section 11, and to the extent required by this act for the furnishing of copies, or edited copies pursuant to section 14(1), of an already existing public record.

HAZEL PARK PROMISE

HAZEL PARK SCHOOLS

A copy of the requested information that has been previously provided to Cathy Ryan regarding the Navigate 360 platform is attached to this email and the FOIA request is therefore partially GRANTED.

A copy of the requested information the District has in its possession relating to "Kristy Cales completion of the Michigan School Business Officials Human Resources Specialist certification and her Bachelor's degree in Business Administration or Human Resources." Has been attached to this email and the FOIA request is therefore partially GRANTED.

As it relates to the request for the plumbing license of Patrick Wright, the District is not in possession of a public record that relates to this request. Your request is therefore partially DENIED to the extent that the District certifies that it does not have in its possession any such records requested for they do not exist to the best knowledge of the District under the name given by the requester or by another name reasonably known to the District.

Since a portion of your request is GRANTED and a portion is DENIED, I must inform you of your right to appeal this response as follows.

INFORMATION ON APPEALING FOIA REQUESTS

For information on the District's procedures for responding to FOIA requests and appeals, please refer to the hyperlink https://www.hazelparkschools.org/our-district/freedom-of-information-act-foia/ on our webpage identified as the Hazel Park Schools Freedom of Information Act (FOIA), which includes FOIA Procedures and Guidelines, Affidavit of Indigency, Fee Itemization Form, and Summary of FOIA Procedures.

In accordance with MCL §15.241 and the District's procedures and guidelines, if a request to inspect or copy a record is denied, the person making the request may commence a civil action in circuit court to compel the District's disclosure of the public records.

In addition, the requestor may appeal the decision by submitting the appeal to the District's Board of Education. The written appeal shall state the word "appeal" and detail the reason(s) for requesting reversal of the denial.

The Board is not considered to have received the written appeal until the first regularly scheduled Board meeting following the submission of the written appeal. The Board shall, within 10 business days after receiving the written appeal, do one of the following:

- Reverse the disclosure denial.
- Issue a written notice to the requestor upholding the disclosure denial.
- Reverse the disclosure denial in part and issue a written notice to the requestor.
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Board shall respond to the appeal.

HAZEL PARK SCHOOLS

If the Board of Education fails to respond to the appeal, or if the Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by a commencing a civil action in circuit court.

The requesting party also has the right to receive attorneys' fees and damages as provided in Section 10 of FOIA if, after judicial review, the circuit court determines the District has not complied with FOIA and orders disclosure of all or portions of the public record.

Please see the attached copies of all the responsive public records in the District's possession therefor your request is hereby partially **GRANTED** and partially **DENIED**

If you should have any questions or concerns, please contact me at james.paterson@myhpsd.org or (248) 658-5225 at your earliest convenience.

Respectfully,

James Paterson
FOIA Coordinator

Cc:
Dr. Amy Wilcox, Superintendent
Jamie Buczko, Executive Assistant

Advantage 2025-2026

Schedule: School Social Worker

8:00-8:35	Advantage
8:35-9:15	Advantage
9:15-9:55	Advantage
9:55-10:35	CARE: Individual Restorative Meetings/Assigned Behavior Modules
10:35-11:25	Advantage
11:25-11:55	LUNCH - Advantage
11:55-1:00	CARE: Restorative Circle
1:00-2:10	Advantage

Schedule: Resource Room Teacher

8:00-8:35	Advantage
8:35-9:15	CARE ROOM: Academic Support
9:15-9:55	CARE ROOM: Academic Support
9:55-10:35	Advantage: Resource Support: 9-12 Grade
10:35-11:25	Advantage
11:25-11:55	LUNCH - Advantage
11:55-1:00	Advantage Resource Support: 6-8 Grade
1:00-2:10	Advantage: Resource Support: 9-12 Grade

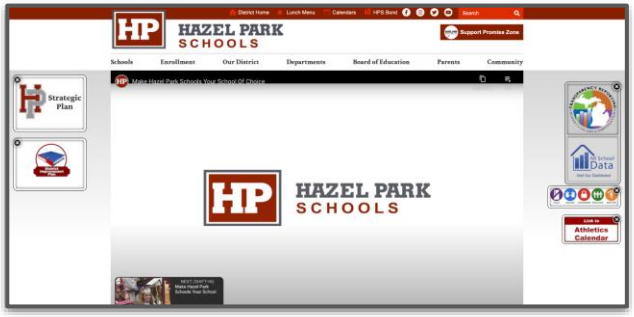
Schedule: Paraprofessional

8:00-8:35	CARE ROOM: Supervise/Academic Support
8:35-9:15	CARE ROOM: Academic Support
9:15-9:55	CARE ROOM: Academic Support
9:55-10:35	CARE ROOM: Academic Support
10:35-11:25	CARE ROOM: Supervise/Academic Support
11:25-11:55	LUNCH - Supervise CARE ROOM
11:55-1:00	CARE ROOM: Academic Support

