



Attention School Board Meeting  
Attendees,

Signs and display materials are no longer permitted inside the CVS boardroom/CVHS Auditorium during the meeting. We appreciate your cooperation in leaving signs at home or in your vehicle.

We appreciate your attendance tonight.

Thank you!

**CHIPPEWA VALLEY SCHOOLS**  
**19120 Cass Avenue**  
**Clinton Township, MI 48038**  
**586-723-2000**

Regular Meeting  
Chippewa Valley High School Auditorium

June 03, 2024  
6:30 p.m.

- A. Call to Order and Pledge of Allegiance
- B. Roll Call
- C. Approve the Agenda
- D. Presentations/Recognitions
  - High School Advisory Period
  - Science Olympiad Celebration
- E. 1. General Consent Agenda
  - a. Approve minutes of:
    - Regular Meeting Minutes held on May 20, 2024  
**(Minutes are posted on the district website @chippewavalleyschools.org)**
  - b. Approve Financial Reports
  - c. Approve Personnel Transactions
- F. Old Business
- G. New Business
  - 1. Approve Personnel Transaction – Promotion of An Administrator –  
Principal, Ottawa Elementary Mr. Roberts
  - 2. Approve Personnel Transaction – Promotion of An Administrator –  
Principal, Miami Elementary Mr. Roberts
  - 3. Approve Resolution to Approve Workers Compensation Excess Insurance  
Provider Mr. Sederlund
  - 4. Approve Purchase of ELA Materials Dr. Brosky
  - 5. Approve Purchase of Math Workbooks Dr. Brosky
  - 6. Approve Cooperative Purchase of Handwriting Materials Dr. Brosky
  - 7. Approve Purchase of IQWST Science Materials Dr. Brosky
  - 8. Approve Purchase of School AI Dr. Brosky
  - 9. Approve Purchase of Into Literature Materials Dr. Brosky
  - 10. Approve Revised/New Board Policies Mr. Roberts

**CHIPPEWA VALLEY SCHOOLS**  
19120 Cass Avenue  
Clinton Township, MI 48038  
586-723-2000

Regular Meeting  
Chippewa Valley High School Auditorium

June 03, 2024  
6:30 p.m.

***Continued...***

- H. Union Communications
- I. Curriculum Updates
- J. Administrative Reports
- K. From the Community
- L. Of and By Board Members
- M. Adjournment

Future Meetings

June 03, 2024  
June 03, 2024  
June 17, 2024

6:00 p.m.  
6:30 p.m.  
6:30 p.m.

Building & Site Sub-Committee Meeting @CVHS Auditorium  
Regular Meeting @ CVHS Auditorium  
Regular Meeting

A. Call to Order and Pledge of Allegiance

B. Roll Call

### C. Approve the Agenda

### D. Presentations/Recognition

- High School Advisory Period Presentation
- Science Olympiad Celebration

- E.
  1. General Consent Agenda
    - a. Approve minutes of:
      - Regular Meeting Minutes held on May 20, 2024.  
(Minutes are posted on the district website@ [chippewavalleyschools.org](http://chippewavalleyschools.org))
    - b. Approve Financial Reports
    - c. Approve Personnel Transactions

**CHIPPEWA VALLEY SCHOOLS  
BOARD OF EDUCATION – REGULAR MEETING  
Administration Building  
May 20, 2024**

President Pearl called the meeting to order at 6:34 p.m. and the Pledge of Allegiance was given.

Present: Members Aquino, Gura, King, Pearl, Sobah, Wade and Wojtowicz  
Absent: None  
Also, Present: Mr. Roberts, Mr. Sederlund, Dr. Brosky, Dr. Blanchard, Mr. Sibley,  
Ms. Licari, Dr. Langlands, Mr. John Kava, Ms. Blain, Ms. Monnier-White  
and Ms. Adlam

Roll Call taken.

**MOTION #05/13/24** – Moved by Member Sobah and supported by Member Gura to approve the agenda. **Yes all, motion carried.**

**Presentations/Recognitions**

Superintendent Roberts recognized the following:

- **LEGO Robotics** – Mr. Mike Malek (3<sup>rd</sup> Gr Teacher Mohawk/District LEGO Robotics Coach) and Ms. Stacy Sheridan (LEGO Robotics Coach) talked about the before and after school program to plan, build and navigate a LEGO Robot through various courses. They also discussed the benefits of the district's K-8 LEGO Robotics Program. Students were recognized.
- **Algonquin Heroic Students** – Clinton Township Detective John Cooke introduced and recognized three Algonquin students who found a man unresponsive on the ground, and did the right thing by calling 911 and by contacting the man's wife.
- **Student Culinary Excellence Award** – Marios Khammi received the 2024 Top Student Chef of Macomb County award. It was presented by his culinary teacher, Mr. Russ Zampich.

**MOTION #05/14/24** – Moved by Member Gura and supported by Member Wade to approve the General Consent Agenda to:

- Approve Regular Meeting Minutes held on May 06, 2024.
- Approve General Fund, Food Service, IAM, Childcare, Camps/Clinics Check Register in the amount of \$1,131,479.07.
- Approve Wire Transfers, ACH and Payments Report in the amount of \$8,479,768.34.
- Approve 2018 Building and Site Check Register in the amount of \$162,622.07.
- Approve Building Activity Check Register in the amount of \$110,053.92.
- Approve Personnel Transactions.

