

Midland County Superintendents

Tuesday, February 24, 2026 8:00 AM

Virtual

I. 8 a.m. to 8:30 a.m.

- First Responders

II. 8:30 a.m. to 9:30 a.m.

- Family & Children's Services, Kenneth Mize, Joseph Blewett

III. 9:30 a.m. to 10:30 a.m.

- Grant Murschel, Career and Technical Education Update
 - CTE and 2026-2027 late start for Coleman
- Dave Smith, Finance Update
- Greg Crider, Special Education Update

IV. 10:30 a.m. to 11:00 a.m.

- Other
 - Annual Collaboration
 - ESA Services

V. 11:00 a.m. to 11:30 a.m.

- Midland Public Point of Pride

*Midland County
Educational Service Agency*

SERVICE MANUAL



WWW.MIDLANDESA.ORG

BUSINESS/FINANCE

SERVICES PROVIDED

- Fiscal Agent
 - GSRP Consortium
 - M.Co.Net
 - Windover High School
 - Academic and Career Education Academy
- Accounting Services/Annual Audit
 - Windover High School
- L-4029 property tax preparation for MCESA
 - Collaboration with city and county officials
- Oversight of countywide PA18 special education calculation
- Federal grant oversight for MCESA and other organizations as appropriate
- Yearly Facility Settlement (Medicaid) submission for MCESA and local districts

CAREER & TECHNICAL EDUCATION

SERVICES REQUIRED

- Career Education Planning District (CEPD) Administration
- Classification of Instructional Programs (CIP) self-review assistance
- Technical Review Assistance and Compliance (TRAC) State review assistance
- One-year follow-up survey of Career and Technical Education program completers
- Perkins grant administration for funding of services, support, assistance, or accommodations to members of special populations.
- Work-Based Learning (WBL) opportunities (e.g. job shadows, career fairs, and Reality Store)
- Fiscal agent responsibilities for the CTE Consortium including:
 - Collecting and dispersing monies for the operation of third-party provider Consortium programs provided through the MCESA
 - Maintaining Consortium contracts between third party providers or nonconsortium districts which operate Consortium programs
 - Researching, identifying and securing such grant or other funds as may be available for Consortium programs, capital improvements or equipment
 - Employing and evaluating the CTE Director/Coordinator
- Provide county-wide marketing information about CTE Consortium programs for students, school staff, and parents.
- Coordinate county-wide CTE advisory committees.
- Act as the primary liaison and resource to area schools, nonprofit organizations, and employers for career and technical education.

SERVICES PROVIDED PER COLLABORATIVE DELIVERY AND/OR MOU

- Career and technical education Summer Camps.
- Participation in Midland Area Career & College Access Network (MCCAN) led by the Midland Area Community Foundation.
- Purchase of Xello career exploration software for use by all local districts.
- Customer Relationship Management (CRM) software for WBL opportunity connections.
- Scholarship opportunities and assistance
- WBL Opportunities including:
 - Career Search (career fairs)
 - Reality Store
 - CTE Showcase
 - Ready. Set. Interview. (mock-interviews)
 - Career Pathways

COMMUNICATIONS & SUPERINTENDENT'S OFFICE

SERVICES PROVIDED

- Website content management
 - Dissemination of information via social media and website
- Press releases, letters
 - All stakeholders (internal and external)
- Crisis communications
 - Oversight and implementation of MCESA emergency and crisis communication plans and efforts
 - Liaison between Midland County Emergency Manager and local school districts
 - Donovan Group Consortium for additional crisis communications support
- Crisis planning, consultation and assistance
- Information alerts
 - Regarding updates on closures, moves, etc.
- Board of Education
 - Preparation of all board meeting communication
 - Agendas, packet, notices
- Maintenance of board policies and procedures
- Record keeping
- Development of countywide common calendar
- Legislative liaison
- Host superintendents' roundtable
 - Monthly collaboration
 - Development of agendas
- Local law enforcement partnership
- Quarterly Better Together Magazine
- Cabinet meetings
 - Monthly collaboration
 - Development of agendas
- Charter school oversight
 - Windover High School, Academic & Career Education Academy
- Collaboration with local partner agencies on community-wide initiatives and efforts
 - United Way of Midland County
 - Midland Area Wellbeing Coalition
 - Arc of Midland
- District-wide posting of bids through use of SIGMA