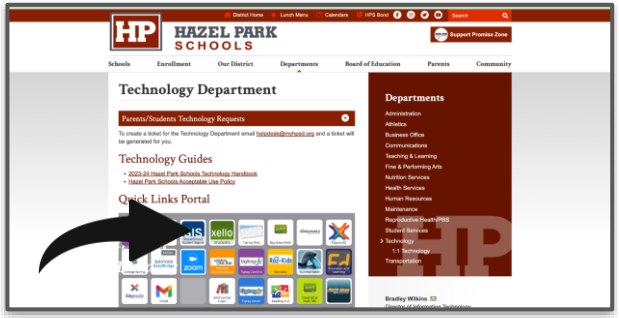
1:00-2:10	CARE ROOM: Academic Support

Accessing and Assigning Navigate 360: Compass Learning Modules

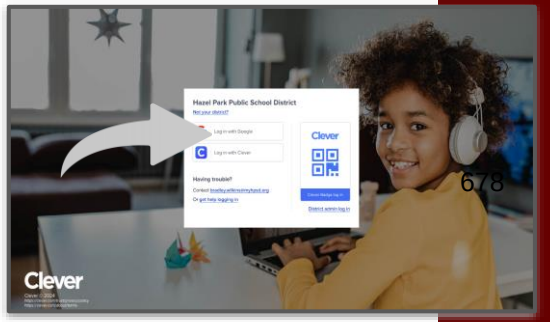
1. Access the Hazel Park Webpage at https://www.hazelparkschools.org/
   Click on **Quick Links**



2. Click on **Clever**



3. Log in using Google



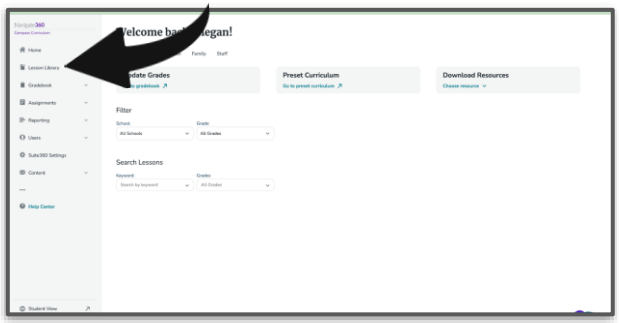
(Psst! If you need help logging into Clever please contact helpdesk@myhpsd.org

Accessing and Assigning Navigate 360: Compass Learning Modules

1. Click on **Compass Curriculum SSO**



2. Click on **Lesson Library**



(Psst! If you need help logging into Clever please contact helpdesk@myhpsd.org)

Accessing and Assigning Navigate 360: INDIVIDUAL STUDENT

1 **Create the Assignment**

1. Assignment Title: Last Name,Date
2. Assignment Type: Individual
3. Assignment Date Range: Select
4. Repeat Lesson on FAIL: **YES**

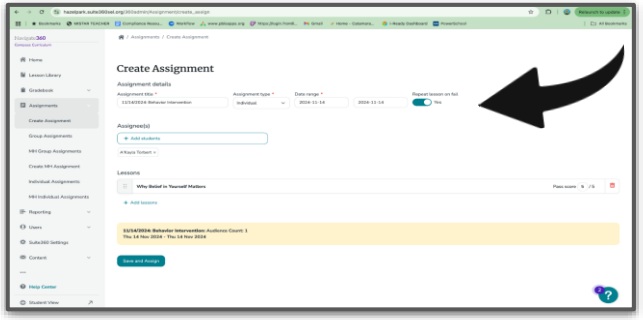
2 **Assign to Individual Student**

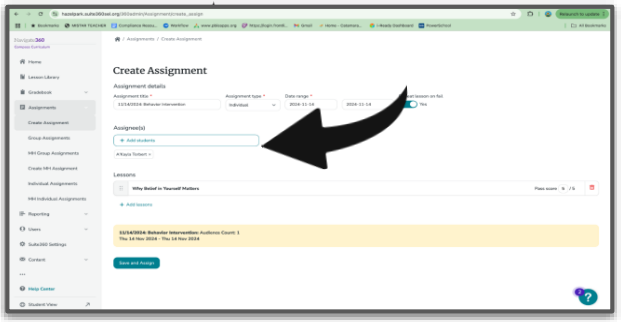
1. Find and click student

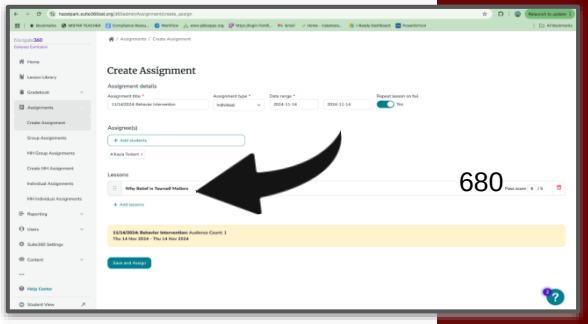
3 **Choosing an appropriate assignment**

1. Please use the following document to determine the correct module

HPS Behavior Intervention Crosswalk







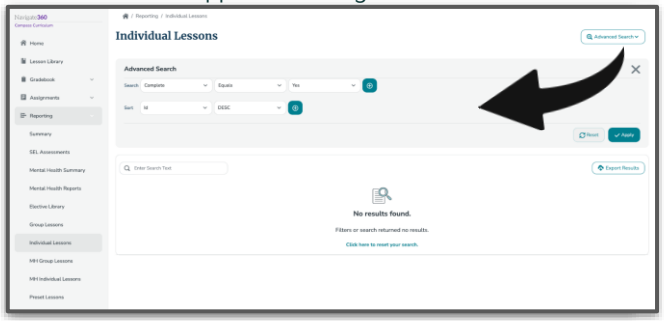
680

Students should access their assignments through Clever - Google Login - Student

Accessing and Assigning Modules in Navigate 360: INDIVIDUAL STUDENT

1 Checking for Assignment Completion

1. Left side column, click **Individual Lessons**
2. In search bar click **Preset Assignment**
3. Click **Apply**
4. A list of students will populate and the information regarding completion will appear to the right.