**Motion passes 6-1 with Member Wojtowicz voting against.**

**Old Business – None**

**MOTION #05/15/24** – Moved by Member Aquino and supported by Member King that the Chippewa Valley Schools Board of Education approve the 2018 Bond Issue Change Order Summary Report for the month of April 2024. **Yes all, motion carried.**

**MOTION #05/16/24** – Moved by Member Aquino and supported by Member Sobah that the Chippewa Valley Schools Board of Education approve a food service equipment contract award utilizing the Hospital Purchasing Services (HPS) cooperative program for all 9<sup>th</sup> grade centers, middle schools, and elementary schools districtwide in the amount of \$181,546.00. **Yes all, motion carried.**

**MOTION #05/17/24** – Moved by Member Sobah and supported by Member Gura that the Chippewa Valley Schools Board of Education approve Curriculum Associates for the Ellevation software for a 12-month contract of \$39,400.00 for software licensing, subscription, and training for English Learners (EL) and general teachers for the Grants Department.

**Motion passes 6-1 with Member Wojtowicz voting against.**



**MOTION #05/18/24** – Moved by Member Aquino and supported by Member Sobah that the Chippewa Valley Schools Board of Education approve BFW High School Publishers for the purchase of \$105,796.53 worth of AP Psychology and AP Environmental Science materials for both high schools for the Grants Department.

	<b>Dakota HS</b>	<b>Chippewa Valley HS</b>
AP Psychology	\$37,249.80	\$28,220.85
AP Environmental Science	\$28,876.89	\$11,448.99
	\$66,126.69	\$39,669.84
<b>TOTAL COST</b>		<b>\$105,796.53</b>

**Motion passes 6-1 with Member Wojtowicz voting against.**

**MOTION #05/19/24** – Moved by Member Aquino and supported by Member Gura that the Chippewa Valley Schools Board of Education approve a resolution proclaiming the week of May 20, through May 24, 2024, as Bus Drivers and Mechanics Week.



## CHIPPEWA VALLEY SCHOOLS RESOLUTION

**WHEREAS**, The Chippewa Valley Bus Drivers and Mechanics have dedicated themselves to the safe transportation of our children; and

**WHEREAS**, the Bus Drivers and Mechanics dedication to the safe transportation of our community's children is recognized by the Chippewa Valley Schools Board of Education; and

**WHEREAS**, the Chippewa Valley Bus Drivers and Mechanics, by virtue of their service and dedication, have earned and do merit the expressed gratitude of the people of the Chippewa Valley Schools community; and

**WHEREAS**, the residents of the Chippewa Valley Schools community recognize the significant contribution of the Chippewa Valley Bus Drivers and Mechanics to the well-being of our students; and

**WHEREAS**, it is appropriate to call on residents for their acknowledgement and support of the demanding job that Chippewa Valley Bus Drivers and Mechanics endure with a smile;

**THEREFORE, BE IT RESOLVED**, we, the Chippewa Valley Schools Board of Education, do hereby proclaim the week of May 20 through May 24 , 2024 as

### ***BUS DRIVERS AND MECHANICS WEEK AT CHIPPEWA VALLEY SCHOOLS***

and throughout the community; and

**FURTHERMORE**, do urge our fellow citizens to join with us in actively expressing appreciation to the Chippewa Valley Bus Drivers and Mechanics on these days.

**DONE**, this 20th day of May, in the year two thousand and twenty-four, in the community of Chippewa Valley School      **Yes all, motion carried.**

**MOTION #05/20/24** – Moved by Member Gura and supported by Member Wade that the following resolution be adopted by the Chippewa Valley Schools Board of Education to approve the General Fund and Food Service Fund budgets for the 2023/2024 fiscal year. Further request that the reading of the resolution be waived. **Yes all, motion carried.**

RESOLVED, that this resolution shall be the General Fund Appropriation Act of Chippewa Valley Schools for fiscal year 2023/2024 to provide for the expenditure of the appropriation; and to provide for the disposition of income received by Chippewa Valley Schools.

BE IT FURTHER RESOLVED that the total revenues and fund balance estimated to be available for appropriations in the General Fund of the Chippewa Valley Schools for the fiscal year 2023/2024, originally adopted on June 19, 2023, and amended on February 12, 2024, be amended as follows:

Revenue	
Local	\$21,060,450
State	173,437,364
Federal	8,472,242
Interdistrict	11,088,710
Transfers & Others	1,761,026
Total Revenue	\$215,819,792
Fund Balance July 1, 2023	\$36,810,366
Total Available to Appropriate	\$252,630,158

BE IT FURTHER RESOLVED, that \$213,365,751 of the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Instruction

Basic Programs	\$93,523,418
Added Needs	33,612,654
Adult and Continuing Education	150,159

Support Services

Pupil	20,797,754
Instructional Staff	9,183,344
General Administration	1,297,260
School Administration	12,169,675
Business	2,612,544
Operations & Maintenance	17,904,267
Transportation	7,042,557
Central	5,515,638
Other Support (Athletics, CTE)	2,611,576
Community Services	1,052,111
Outgoing Transfers & Other	5,892,794
Total Appropriated	\$213,365,751

Estimated Fund Balance June 30, 2024 \$39,264,407

BE IT FURTHER RESOLVED, that the revenue from the millage levy of 18.000 mills on non-homestead and non-qualified agricultural property be certified and be used towards the District's 2023/2024 operating expenditures. As provided by in the Act related to the Michigan Business Tax, Personal Industrial Property is exempt from the 18 mills and Personal Commercial Property is exempt from 12 of the 18 mills.