EARLY CHILDHOOD & FAMILY SERVICES

LONGVIEW EARLY CHILDHOOD CENTER & PLAYGROUND

- Early childhood building
 - Infant care
 - Toddler care
 - 3 and 4-year-old preschool
 - Regional Preschool Partnership GSRP
 - Wrap-around care
 - Funding
 - Playground for all programs and children

BACKPACK BUDDIES FOR LONGVIEW

- Food program through Midland County Food Assistance Network
- Post Secondary students

EARLY CHILDHOOD REGISTERED APPRENTICE (GLB MIWORKS/ECIC)

- Recruitment and retention in child care classrooms
- One-to-one mentoring
- Incremental increase in wages
- National credential
- CDA

T.E.A.C.H. SCHOLARSHIP (MIAEYC)

- Recruitment and retention in child care classrooms
- Degrees
- Stipends

PARTNERSHIP WITH HEAD START AND KINDER KARE

- Inclusion
- GSRP

AFFILIATIONS WITH LOCAL COLLEGES/UNIVERSITIES

- Observations
- Practicums
- Student teaching

EARLY CHILDHOOD & FAMILY SERVICES

IMAGINATION LIBRARY

- Enrollment
- Data
- Funding

GREAT START COLLABORATIVE & FAMILY COALITION

- Coordinated system of community resources and collaboration
- Parent leadership & family engagement
- Outcomes
 - Children are born healthy
 - Children are healthy, thriving and developmentally on track birth to third grade
 - Children are developmentally ready to succeed in school
 - Children are prepared to succeed in fourth grade and beyond
- Professional Development
- Workgroups
- Kindergarten Transitions
- Preschool Scholarships
- Support Imagination Library & other literacy initiatives

GREAT START TO QUALITY CENTRAL RESOURCE CENTER

- Providers-Licensed Centers, Group & Family Homes, License Exempt
 - Coaching
 - Infant/Toddler Specialist
 - Quality process (QRIS)
 - Professional Development & conferences
 - Health & Safety Training & Visits
 - McKinney-Vento Training
 - Resources & Lending Library
 - Collaboration to help build capacity & sustainability
- Families
 - Resources and Lending Library
 - Finding quality care
 - Understanding quality care

FACILITIES (CUSTODIAL & MAINTENANCE)

SERVICES REQUIRED

- OSHA and MIOSHA compliance for custodial and maintenance operations.
- Asbestos Hazard Emergency Response Act (AHERA) inspections and compliance.
- ADA accessibility inspections and reporting.
- Fire and life safety inspections (alarms, extinguishers, egress).
- Lead and water quality testing as required by state law.
- Indoor air quality and environmental safety compliance.
- Hazardous materials handling and chemical safety compliance (Right-to-Know, SDS sheets).

SERVICES PROVIDED PER MCEA PLAN

- Cooperative purchasing of custodial and maintenance supplies.
- Preventive maintenance scheduling for facilities and equipment.
- Shared skilled trades labor pool (HVAC, electrical, plumbing, carpentry).
- Snow removal and seasonal grounds care coordination.
- Emergency response and facilities support (storm damage, utility outages, system failures).
- Collaboration with local DPWs, fire departments, and law enforcement for safety, event, and grounds support.
- Energy efficiency assessments and shared sustainability initiatives.

SERVICES PROVIDED UPON REQUEST

- Contracted custodial services (daily cleaning, deep cleaning, event support).
- Contracted maintenance services (skilled trades, repairs, inspections).
- Preventive maintenance program setup and scheduling.
- Cooperative purchasing of custodial and maintenance supplies.
- Snow removal and seasonal grounds care.
- Playground inspection and compliance support.
- Environmental health and safety inspections (lead, asbestos, water testing).
- Emergency preparedness and crisis response planning for facilities.