2 Logging Assignments:

1. Log assignments and completion on CARE Spreadsheet found here: CARE (Center for Academic and Restorative Education 24-25)

Accessing and Assigning Navigate 360: CLASS/GROUP

1 **Create the Assignment**

1. Assignment Title: Teacher Last Name,Date
2. Assignment Type: Class/Group
3. Assignment Date Range: Select
4. Repeat Lesson on FAIL: **YES**

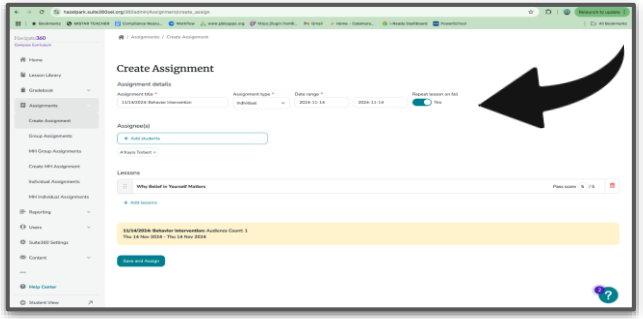
2 **Assign to Class/Group**

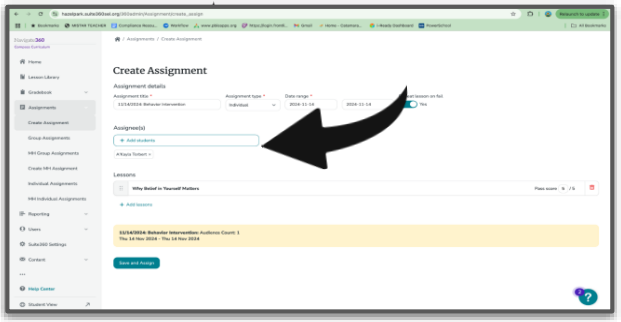
1. Select School
2. SKIP Grade Band
3. Add Classes
4. Select desired te

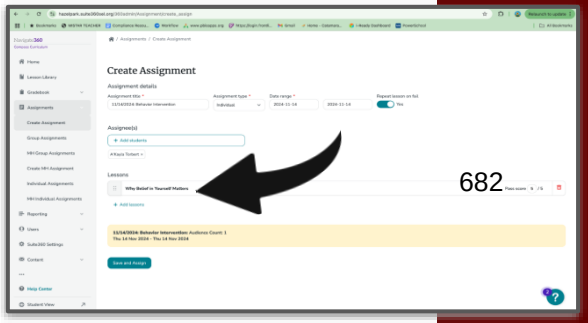
3 **Choosing an appropriate assignment**

1. Please use the following document to determine the correct module

HPS Behavior Intervention Crosswalk





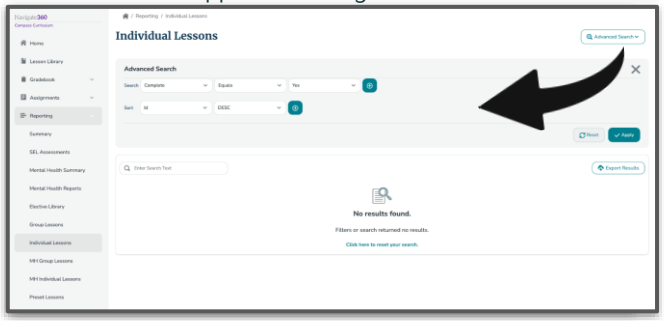


Students should access their assignments through Clever - Google Login - Student

Accessing and Assigning Modules in Navigate 360: Group/Class

1 Checking for Assignment Completion

1. Left side column, click **Individual Lessons**
2. In search bar click **Preset Assignment**
3. Click **Apply**
4. A list of students will populate and the information regarding completion will appear to the right.



CARE Room

Hours: 8:00 a.m. - 2:10 p.m.
Location: Ford Administration Building
Facilitators:
Cathy Ryan
Special Education Teacher: Kate Wood
Social Worker: Taylor Bryant

Please complete attendance on spreadsheet CARE for all assigned students for each day they are assigned:

Resources/Supplies:

- Cart of Chromebooks available
- Schoology: Academic Assignments
- If additional resources are needed please contact Shannon Martin and Rochelle Tassie
    - Shannon Martin
    - Rochelle Tassie

Attendance:

- Please take attendance:
- CARE (Center for Academic and Restorative Education) Daily Logging Sheet
    - **Students will not be admitted after 9:15 a.m.**
- If a student does not attend, they will be assigned to report the following school day.

Behavioral/Academic Assistance:
Please contact:
Mr. Kendal Smith Kendal Smith
Ms. Monique McMurtry Monique McMurtry
Dr. Megan Papasian-Broadwell Megan Papasian-Broadwell
Dr. Stephanie Dulmage Stephanie Dulmage

HAZEL PARK SCHOOLS

Student:
School:
Grade:
Administrator:

Student Behavior Incident
Documentation Required:

- ☐ Log Behavior and Parent Communication in PowerSchool
  - ☐ Notification: Sport/Club

Factors to determine if CARE Room is appropriate

- ☐ Have the 7 factors been considered in determining the appropriate discipline?
  - ☐ Student Age
  - ☐ Disciplinary History
  - ☐ Disability
  - ☐ Seriousness of Behavior
  - ☐ Safety Risk
  - ☐ Use of Restorative Practices
  - ☐ Level of Intervention
- ☐ If YES, Has the student's parent/guardian approved attendance in the CARE Room?
- ☐ If YES, If more than one student was involved in the behavior incident, have Restorative Practices been completed to ensure safety within the CARE Room.