RESOLVED, that this resolution shall be the Food Service Appropriation Act of Chippewa Valley Schools for fiscal year 2023/2024 to provide for the expenditure of the appropriation; and to provide for the disposition of income received by Chippewa Valley Schools.

BE IT FURTHER RESOLVED that the total revenues and fund balance estimated to be available for appropriations in the Food Service Fund of the Chippewa Valley Schools for the fiscal year 2023/2024, originally adopted on June 19, 2023, and amended on February 12, 2024, be amended as follows:

Revenue

Local	\$704,150
State	3,412,399
Federal	5,067,845
Transfers & Other	0
Total Revenue	\$9,184,394

Fund Balance July 1, 2023

\$3,779,356

Total Available to Appropriate

\$12,963,750

BE IT FURTHER RESOLVED, that \$9,373,804 of the total available to appropriate in the Food Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Wages	\$2,461,748
Employee Benefits	1,224,353
Food Purchases	3,965,608
Other	597,095
Capital Outlay	725,000
Outgoing Transfers	400,000
Total Appropriated	\$9,373,804

Estimated Fund Balance June 30, 2024

\$3,589,946

BE IT FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent and his designee are hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amount appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that 8.64 mills be certified for levy on all property in the district for the purpose of retiring principal and interest on the voted debt of the district.

This appropriation act resolution is to take effect upon approval.”

**Motion passes 6-1 with Member Wojtowicz voting against.**

**Union Communications – None**

## **Curriculum Updates**

- Dr. Karen Langlands (Exec. Dir., Innovation & Learning) and Ms. Juliana Lewis (ELA Curricular Leader 6-12) presented 9<sup>th</sup> and 10<sup>th</sup> grade regular and advanced ELA materials for adoption. These materials will be brought to the Board of Education for adoption at a future meeting.

## **Administrative Reports** - None

Superintendent Ron Roberts read and discussed guidelines and protocols when addressing the Board of Education during *From the Community* portion of the agenda.

## **From the Community**

- Public Comments/audience participation

## **Of and By Board Members**

- Member Aquino:
  - Inquired as to how many parents have opted out of media center materials.
  - Requested follow-up to a speaker request regarding a transportation situation.
  - Dakota Dance Team winning nationals competition.
  - Statements of support for the district superintendent.
  - Attended the 2024 Make A Difference Award Ceremony at the MISD. Expressed pride in the district teacher receiving recognition.
- Member King:
  - Attended the Iroquois Student Council meeting last week and reported back on discussion.
  - Asked clarifying questions regarding a statement made at the last board meeting relating to marginalization of students.
- Member Wojtowicz:
  - Congratulations to all graduating seniors and 5<sup>th</sup> grade students moving onto middle school.
  - Wished everyone a good summer.

- Member Wade:
  - Had questions about the community member's comments about transportation issues.
  - Emphasized need for unity within the community. Lack of unity puts pressure on students.
  
- Member Gura:
  - Attended both Chippewa Valley and Dakota High school Choir performances. Thanked both Mr. Dargis (Choir Director, DHS) and Mr. Pecar (Choir Director, CVHS) for the outstanding job they do with these groups of talented students.

**MOTION #05/21/24** - Moved by Member Gura and supported by Member Wade that the meeting be adjourned into Executive Session (*8.a. – To Consider the dismissal, suspension, or discipling of, or to hear complaints or charges brought against or to consider a periodic personnel evaluation....*).

**A roll call vote was taken. Member Gura, yes; Member Wojtowicz, yes; Member Sobah, yes; Member Wade, yes; Member King, yes; Member Aquino, yes and Member Pearl, yes.**

**Yes all, motion carried.**

Meeting adjourned into Executive Session at 9:10 p.m.

Meeting reconvened into Open Session at 10:10 p.m.

**MOTION #05/22/24** - Moved by Member Gura and supported by Member Wade to adjourn the meeting. **Yes all, motion carried.**

The meeting was adjourned at 9:11 p.m.

Respectfully submitted,

Shannon King, Secretary  
Board of Education

MEMORANDUM

E.1.b FINANCIAL REPORTS for period ending 06/30/2024

Mr. Sederlund

CHECK REGISTERS

Mr. Sederlund

1. GENERAL FUND, FOOD SERVICE, IAM, CHILDCARE, CAMPS/CLINICS  
(includes payroll)

Mr. Sederlund

Checks dated 05/21/2024	<u>1,776,894.07</u>
Checks dated 05/28/2024	<u>1,035,133.46</u>
	<u>\$ 2,812,027.53</u>

2. 2018 BUILDING & SITE

Mr. Sederlund

Checks dated 5/28/2024	<u>3,660.00</u>
	<u>\$ 3,660.00</u>

3. BUILDING ACTIVITY

Mr. Sederlund

Checks dated 05/22/2024	<u>60,737.83</u>
Checks dated 05/29/2024	<u>166,393.18</u>
	<u>\$ 227,131.01</u>



REGULAR MEETING  
6:30 PM

June 3, 2024  
Adam Blanchard

E.1.c. PERSONNEL TRANSACTIONS

<b><u>NEW HIRES</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE</u></b>
Darryl McGhee	Custodian-Ojibwa	5/28/24

  

<b><u>RESIGNATIONS</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE</u></b>
Kristy Hawkins	Lunchmonitor-Ojibwa	5/21/24
Jennifer Lewis	Preschool Aide-Little Turtle	6/11/24
Kellyn Schwehofer	Reading Interventionist	8/16/24

  

<b><u>TERMINATION</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE</u></b>
Nicole Lee	Custodian-Ojibwa	5/21/24

  

<b><u>RETIREMENTS</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE</u></b>
Roberta Giles	Food Service Helper	6/4/24
Jennifer Curtiss-Mackay	Teacher Consultant	6/30/24
Patrice Husken	Central Kitchen Assistant	7/1/24
Roseanne Moog	Curriculum Paraeducator	8/16/24

## RESOLUTION

**WHEREAS:** **Roberta Giles** has served the Chippewa Valley School District faithfully and diligently for a period of 8 years as a Food Service Helper.