GREAT START READINESS PROGRAM

EARLY CHILDHOOD PROGRAMS SERVICES (CONSORTIUM WITH GRATIOT-ISABELLA RESD)

- Research-based curriculum approved by MiLEAP and implemented with fidelity. Classrooms throughout the three-county region utilize the following approved curricula
 - Creative Curriculum
 - HighScope
 - Montessori
 - Reggio-Emilia
- Ongoing child assessment in the content areas of social and emotional development, language, literacy, mathematics, physical development, science, and social studies.
- Classrooms aligned with the Early Childhood Standards of Quality for Birth to Kindergarten.
- Classrooms adhering to the Essential Instructional Practices in Early Literacy: Prekindergarten, Essential Instructional Practices in Early Mathematics: Prekindergarten to Grade 5, and the standards set by the National Center for Pyramid Model Innovations.
- Families are invited to participate in classroom activities and field trips, pending clearance and approval.
- Families are invited to participate in a county-wide advisory council.
- Families are invited to participate in local GSRP family participation groups.
- Team teaching models are implemented in each classroom.
- Teachers receive formal training and professional learning on the approved child assessment tool, ongoing child assessment, and curriculum.
- Home visits and family conferences
 - Two times/year
- Child progress reports are prepared and shared with families
- Classrooms maintain a 1:10 adult/child staffing ratio.
- Learning environments are supplied with plentiful open-ended materials that are age, developmentally, and culturally appropriate.
- Classroom activities involve a daily routine of uninterrupted child-led play, adult initiated activities, outdoor play, family-style meals and snacks, and rest time.



GREAT START READINESS PROGRAM

SERVICES PROVIDED AS FIDUCIARY OF THE GSRP GRANT FOR BOTH ISDS

- Master level early childhood specialists (ECS) assigned to each Strong Beginnings and GSRP classroom.
- ECS coaching in curriculum, ongoing child assessment, and developmental screening.
- Program evaluation (utilizing the CLASS assessment) for continuous improvement goals.
- Setting classroom and program goals utilizing data.
- Multi-tiered systems of support.
- Child studies for individual children.
- Inclusion support in conjunction with Early Childhood Special Education.
- Professional learning opportunities at the regional, local, and program level.
- Staff learning virtual hub for ongoing professional development.
- Coordinated recruitment and enrollment services.
- Program implementation support.
- Training and technical assistance.
- Fiscal oversight, financial auditing, and budget assistance.
- State reporting services, including but not limited to: the GSRP Funding Application, Acceptance of Funds, Program Implementation Plan, Final Expenditure Report, staff qualification information, program quality evaluation data, and child assessment data.
- Michigan Student Data System reporting.
- Compliance and monitoring required by the GSRP and Strong Beginnings Implementation Manuals.
- Marketing support.
- Local, state, and federal advocacy.

HUMAN RESOURCES

SERVICES PROVIDED

- SCECHs
 - ACEA, Bullock Creek, Coleman, MCESA, Meridian
 - Wellbeing skill building for educators
- Teachers Permits
 - ESA paraeducators who are eligible to substitute teacher, ACEA, ETC and Windover
- Recruiting
 - Special Education and others as needed
- Fingerprints
 - MCESA, ETH, ITH and subs who we apply for teacher permits for ACEA, ETC and Windover
- Prepare and maintain postings
- Setup interviews and make packets including questions
- Offer letters
- New hire orientations
 - All new hires and ETH new hires
- Benefits administration
- Annual open enrollment of benefits
- FMLA, LOAs
- Bi-weekly payroll processing
 - ETH approval, all ESA
- Workers comp reporting
 - ESA and inform ETH/ITH
- Workers comp annual audit
- Skyward training and employee questions
- REP (Register of Educational Personnel) twice/year
- Vector Training - annual employee compliance
- ORS - retirement bi-weekly submission and reconciliation
- ORS - retirement final salary affidavit
- Job fairs
- Service awards
 - ESA, ETH and ITH
- Problem solve, open door
- Coordinate performance evaluations
- Frontline training
- Communicate attendance concerns with supervisors
- Compliance officer
- HR and payroll Skyward module management
- 941 quarterly tax return
- Monthly and annual State of Michigan sales and withholding return
- W2 - annual issue of return
- Union meetings
- Annual calendars