CARE Room Assignment Approved:

- ☐ Provide parent/guardian with CARE Room instructions
- ☐ Email all classroom teachers to ensure classwork is provided
  It is the responsibility of the building administrator to confirm that all work and required materials are available and accessible by the student
- ☐ Ensure student has district-issued Chromebook
- ☐ Mark student In-School Suspension in PowerSchool
- ☐ Put student name/dates/grade/school on CARE Room spreadsheet
- ☐ Document if Restorative Practices have been completed

Special Education/504

- ☐ Provide parent/legal guardian with Procedural Safeguards
- ☐ Inform IEP Team: SSW, School Psychologist, Caseload Provider, Student Services
- ☐ Determine if a Manifestation Determination is required (pattern of behavior OR >10 days cumulative suspensions

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Upon return to school:

- ☐ Reentry Meeting: Document in PowerSchool
- ☐ Restorative Practices (if not completed)
- ☐ Check academic work completion

Summary of Restorative Practice Implemented:

HAZEL PARK SCHOOLS

Grades K-2

Behavior Theme	TRAILS 1: SEL Curriculum	Suite 360 Lessons
Anger/Emotion Management Aggression, self-regulation, conflict resolution, threatening behavior/communication	Unit 1: Self-Awareness Unit 2: Self-Management	• Self Regulation: I Can Stay Calm • Aggression: What to Do When You Want to Explode • Conflict Resolution: Getting Along With Others • Communication: Talking About Feelings • Threatening Behavior: When My Actions Make Others Feel Scared or Unsafe • Threatening Communication: When My Words Make Others Feel Unsafe
Bullying Bullying vs. mean behavior, gossiping, peer pressure	Unit 2: Self-Management	• Bullying: Is it Bullying? • Peer Pressure: What is Peer Pressure? • Gossiping: I Can Talk Nicely
Conduct Expected classroom behavior, non-compliance, bus behavior, cafeteria behavior, disruption, impulse control, vandalism, sexual harassment, PDA	Unit 2: Self-Management	• Classroom Behavior: What is Expected in My Classroom? • Impulse Control: Stop, Think, Do • Bus Behavior: Be a Buddy • Cafeteria Behavior: How Do You Act in the Lunchroom? • Vandalism: Desk Graffiti • Sexual Harassment/PDA: Respecting Others' Personal Spaces • Non-Compliance: Listening and Following Directions
Digital Safety Online Safety/privacy	Unit 5: Responsible Decision Making	• Online Safety and Privacy: Tech Trouble
Honesty Stealing, lying, cheating	Unit 5: Responsible Decision Making	• Stealing: What's Right, What's Wrong • Lying: Telling the Truth • Cheating: Is it Cheating?

Respect Communication skills, non-verbal communication, collaborating with others, perspective taking, inappropriate language, boundaries/consent/personal space, respecting school and private property	Unit 3: Social Awareness Unit 4: Relationship Skills	• Inappropriate Language: My Words Matter 1 (Profanity) • Inappropriate Language: My Words Matter 2 (Sexual Talk) • Perspective Taking: Treating Others How I Want to be Treated • Respecting Property: Caring for Things • Communication Skills: Listening is More Than Hearing • Nonverbal Communication: What is My Body Saying • Collaborating: How to Work with Others • Boundaries: My Personal Space Bubble
Responsibility Making good decisions, rules, consequences, accountability, coming to class prepared with materials	Unit 5: Responsible Decision Making	• Making Good Decisions: Doing My Best • Rules/Consequences: Why Do We Have So Many Rules? • Coming to Class Prepared: Where is My Pencil?
Safety Physical contact, risk-taking behavior, possession of weapon/unsafe items, fighting	Unit 5: Responsible Decision Making	• Risk Taking Behavior: Safety First • Physical Contact: Keeping My Hands to Myself • Possession: What Not to Bring to School
Substance Misuse Vaping, alcohol, marijuana, drugs, medicine safety	Unit 5: Responsible Decision Making	• Substance Misuse: Treating My Body Well • Medicine Safety: Staying Safe With Medicine

Grades 3-5

Behavior Theme	TRAILS 1: SEL Curriculum	Suite 360 Lessons
<u>Anger/Emotion Management</u> Aggression, self-regulation, conflict resolution,	Unit 1: Self-Awareness Unit 2: Self-Management	• Self Regulation: I Can Stay Calm • Aggression: What to Do When You Want to Explode • Conflict Resolution: Getting Along With Others