**WHEREAS:** **Roberta Giles** through her leadership, has had a positive impact on the staff, students and the community.

**WHEREAS:** **Roberta Giles**, a conscientious, loyal, hardworking employee has elected to retire; and

**WHEREAS:** **Roberta Giles** will be missed by all her school colleagues,

**NOW, THEREFORE,**

**BE IT RESOLVED:**

that the Board of Education of the Chippewa Valley School District not only on their behalf, but also that of the Superintendent of Schools and the Administration, extend their thanks and appreciation for a job well done as well as best wishes for the future.

**BE IT FURTHER**

**RESOLVED:**

that this resolution, having been adopted by the Board of Education of the Chippewa Valley School District on the **3rd day of June 2024** be made a permanent part of the records of this School District and a copy sent to **Roberta Giles** as an expression of our appreciation.

## RESOLUTION

**WHEREAS:** **Jennifer Curtiss-Mackay** has served the Chippewa Valley School District faithfully and diligently for a period of 25 years as a Teacher/Teacher Consultant.

**WHEREAS:** **Jennifer Curtiss-Mackay** through her leadership, has had a positive impact on the staff, students and the community.

**WHEREAS:** **Jennifer Curtiss-Mackay**, a conscientious, loyal, hardworking employee has elected to retire; and

**WHEREAS:** **Jennifer Curtiss-Mackay** will be missed by all her school colleagues,

**NOW, THEREFORE,  
BE IT RESOLVED:**

that the Board of Education of the Chippewa Valley School District not only on their behalf, but also that of the Superintendent of Schools and the Administration, extend their thanks and appreciation for a job well done as well as best wishes for the future.

**BE IT FURTHER  
RESOLVED:**

that this resolution, having been adopted by the Board of Education of the Chippewa Valley School District on the **3rd day of June 2024** be made a permanent part of the records of this School District and a copy sent to **Jennifer Curtiss-Mackay** as an expression of our appreciation.

## RESOLUTION

**WHEREAS:** **Patrice Husken** has served the Chippewa Valley School District faithfully and diligently for a period of 26 years as a Food Service Helper.

**WHEREAS:** **Patrice Husken** through her leadership, has had a positive impact on the staff, students and the community.

**WHEREAS:** **Patrice Husken**, a conscientious, loyal, hardworking employee has elected to retire; and

**WHEREAS:** **Patrice Husken** will be missed by all her school colleagues,

**NOW, THEREFORE,**

**BE IT RESOLVED:**

that the Board of Education of the Chippewa Valley School District not only on their behalf, but also that of the Superintendent of Schools and the Administration, extend their thanks and appreciation for a job well done as well as best wishes for the future.

**BE IT FURTHER**

**RESOLVED:**

that this resolution, having been adopted by the Board of Education of the Chippewa Valley School District on the **3rd day of June 2024** be made a permanent part of the records of this School District and a copy sent to **Patrice Husken** as an expression of our appreciation.

## RESOLUTION

**WHEREAS:** **Roseanne Moog** has served the Chippewa Valley School District faithfully and diligently for a period of 19 years as a Parapro.

**WHEREAS:** **Roseanne Moog** through her leadership, has had a positive impact on the staff, students and the community.

**WHEREAS:** **Roseanne Moog**, a conscientious, loyal, hardworking employee has elected to retire; and

**WHEREAS:** **Roseanne Moog** will be missed by all her school colleagues,

**NOW, THEREFORE,  
BE IT RESOLVED:**

that the Board of Education of the Chippewa Valley School District not only on their behalf, but also that of the Superintendent of Schools and the Administration, extend their thanks and appreciation for a job well done as well as best wishes for the future.

**BE IT FURTHER  
RESOLVED:**

that this resolution, having been adopted by the Board of Education of the Chippewa Valley School District on the **3rd day of June 2024** be made a permanent part of the records of this School District and a copy sent to **Roseanne Moog** as an expression of our appreciation.

F. Old Business

G. New Business

- |   |               |
|---|---------------|
| 1. Approve Personnel Transaction – Promotion of An Administrator – Principal, Ottawa Elementary | Mr. Roberts   |
| 2. Approve Personnel Transaction – Promotion of An Administrator – Principal, Miami Elementary  | Mr. Roberts   |
| 3. Approve Resolution to Approve Workers Compensation Excess Insurance Provider                 | Mr. Sederlund |
| 4. Approve Purchase of ELA Materials  | Dr. Brosky    |
| 5. Approve Purchase of Math Workbooks   | Dr. Brosky    |
| 6. Approve Cooperative Purchase of Handwriting Materials  | Dr. Brosky    |
| 7. Approve Purchase of IQWST Science Materials  | Dr. Brosky    |
| 8. Approve Purchase of School AI  | Dr. Brosky    |
| 9. Approve Purchase of Into Literature Materials  | Dr. Brosky    |
| 10. Approve Revised/New Board Policies  | Mr. Roberts   |

REGULAR MEETING

June 03, 2024  
6:30 p.m.