SPECIAL EDUCATION

SERVICES PROVIDED

- Monitor for state performance indicators in each local district
- Participate in focus monitoring process and assist with corrective action plan
- Operate low incidence programs, carry out ISD plan which states what programs and services will be provided
- Provide a transition coordinator for ages 14 and older
- Provide a special education director
- Provide a planner/monitor
- Manage formal special education complaints and ensure due process
- Special education personnel approval request processing
- Maintenance of effort planning, monitoring and forecasting
- Ancillary staff to provide services in the LEAs (on contract)
- Extended school year services
- Community based instruction
- Augmentative and assistive technology consultation
- Countywide electronic IEP system
- Special education form development and updates
- Coordination with MRS to provide vocational evaluations
- Special education supervision/coordination
- Support with MDR process
- Provide support and training and behavior plans and functional behavior assessments
- Professional development
- Support in inclusionary practices
- Collect and enter Medicaid scripts
- Collect and log transportation for Medicaid
- Facilitate trainings for Medicaid
- Send updated lists to PCG and maintain EdPlan
- Setup new staff on EdPlan and manage password resets
- Manage and support IEP system including setup and user management
- Ensure integration between IEP system and Skyward
- Act as liaison between local districts and IEP system
- Direct data entry for public school academies
- Professional development tracking, submission of State Continuing Education Clock Hours (SCECHs)

TECHNOLOGY

SERVICES PROVIDED

- **Connectivity & Cybersecurity (in partnership with Saginaw ISD)**
 - Regional internet access and firewall management
 - Secure network engineering and support for district LAN/Wi-Fi environments
 - Cybersecurity services including endpoint protection, monitoring, and staff awareness training
 - Content filtering and student safety compliance (CIPA)
 - Off-site backup and disaster recovery coordination
- **Technical Support & Field Services**
 - Central help desk for technical support requests and issue tracking
 - Remote troubleshooting and escalation for advanced system issues
 - Scheduled on-site technician coverage for contracted districts
 - Device setup, imaging, and deployment
 - Vendor coordination for device warranty and repair services
 - Support for online testing readiness and equipment validation
- **Business & Financial Systems (in partnership with Saginaw ISD)**
 - Hosting and support for Skyward Finance and HR systems
 - User management, permissions, and role-based access
 - Coordination of updates, compliance patches, and integrations
 - Assistance with year-end processes and reporting
- **Student Information Systems (in partnership with Bay-Arenac ISD)**
 - Hosting and support for Skyward Student Information System
 - Data validation, collection setup, and reporting assistance
 - State reporting guidance and troubleshooting
 - Integration with local systems and platforms
- **Data & Reporting**
 - Data validation, audits, and state submission assistance
 - Coordination of student and staff data between SIS, HR, and financial systems
 - Data privacy, security, and retention policy guidance
 - Custom reporting and analytics for district leadership
 - Technical assistance for FOIA or legal data requests
- **Instructional Technology & Professional Learning**
 - Professional development on instructional technology, cybersecurity, and digital tools
 - Support for district Learning Management Systems (Google Classroom, Canvas, etc.)
 - Coaching and classroom integration assistance for technology-based instruction
 - Access to REMC resources for group purchasing, classroom materials, and professional learning
 - SCECH coordination for technology-related training

TECHNOLOGY

SERVICES PROVIDED

- **Specialized Student Systems**
 - Countywide electronic IEP system administration and technical support
 - Account setup, user permissions, and system maintenance
 - Integration between IEP system and district student information systems
 - Assistive and accessibility technology consultation in coordination with Special Education staff
- **Technology Planning, Procurement & Compliance**
 - District technology plan development and long-term replacement cycles
 - E-Rate support and documentation guidance
 - Consortium and statewide purchasing through REMC SAVE
 - Technology policy guidance for cybersecurity, privacy, and acceptable use
 - Assistance with grant alignment and project planning
- **Collaboration & Leadership**
 - Coordination with district technology leads for system updates, projects, and shared initiatives
 - Regular technology leadership meetings and collaborative planning sessions
 - Communication of state technology updates, security alerts, and funding opportunities