threatening behavior/communication		• Communication: Talking About Feelings • Threatening Behavior: When My Actions Make Others Feel Scared or Unsafe • Threatening Communication: When My Words Make Others Feel Unsafe
Attendance Tardiness, truancy, no hall pass/being in an unassigned area	Unit 2: Self-Management	• Truancy: It's My Job to Be at School • Tardiness: Strategies for Getting to School on Time • No Hall Pass/Unassigned Area: Wandering the Halls
Bullying Cyberbullying, harassment, discrimination, bullying vs. mean behavior, gossiping, peer pressure	Unit 2: Self-Management	• Bullying: What is Bullying Behavior • Gossip: Don't Spread Gossip • Cyberbullying: What is Cyberbullying? • Discrimination: We Are All Unique, We Are All Special • Peer Pressure: Standing Up to Peer Pressure
Conduct Expected classroom behavior, non-compliance, bus behavior, cafeteria behavior, disruption, impulse control, vandalism, sexual harassment, PDA	Unit 2: Self-Management	• Bus Behavior: BUSted • Cafeteria Behavior: Chaos in the Cafeteria • Expected Classroom Behavior: My Actions Impact Others • Impulse Control: Stop and Think • Vandalism: Taking Care of School Property • Sexual Harassment/PDA: What is the Big Deal About Holding Hands • Non-Compliance: Following Directions the First Time
Digital Safety Social Media, online safety/privacy, computer misuse	Unit 5: Responsible Decision Making	• Online Safety/Privacy: Saying Safe on the Internet • Inappropriate Usage: Using Technology Responsibly • Social Media: Kids on Social Media
Honesty Stealing, lying, cheating, plagiarism	Unit 5: Responsible Decision Making	• Lying: Always Tell the Truth • Stealing: Sticky Situations • Plagiarism: Doing Honest Work • Cheating: Don't Cheat
Respect	Unit 3: Social Awareness Unit 4: Relationship Skills	• Boundaries: Stay in Your Lane • Communication Skills: Language at School

Communication skills, non-verbal communication, collaborating with others, perspective taking, inappropriate language, boundaries/consent/personal space, respecting school and private property		• Perspective Taking: Agree to Disagree Respectfully • Collaborating: Being Part of a Community • Nonverbal Communication: Body Language Bingo • Inappropriate Language: Stomp Out Bad Language • Respecting Property: I Can Respect Others' Belongings
Responsibility Making good decisions, rules, consequences, accountability, coming to class prepared with materials, dress code	Unit 5: Responsible Decision Making	• Rules/Consequences: Actions and Consequences • Making Good Decisions: Making the Right Choice • Accountability: Taking Responsibility • Dress Code: What is Dress Code? • Coming to Class Prepared: Where is My Homework?
Safety Physical contact, risk-taking behavior, possession of weapon/unsafe items, fighting	Unit 5: Responsible Decision Making	• Physical Contact: Hands Off! • Possession of Weapons: Being Safe with Objects • Risk-Taking Behavior: Healthy Choices for a Healthy You
Substance Misuse Vaping, alcohol, marijuana, drugs, medicine safety	Unit 5: Responsible Decision Making	• Medicine Safety: Making Healthy Choices with Medications • Vaping: Vaping Facts • Drugs/Marijuana: Being Smart with Substances • Alcohol: How Does Alcohol Affect Me?

Grades 6-8

Behavior Theme	TRAILS 1: SEL Curriculum	Suite 360 Lessons
<u>Anger/Emotion Management</u> Aggression, self-regulation, conflict resolution, threatening behavior/communication	Unit 1: Self-Awareness Unit 2: Self-Management	• Aggression: Anger and Aggression • Self-Regulation: Don't Let Your Emotions Hijack Your Brain • Threatening Behavior/Intimidation: Threats and Intimidation • Conflict Resolution: Avoiding Fights at School • Threatening Communication: Be Careful with Your Words

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Bullying Cyberbullying, harassment, discrimination, gossiping, peer pressure	Unit 2: Self-Management	• Bullying: It's a Big Deal • Discrimination: Discrimination, Prejudice and Racism • Gossip: The Effects of Exclusion, Gossip and Mean Girl Culture • Harassment: Crossing the Line • Peer Pressure: Upstander or Bystander • Cyberbullying: Cyberbullying Will Get You Busted • Harassment: Religious Intolerance and Prejudice
Attendance Tardiness, cutting class, truancy, no hall pass/being in an unassigned area	Unit: Self-Management	• Tardiness: The Effects of Being Late • Truancy: Consequences of Truancy • Cutting Class: Get to Class • No Hall Pass/Being in an Unassigned Area: Where Should You Be?
Conduct Expected classroom behavior, non-compliance, bus behavior, cafeteria behavior, disruption, impulse control, vandalism, sexual harassment, PDA	Unit 2: Self-Management	• Expected Classroom Behavior: Being Appropriate at School • Bus Behavior: Don't Get BUSted • Impulse Control: Losing It! • Disruptions: Class Disruptions • Sexual Harassment: Sexism and Sexual Harassment • Vandalism: Property Damage • Cafeteria Behavior: Do's and Don'ts of School Lunch • PDA: Personal Displays of Affection at School • Non-Compliance: You're Not the Boss of Me
Safety School safety, risk-taking behavior, possession of weapon/unsafe items	Unit 5: Responsible Decision Making	• Risk-Taking Behavior: Don't Risk It • School Safety: It's Everyone's Job • Weapons/Unsafe Items: Bringing Dangerous Items to School
Digital Safety Social media, sexting, online safety/privacy, digital citizenship, inappropriate usage	Unit 5: Responsible Decision Making	• Digital Citizenship: Netiquette • Social Media: Social Awareness on Social Media • Inappropriate Usage: Responsibility with Digital Devices • Online Safety/Privacy: Your Digital Footprint • Sexting: What is Sexting • Online Safety: Viral Videos and Internet Challenges
Honesty	Unit 5: Responsible Decision	• Cheating: Academic Honesty