**MEMORANDUM**

**G.1 Approve Personnel Transaction-Promotion of An Administrator-Principal of Ottawa Elementary**

**Mr. Roberts**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the promotion of Mr. Michael Johnson to the position of Principal, Ottawa Elementary. Mr. Johnson’s effective start date is August 12, 2024.”

RATIONALE: Mr. Johnson is being promoted to fill a vacancy due to a retirement and he meets all the qualifications listed on the posting.

REGULAR MEETING

June 03, 2024  
6:30 p.m.

**MEMORANDUM**

**G.2 Approve Personnel Transaction-Promotion of An Administrator-Principal of Miami Elementary**

**Mr. Roberts**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the promotion of Dr. Katie Shellabarger to the position of Principal, Miami Elementary. Dr. Shellabarger’s effective start date is August 12, 2024.”

RATIONALE: Dr. Shellabarger is being promoted to fill a vacancy due to a retirement and she meets all the qualifications listed on the posting.



**MEMORANDUM**

**G.3 Approve Resolution to Approve Workers Compensation Excess Insurance Provider Mr. Sederlund**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve Bridge Excess Solutions to provide excess insurance coverage for the 2024/25 and 2025/26 school years and The ASU Group to provide TPA services for the 2024/25 and 2025/26 school years on the Chippewa Valley Schools self-insured workers compensation program and that the Assistant Superintendent for Business and Operations be authorized to execute documents.”

RATIONALE: The current two-year agreement with Bridge Excess Solutions to provide excess insurance coverage ends on June 30, 2024. The current agreement with ASU to provide TPA services on our self-insured worker compensation program also ends on June 30, 2024. For the 2024/25 and 2025/26 school years, a two-year excess insurance quote was received from Bridge Excess Solutions and a two year quote for TPA services from The ASU Group with favorable financial options. A summary is attached.

**Chippewa Valley Schools  
Workers Compensation Analysis**

	2014-15 & 2015-16	2016-17 & 2017-18	2018-19 & 2019-20	2020-21 & 2021-22	2022-23 & 2023-24	2024-25 & 2025-26
	Two Year Self-Insured York(Citizens)	Two Year Self-Insured York(Citizens)	Two Year Self-Insured ASU (Bridge)	Two Year Self-Insured ASU (Bridge)	Two Year Self-Insured ASU (Bridge)	Two Year Self-Insured ASU (Bridge)
Annual Payroll	\$ 85,177,683	\$ 86,540,526	\$ 90,043,429	\$ 93,166,097	\$ 97,773,706	\$ 113,646,100
Self-Insured Specific Retention	\$ 400,000	\$ 400,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Annual Service Fee *	\$ 27,568	\$ 28,650	\$ 19,995	\$ 19,775	\$ 20,995	\$ 22,995
Annual Excess Premium	\$ 44,078	\$ 47,121	\$ 47,415	\$ 42,988	\$ 45,334	\$ 48,712
Annual Fixed Cost	\$ 71,646	\$ 75,771	\$ 67,410	\$ 62,763	\$ 66,329	\$ 71,707
Service Fees / \$100 Payroll	0.0324	0.0331	0.0222	0.0212	0.0215	0.0202
Excess Premium / \$100 Payroll	0.0517	0.0544	0.0527	0.0461	0.0464	0.0429

The ASU Group provided the excess insurance quote for both 1 and 2 year durations and \$300,000 and \$400,000 SIR from Bridge and only \$400,000 SIR from Midwest. Bridge's quote for excess coverage for \$300,000 and \$400,000 SIR for a 1 year annual premium was \$49,708 and \$44,379 and \$48,712 and \$43,491 for a 2 year rate. Midwest Employers quote for excess coverage have a minimum annual premium at a \$400,000 SIR of \$54,891 for a 1 year rate and \$54,891 for a 2 year rate. Safety National declined to quote.

\* ASU service fee guarantee is a 2 year contract which begins in 2024/25 with optional 3rd and 4th year at \$22,995 per year.

REGULAR MEETING

June 03, 2024  
6:30 p.m.

**MEMORANDUM**

**G.4 Approve Purchase of ELA Materials**

**Dr. Brosky**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve Ancora Publishing for the purchase of \$44,418.38 worth of middle school language arts materials for the Educational Services and Grant Departments.”

RATIONALE: Ancora Publishing is the sole publisher and provider for The Third Quest materials, which has been verified. This purchase is a comprehensive vs. targeted intervention for struggling readers and will include both student and teacher bundles.

The proposal was reviewed and approved by the Educational Services, Grants, and Purchasing Departments. Funding will come from the Student Intervention Fund for this purchase.



Quote for Materials

DATE: 5/13/2024
TO: Chippewa Valley Schools
Stephanie Williard

# of pages: 1

Email: swilliard@cvs.k12.mi.us

Phone: (586) 723-2146

FROM: Jackie Hefner, Ancora Publishing (formerly Pacific Northwest Publishing) 21 W. 6th Ave, Eugene, OR 97401
866.542.1490 orders@ancorapublishing.com FAX 541.345.1507 www.ancorapublishing.com

Good day,

Thank you for requesting a quote from Ancora Publishing for the materials listed below.

Table with 5 columns: Item #, Item, Req. Price, Qty, Unit Price, TOTAL. Includes items 089-4 and 090-0, subtotal, shipping & handling, and total amount of \$23,232.38.

Price quoted good for 60 days from date listed above.

We've quoted your order with standard UPS shipping to one location and most orders will be delivered within 7-10 days from the date the order is received.