Stealing, lying, cheating, plagiarism	Making	• Lying: Consequences of Lying • Stealing: Theft is a Crime • Plagiarism: Don't Take the Words Out of Their Mouths
Respect Communication skills, non-verbal communication, collaborating with others, perspective taking, inappropriate language, boundaries/consent/personal space, respecting school and private property	Unit 3: Social Awareness Unit 4: Relationship Skills	• Non-Verbal Communication: Be Aware of Body Language • Collaborating with Others: You Get What You Give • Perspective Taking: Walk a Mile in Their Shoes - Empathy • Communication Skills: Communication Breakdown • Inappropriate Language: Thinking About Your Reputation • Boundaries/Consent: What is Consent? • Respecting School and Private Property: Handle with Care
Responsibility Making good decisions, rules, consequences, accountability, coming to class prepared with materials, dress code	Unit 5: Responsible Decision Making	• Accountability: Owning Your Actions • Consequences: Consider the Consequences • Rules: Rules Apply to Everyone • Making Good Decisions: Decisions, Decisions • Coming to Class Prepared: Developing Good Habits • Dress Code: Making a Good Impression
Substance Misuse Vaping, alcohol, marijuana, drugs, medicine safety	Unit 5: Responsible Decision Making	• Drugs/Alcohol: Staying Away from Substances • Vaping: The Truth About Vaping • Drugs/Alcohol: The Power to Say "No" • Marijuana: What's the Big Deal About Weed? • Medicine Safety: What You Need to Know About Medicine

Grades 9-12

Behavior Theme	TRAILS 1: SEL Curriculum	Suite 360 Lessons
<u>Anger/Emotion Management</u> Aggression, self-regulation, conflict resolution, threatening behavior/communication	Unit 1: Self-Awareness Unit 2: Self-Management	•

HAZEL PARK SCHOOLS

Bullying Cyberbullying, harassment, discrimination, gossiping, peer pressure	Unit 2: Self-Management	• Bullying: It's a Big Deal • Discrimination: Discrimination, Prejudice and Racism • Gossip: The Effects of Exclusion, Gossip and Mean Girl Culture • Harassment: Crossing the Line • Peer Pressure: Upstander or Bystander • Cyberbullying: Cyberbullying Will Get You Busted • Harassment: Religious Intolerance and Prejudice
Attendance Tardiness, cutting class, truancy, no hall pass/being in an unassigned area	Unit: Self-Management	• Tardiness: The Effects of Being Late • Truancy: Consequences of Truancy • Cutting Class: Get to Class • No Hall Pass/Being in an Unassigned Area: Where Should You Be?
Conduct Expected classroom behavior, non-compliance, bus behavior, cafeteria behavior, disruption, impulse control, vandalism, sexual harassment, PDA	Unit 2: Self-Management	• Expected Classroom Behavior: Being Appropriate at School • Bus Behavior: Don't Get BUSted • Impulse Control: Losing It! • Disruptions: Class Disruptions • Sexual Harassment: Sexism and Sexual Harassment • Vandalism: Property Damage • Cafeteria Behavior: Do's and Don'ts of School Lunch • PDA: Personal Displays of Affection at School • Non-Compliance: You're Not the Boss of Me
Safety School safety, risk-taking behavior, possession of weapon/unsafe items	Unit 5: Responsible Decision Making	• Risk-Taking Behavior: Don't Risk It • School Safety: It's Everyone's Job • Weapons/Unsafe Items: Bringing Dangerous Items to School
Digital Safety Social media, sexting, online safety/privacy, digital citizenship, inappropriate usage	Unit 5: Responsible Decision Making	• Digital Citizenship: Netiquette • Social Media: Social Awareness on Social Media • Inappropriate Usage: Responsibility with Digital Devices • Online Safety/Privacy: Your Digital Footprint • Sexting: What is Sexting • Online Safety: Viral Videos and Internet Challenges
Honesty	Unit 5: Responsible Decision	• Cheating: Academic Honesty

Stealing, lying, cheating, plagiarism	Making	• Lying: Consequences of Lying • Stealing: Theft is a Crime • Plagiarism: Don't Take the Words Out of Their Mouths
Respect Communication skills, non-verbal communication, collaborating with others, perspective taking, inappropriate language, boundaries/consent/personal space, respecting school and private property	Unit 3: Social Awareness Unit 4: Relationship Skills	• Non-Verbal Communication: Be Aware of Body Language • Collaborating with Others: You Get What You Give • Perspective Taking: Walk a Mile in Their Shoes - Empathy • Communication Skills: Communication Breakdown • Inappropriate Language: Thinking About Your Reputation • Boundaries/Consent: What is Consent? • Respecting School and Private Property: Handle with Care
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Substance Misuse Vaping, alcohol, marijuana, drugs, medicine safety	Unit 5: Responsible Decision Making	• Drugs/Alcohol: Staying Away from Substances • Vaping: The Truth About Vaping • Drugs/Alcohol: The Power to Say "No" • Marijuana: What's the Big Deal About Weed? • Medicine Safety: What You Need to Know About Medicine

CARE ROOM
Restorative Circle

695

Today's Learners, Tomorrow's Leaders

Review the Purpose/Norms of Restorative Circle

- **Respect** each voice has an opportunity to contribute, every perspective is valued.

- **Equality** no one is more important or has more rights than anyone else.

- **Empathy and emotional literacy** – developing our capacity for empathy by reflecting on what we and others are feeling and experiencing.

- **Problem solving** – working collaboratively to discuss and solve challenges or issues.

- **Accountability and responsibility** – practicing accountability within and for the community through active participation, paying attention to our words and actions and addressing harm when it has been caused.

- **Self-regulation and self-awareness** – participants wait to speak and listen without responding immediately; practicing self-control, patience and self-awareness to not immediately react.

- **Shared leadership** – a circle holds space for difference, multiple perspectives and recognizes the existence of multiple truths. Every member is a leader and everyone owns the circle.

Circle Questions

- What happened, and what were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done and how?
- What about this has been hardest for you?
- What needs to be done to make it right?

Use “I” statements…..

HP
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Today's Learners, Tomorrow's Leaders

Kristy Cales <kristy.cales@myhpsd.org>

Extension of Certification for Human Resource Specialist Program

1 message

dkopkau@msbo.org <dkopkau@msbo.org>
To: Kristy Cales <kristy.cales@myhpsd.org>

Thu, Feb 19, 2026 at 10:18 PM

MSBO CERTIFICATION

28231
Kristy Cales

2/20/2026

Dear Kristy,

This letter is to inform you that the completion of your Human Resource Specialist certification has been extended to 12/31/2026.

To view your certification transcript online, log into your account. Once logged in, click the Certification link in the blue navigation bar. There is a Print icon to the right of your current certification track.

To plan your training, please review our Schedule of Events. We also offer Certification On Demand classes. This is where you will find recorded versions of once live, required certification classes for purchase.

If you have any questions, please contact Courtney Byam at 517.327.5937 or e-mail her at cbyam@msbo.org.

Sincerely,

Debbie Kopkau

Debbie Kopkau, MBA, CAE, CMP, GMS
Director of Certification

University of Phoenix®

Date Issued: 08/15/2022
Record of: KRISTY A. SCHLAK
Student Number: 9020817602 / ***-**-****
Birthdate: 11/07/1978
Enrollment Status: Graduated
Effective Date: 04/25/2011

Registrar's Office
4035 S. Riverpoint Parkway
Phoenix, AZ 85040
(800) 866-3919

SENT TO:
HAZEL PARK SCHOOL DISTRICT
US

Prior Schools Attended

	Credits	Degrees
OAKLAND COMMUNITY COLLEGE	6.00	
WESTERN INTERNATIONAL UNIVERSITY	30.00	

Mo/Year	Course ID	Course Title	Grade	Credits Attempted	Credits Earned	Quality Points	Rep
Credit By Exam							
01/2008	TCCP12-01	ANALYZING AND INTERPRETING LITERATURE	P		6.00		

Mo/Year	Course ID	Course Title	Grade	Credits Attempted	Credits Earned	Quality Points	Rep
UNIVERSITY OF PHOENIX							
08/2007	IT/305	MANAGEMENT OF INFORMATION SYSTEMS	A	3.00	3.00	12.00	
08/2007	SCI/241	NUTRITION	A	3.00	3.00	12.00	
11/2007	HIS/135	The American Experience Since 1945	A	3.00	3.00	12.00	
11/2007	INB/305	INTERNATIONAL BUSINESS	A	3.00	3.00	12.00	
01/2008	ECO/305	ECONOMIC THEORY	A-	3.00	3.00	11.01	
01/2008	MGT/345	ORGANIZATIONAL THEORY AND BEHAVIOR	A	3.00	3.00	12.00	
04/2008	GEN/300	SKILLS FOR PROFESSIONAL DEVELOPMENT	A-	3.00	3.00	11.01	
05/2008	MGT/330	Management Theory, Practice, and Application	A	3.00	3.00	12.00	
08/2008	MGT/350	CRITICAL THINKING: STRATEGIES IN DECISION MAKING	A	3.00	3.00	12.00	
09/2008	RES/341	RESEARCH AND EVALUATION I	A-	3.00	3.00	11.01	
11/2008	HIS/301	United States Constitution	A-	3.00	3.00	11.01	
01/2009	SCI/256	People, Science and the Environment	A	3.00	3.00	12.00	
03/2009	RES/342	RESEARCH AND EVALUATION II	B	3.00	3.00	9.00	
05/2009	ACC/300	PRINCIPLES OF ACCOUNTING	B+	3.00	3.00	9.99	
07/2009	BUS/415	Business Law	A-	3.00	3.00	11.01	
09/2009	FIN/370	Finance for Business	B+	3.00	3.00	9.99	
11/2009	MKT/421	Marketing	A-	3.00	3.00	11.01	
01/2010	BUS/475	Integrated Business Topics	A-	3.00	3.00	11.01	
03/2010	MKT/435	Consumer Behavior	A-	3.00	3.00	11.01	
04/2010	MKT/441	Marketing Research	A	3.00	3.00	12.00	
06/2010	MKT/438	Public Relations	B+	3.00	3.00	9.99	
08/2010	MKT/445	SALES TOOLS AND STRATEGIES	A	3.00	3.00	12.00	
10/2010	MKT/447	Advertising and Creative Strategy	A-	3.00	3.00	11.01	
12/2010	MKT/450	INTERNATIONAL MARKETING	A-	3.00	3.00	11.01	

This officially sealed and signed transcript is printed on blue security paper. The official signature is printed in black on the blue background. A raised seal is not required. When copied or scanned, the words "Void" and "Void Secure" will appear on the face of the transcript.