Your purchase order or check for materials should be made out to Ancora Publishing.

Purchase orders can be emailed to orders@ancorapublishing.com or faxed to 541-345-1507.

We look forward to serving you. Please do not hesitate to contact me via phone or e-mail if you have additional questions or if we can be of further assistance.

Thanks in advance,

Handwritten signature of Jackie Hefner

Jackie Hefner
Customer Service
orders@ancorapublishing.com



Quote for Materials

DATE: 5/13/2024
TO: Chippewa Valley Schools
Juliana Lewis
# of pages: 1
Email: jlewis02@cvs.k12.mi.us Phone: (586) 723-2146
FROM: Jackie Hefner, Ancora Publishing (formerly Pacific Northwest Publishing) 21 W. 6th Ave, Eugene, OR 97401
866.542.1490 orders@ancorapublishing.com FAX 541.345.1507 www.ancorapublishing.com

Good day,
Thank you for requesting a quote from Ancora Publishing for the materials listed below.

Table with 5 columns: Item #, Item, Reg. Price, Qty, Unit Price, TOTAL. Includes items like Third Quest Teacher Set and Student Set, with a subtotal and shipping & handling charges.

Price quoted good for 60 days from date listed above.

We've quoted your order with standard UPS shipping to one location and most orders will be delivered within 7-10 days from the date the order is received.

Your purchase order or check for materials should be made out to Ancora Publishing.

Purchase orders can be or emailed to orders@ancorapublishing.com or faxed to 541-345-1507.

We look forward to serving you. Please do not hesitate to contact me via phone or e-mail if you have additional questions or if we can be of further assistance.

Thanks in advance,

Handwritten signature of Jackie Hefner
Jackie Hefner
Customer Service
orders@ancorapublishing.com

April 11, 2024

To whom it may concern:

This letter confirms that Ancora Publishing is the sole source for the acquisition of the following items from The Third Quest Series.

- *The Third Quest, Reading Intervention (including The Third Quest Teacher's Materials, Student Materials, and Logbook Refills).*
- *The Third Quest Parallel Universe (including the Coach's Guide and Student Logbooks).*

There are no other agents or dealers authorized to sell or distribute these products. Ancora Publishing is the only provider of unbundled products.

If you desire further information, please feel free to call or write at the above address. Thank you for your interest in these products.

Sincerely,



Matt Sprick

Chief Executive Officer

**MEMORANDUM**

**G.5 Approve Purchase of Math Workbooks**

**Dr. Brosky**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve The Math Learning Center for the purchase of \$61,959.60 worth of elementary level math workbooks for the Educational Services Department.”

RATIONALE: The Math Learning Center is the sole publisher and provider for the Number Corner books, which has been verified. These workbooks are a skill-building program revolving around the classroom calendar. The district has already implemented Number Corner 2<sup>nd</sup> and this purchase will include any new and revised materials, such as teacher guides, components, and manipulatives at a discounted price.

The proposal was reviewed and approved by the Educational Services and Purchasing Departments. Funding will come from the 2024-2025 General Fund budget.



## Sales Order Quote

<b>Quote Number</b>	<b>Q-22839</b>	<b>Quote Date</b>	<b>2/5/2024</b>
<b>Customer Name</b>	<i>Chippewa Valley Schools</i>	<b>Expiration Date</b>	<b>8/3/2024</b>
<b>Customer Number</b>	<b>0016187</b>		

<b>Bill To Name</b>	<i>Chippewa Valley Schools</i>	<b>Ship To Name</b>	<i>Chippewa Valley Schools</i>
<b>Bill To</b>	<i>19120 Cass Ave</i>	<b>Ship To</b>	<i>19120 Cass Ave</i>
	<i>Clinton Township</i>		<i>Clinton Township</i>
	<i>MI</i>		<i>MI</i>
	<i>48038-2301</i>		<i>48038-2301</i>
	<i>US</i>		<i>US</i>

**Notes**

*The transition kits are specifically designed for schools and districts that already have Number Corner 2nd. The transition kits include any of the new or revised materials needed for 3rd edition such as teacher guides, new or revised components, and any new or revised manipulatives. These are offered at a discount, but do require the use of 2nd edition materials that are already on site.*

*Please Note: When choosing to adopt Number Corner 3rd edition and continue using Bridges in Mathematics 2nd edition, teachers will be navigating two different Bridges Educator Sites for materials. Additionally, some of shifts in language and images are different enough to cause confusion.*

Product Code	Product	Quantity	Sales Price	Discount	Total Price
3NC0-TR	Number Corner Kindergarten Transition Kit 3rd Edition	37	\$200.00		\$7,400.00
3NC1-TR	Number Corner First Grade Transition Kit 3rd Edition	38	\$200.00		\$7,600.00
3NC2-TR	Number Corner Second Grade Transition Kit 3rd Edition	39	\$200.00		\$7,800.00
3NC3-TR	Number Corner Third Grade Transition Kit 3rd Edition	37	\$200.00		\$7,400.00
3NC4-TR	Number Corner Fourth Grade Transition Kit 3rd Edition	37	\$200.00		\$7,400.00
3NC5-TR	Number Corner Fifth Grade Transition Kit 3rd Edition	37	\$200.00		\$7,400.00
<b>Group1 Subtotal:</b>					<b>\$45,000.00</b>