Audra McQuarie, University Registrar

University of Phoenix®

Date Issued: 08/15/2022
Record of: KRISTY A. SCHLAK
Student Number: 9020817602 / ***-**-****
Birthdate: 11/07/1978
Enrollment Status: Graduated
Effective Date: 04/25/2011

Registrar's Office
4035 S. Riverpoint Parkway
Phoenix, AZ 85040
(800) 866-3919

Mo/Year	Course ID	Course Title	Grade	Credits Attempted	Credits Earned	Quality Points	Rep
02/2011	MKT/498	Integrated Marketing Strategy	B+	3.00	3.00	9.99	
03/2011	ENG/120	BUSINESS LITERATURE	A	3.00	3.00	12.00	

	GPA	Credits Attempted	Credits Earned	Quality Points
Total Cumulative Credits:			84.00	
UOPX Cumulative:	3.63	78.00	78.00	291.06

AAB Program GPA : 3.59
BSB/MKT Program GPA : 3.63

UNIVERSITY OF PHOENIX
DEGREES, CERTIFICATES

ASSOCIATE OF ARTS IN BUSINESS: COMPLETED 04/08/2008, CONFERRED 04/2008
BUSINESS

BACHELOR OF SCIENCE IN BUSINESS/MARKETING: COMPLETED 04/25/2011, CONFERRED 04/2011
MARKETING

**********End of Transcript**********

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Audra McQuarie, University Registrar

Request for Extension

Date: 02/19/2026

I am seeking an extension for:

- ☐ Business Office Manager
- ☐ Business Office Specialist
- ☐ Chief Financial Officer
- ☐ Chief Technology Officer
- ☐ Child Nutrition Director
- ☐ Facilities Director
- ☑ Human Resource Specialist
- ☐ Operations Director
- ☐ Pupil Accounting Auditor
- ☐ Pupil Accounting Specialist
- ☐ Purchasing Officer
- ☐ School Payroll Specialist
- ☐ Specialist in Educational Data
- ☐ Transportation Director

- ☐ Initial
- ☐ Renewal

Name: Kristy Cales

Title: Director of Human Resources

School District/Company: Hazel Park School District

Street Address: 1620 E. Elza

City/State/Zip Code: Hazel Park

Telephone #: 2486585241

Fax #: 248-544-5222

E-mail Address: kristy.cales@myhpsd.org

Current Deadline Date: 03/31/2026

Requested Deadline Date: 12/31/2026

Reason:

Two classes required are not offered until fall of 2026. Overview of Human Resources and TDP, IRS Sec. 125, 403(b), 457, Workers Comp.

Yours truly,

K Cales

(Signature)

or e-mail to Debbie Kopkau:
dkopkau@msbo.org

HAZEL PARK SCHOOLS
Today's Learners, Tomorrow's Leaders

Kristy Cales <kristy.cales@myhpsd.org>

Re: HR Certification

1 message

Debbie Kopkau <dkopkau@msbo.org> Thu, Feb 19, 2026 at 8:31 AM
To: Kristy Cales <kristy.cales@myhpsd.org>

Thank you, Kristy. Later today you will receive an email showing your new deadline date.

Have a wonderful day!

Debbie Kopkau

Debbie Kopkau, MBA, CAE, CMP, GMS
Director of Certification
Michigan School Business Officials

517-327-2587; m: 517-449-1768
dkopkau@msbo.org
www.msbo.org
1001 Centennial Way #200, Lansing, MI 48917

Michigan School Business Officials

Book time to meet with me

From: Kristy Cales <kristy.cales@myhpsd.org>
Sent: Thursday, February 19, 2026 8:09 AM
To: Debbie Kopkau <dkopkau@msbo.org>
Subject: Re: HR Certification

Thank you Debbie! Here is the request for extension.

Regards,
Kristy

On Wed, Feb 18, 2026 at 3:28 PM Debbie Kopkau <dkopkau@msbo.org> wrote:

> Hi Kristy,
>
> Both of these classes will be in the fall of 2026. Here is the extension request form - https://www.msbo.org/extension_req/. Please send to me when completed. You can put 12/31/2026 for your new deadline date.
>
> Thank you for your interest in certification.



Debbie Kopkau, MBA, CAE, CMP, GMS
Director of Certification
Michigan School Business Officials

517-327-2587; m: 517-449-1768
dkopkau@msbo.org
www.msbo.org
1001 Centennial Way #200, Lansing, MI 48917

Book time to meet with me

From: Kristy Cales <kristy.cales@myhpsd.org>
Sent: Wednesday, February 18, 2026 12:01 PM
To: Debbie Kopkau <dkopkau@msbo.org>
Subject: HR Certification

Dear Debbie-

I am writing to request an extension on the 3 year for HR certification. I was reviewing my transcript and am unable to take the following courses:

Overview of Human Resources
TDP, IRS Sec. 125, 403(b), 457, Workers Comp

Neither of these classes are currently offered in the course catalog.

I am also wondering if I can submit my transcript from my MSU graduate program for any credits toward my certification. I took a class on intro to HR last year.

Thank you or your consideration,

Kristy Cales

--
In kindness,

Kristy Cales
Hazel Park Schools
Director of Human Resources
Office (248) 658-5241
Fax (248) 544-5222
www.hazelparkschools.org
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Cornerstone of Oakland, Macomb and Wayne Counties.

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RR
= Response Required Within One Working Business Day

NRN
= No Reply Necessary
CC
or BCC: No Reply Necessary

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--
In kindness,

Kristy Cales
Hazel Park Schools
Director of Human Resources
Office (248) 658-5241
Fax (248) 544-5222
www.hazelparkschools.org
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District
Communication's Protocol:

RR
= Response Required Within One Working Business Day
NRN
= No Reply Necessary
CC
or BCC: No Reply Necessary

Electronic
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advance for your cooperation.

BOARD
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