Product Code	Product	Quantity	Sales Price	Discount	Total Price
3NC0SB5	Number Corner 3rd Edition Grade K Student Book (5 Pack)	193	\$20.00	50%	\$1,930.00
3NC1SB5	Number Corner 3rd Edition Grade 1 Student Book (5 Pack)	202	\$20.00	50%	\$2,020.00
3NC2SB5	Number Corner 3rd Edition Grade 2 Student Book (5 Pack)	220	\$20.00	50%	\$2,200.00
3NC3SB5	Number Corner 3rd Edition Grade 3 Student Book (5 Pack)	202	\$20.00	50%	\$2,020.00
3NC4SB5	Number Corner 3rd Edition Grade 4 Student Book (5 Pack)	212	\$20.00	50%	\$2,120.00
3NC5SB5	Number Corner 3rd Edition Grade 5 Student Book (5 Pack)	208	\$20.00	50%	\$2,080.00
<b>Group2 Subtotal:</b>					<b>\$12,370.00</b>

### Shipping & Taxes

<b>Total Amount</b>	<b>\$57,370.00</b>
<b>Shipping Fee</b>	<b>\$4,589.60</b>
<b>Taxes</b>	<b>\$0.00</b>
<b>NET TOTAL</b>	<b>\$61,959.60</b>

As of January 30, 2023, our shipping/handling fees have changed.

- A standard shipping/handling fee of 11% is applied to the order total.
- The shipping and handling fee is reduced to 8% for purchase orders paid by check or ACH.
- All orders are subject to a minimum \$10 fee.

**Please note: above quote does not reflect taxes that may be incurred on freight. This will be included in your final invoices.**



**Student Books**

Student books are a critical and required curriculum component. Student books may be purchased as consumable books, or individual pages may be downloaded via the PDF files on the Bridges Educator Site at no cost. Districts in the first year of adoption who choose to purchase pre-printed student books may be eligible for a 50% discount, up to 30 books per classroom. Student books purchased in subsequent years will be available at full price. Student books are sold in packages of five copies.



May 24, 2024

This letter is to confirm that the items on the attached list are sole source products containing copyrighted content from The Math Learning Center. These products are distributed exclusively by The Math Learning Center and there are no authorized agents or dealers.

If you require additional information, please contact us at 800-575-8130 or visit our website at [www.mathlearningcenter.org](http://www.mathlearningcenter.org).

Sincerely,

The Customer Experience Team

Post Office Box 12929  
Salem, Oregon 97309

TEL: 800-575-8130, 503-370-8130

FAX: 503-961-0132

[www.mathlearningcenter.org](http://www.mathlearningcenter.org)



The Math Learning Center is the sole source and publisher of the following materials:

**Bridges in Mathematics® and Number Corner® Second Edition**

2B0	Bridges Grade K Package
2B0SB5	Bridges Grade K Student Book 5/pkg
2B0HC5	Bridges Grade K Home Connections Book 5/pkg
2NC0	Number Corner Grade K Package
2NC0SB5	Number Corner Grade K Student Book 5/pkg
2B1	Bridges Grade 1 Package
2B1SB5	Bridges Grade 1 Student Book 5/pkg
2B1HC5	Bridges Grade 1 Home Connections Book 5/pkg
2NC1	Number Corner Grade 1 Package
2NC1SB5	Number Corner Grade 1 Student Book 5/pkg
2B2	Bridges Grade 2 Package
2B2SB5	Bridges Grade 2 Student Book 5/pkg
2B2HC5	Bridges Grade 2 Home Connections Book 5/pkg
2NC2	Number Corner Grade 2 Package
2NC2SB5	Number Corner Grade 2 Student Book 5/pkg
2B3	Bridges Grade 3 Package
2B3SB5	Bridges Grade 3 Student Book 5/pkg
2B3HC5	Bridges Grade 3 Home Connections Book 5/pkg
2NC3	Number Corner Grade 3 Package
2NC3SB5	Number Corner Grade 3 Student Book 5/pkg
2B4	Bridges Grade 4 Package
2B4SB5	Bridges Grade 4 Student Book 5/pkg
2B4HC5	Bridges Grade 4 Home Connections Book 5/pkg
2NC4	Number Corner Grade 4 Package
2NC4SB5	Number Corner Grade 4 Student Book 5/pkg
2B5	Bridges Grade 5 Package
2B5SB5	Bridges Grade 5 Student Book 5/pkg
2B5HC5	Bridges Grade 5 Home Connections Book 5/pkg
2NC5	Number Corner Grade 5 Package
2NC5SB5	Number Corner Grade 5 Student Book 5/pkg

Post Office Box 12929  
Salem, Oregon 97309

TEL: 800-575-8130, 503-370-8130  
FAX: 503-961-0132

[www.mathlearningcenter.org](http://www.mathlearningcenter.org)



The Math Learning Center is the sole source and publisher of the following materials:

**Bridges in Mathematics® and Number Corner® Third Edition**

3B0	Bridges Grade K Package
3B0SB5	Bridges Grade K Student Book 5/pkg
3B0HC5	Bridges Grade K Home Connections Book 5/pkg
3NC0	Number Corner Grade K Package
3NC0SB5	Number Corner Grade K Student Book 5/pkg
3B1	Bridges Grade 1 Package
3B1SB5	Bridges Grade 1 Student Book 5/pkg
3B1HC5	Bridges Grade 1 Home Connections Book 5/pkg
3NC1	Number Corner Grade 1 Package
3NC1SB5	Number Corner Grade 1 Student Book 5/pkg
3B2	Bridges Grade 2 Package
3B2SB5	Bridges Grade 2 Student Book 5/pkg
3B2HC5	Bridges Grade 2 Home Connections Book 5/pkg
3NC2	Number Corner Grade 2 Package
3NC2SB5	Number Corner Grade 2 Student Book 5/pkg
3B3	Bridges Grade 3 Package
3B3SB5	Bridges Grade 3 Student Book 5/pkg
3B3HC5	Bridges Grade 3 Home Connections Book 5/pkg
3NC3	Number Corner Grade 3 Package
3NC3SB5	Number Corner Grade 3 Student Book 5/pkg
3B4	Bridges Grade 4 Package
3B4SB5	Bridges Grade 4 Student Book 5/pkg
3B4HC5	Bridges Grade 4 Home Connections Book 5/pkg
3NC4	Number Corner Grade 4 Package
3NC4SB5	Number Corner Grade 4 Student Book 5/pkg
3B5	Bridges Grade 5 Package
3B5SB5	Bridges Grade 5 Student Book 5/pkg
3B5HC5	Bridges Grade 5 Home Connections Book 5/pkg
3NC5	Number Corner Grade 5 Package
3NC5SB5	Number Corner Grade 5 Student Book 5/pkg

Post Office Box 12929  
Salem, Oregon 97309

TEL: 800-575-8130, 503-370-8130

FAX: 503-961-0132

[www.mathlearningcenter.org](http://www.mathlearningcenter.org)



The Math Learning Center is the sole source and publisher of the following materials:

### **Bridges Intervention**

2BINTS1	Bridges Intervention Set 1
3BINTS1	Bridges Intervention Revised Set 1
3BINTS1TG	Bridges Intervention Revised Set 1, Teachers Guides
2BINTS1-1COMP	Bridges Intervention Set 1, Volume 1 Components
2BINTS1-2COMP	Bridges Intervention Set 1, Volume 2 Components
2BINTS1-3COMP	Bridges Intervention Set 1, Volume 3 Components
2BINTS1-4COMP	Bridges Intervention Set 1, Volume 4 Components
2BINTS2	Bridges Intervention Set 2
3BINTS2	Bridges Intervention Revised Set 2
3BINTS2TG	Bridges Intervention Revised Set 2, Teachers Guides
2BINTS2-5COMP	Bridges Intervention Set 2, Volume 5 Components
2BINTS2-6COMP	Bridges Intervention Set 2, Volume 6 Components
2BINTS2-7COMP	Bridges Intervention Set 2, Volume 7 Components
2BINTS2-8COMP	Bridges Intervention Set 2, Volume 8 Components
2BINTS2-9COMP	Bridges Intervention Set 2, Volume 9 Components

Post Office Box 12929  
Salem, Oregon 97309

TEL: 800-575-8130, 503-370-8130

FAX: 503-961-0132

[www.mathlearningcenter.org](http://www.mathlearningcenter.org)

**MEMORANDUM**

**G.6 Approve Cooperative Purchase of Handwriting Materials Dr. Brosky**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve Learning Without Tears for the purchase of \$55,752.91 worth of handwriting skills materials for the lower elementary levels for the Educational Services Department.”

RATIONALE: Aggressive pricing was obtained through the BuyBoard cooperative purchasing contract #653-21. The purchase will provide print and digital handwriting solutions to teach students to write letters.

The proposal was reviewed and approved by the Educational Services and Purchasing Departments. Funding will come from the 2024-2025 General Fund budget.

# LEARNING Without Tears®

**Prepared For**  
Chippewa Valley Schools

**Quote Number:** Q-67800  
**Quote Date:** 3/15/2024  
**Valid Through:** 7/31/2024

**Ship To**  
Shipping Name: Chippewa Valley Schools  
Shipping Address: 19120 Cass Ave  
Clinton Township, Michigan 48038-2301  
United States

**Bill To**  
Billing Name: Chippewa Valley Schools  
Billing Address: 19120 Cass Ave  
(if different) Clinton Township, Michigan 48038  
United States

**Primary Contact**  
Name: Gabriela Castillo  
Title: K-5 ELA Curricular Leader  
Phone: (586)723-2020  
Email: gcastillo@cvs.k12.mi.us

**Digital Products Administrator**  
Name: Sarah Monnier-White  
Title: Executive Director of Technology  
Phone: (586) 723-2002  
Email: swhite01@cvs.k12.mi.us

**Sales Contact**  
Name: Emily Cooney  
Phone: (561) 310-7139  
Email: emily.cooney@lwtears.com

PO Number:

**Special Instructions**

Ordering Options:

- Order online at [LWTears.com](http://www.LWTears.com)
- Please submit your authorized Purchase Order with this Quote via online upload, email or mail:  
Online Upload: <http://www.LWTears.com/support/submit-purchase-order>  
eMail: <mailto:emailorders@LWTears.com>  
Mail: Learning Without Tears  
806 W. Diamond Ave. Suite 230  
Gaithersburg, MD 20878
- To pay by credit card, please call Customer Care at 888.983.8409 and press extension 1. If possible, please have your quote number handy as a reference.  
Thank you for choosing Learning Without Tears to support you!

**For Keyboarding Without Tears Purchases Only:**  
*The Keyboarding Without Tears Integration Fee is an annual charge incurred to facilitate the seamless integration of Keyboarding Without Tears into your particular instructional setting. Our Learning Without Tears Implementation Team will work with you to complete your Keyboarding Without Tears integration. The Integration Fee is structured as a flat fee based on the number of keyboarding licenses you purchased.*



# LEARNING Without Tears®

## Kindergarten

Product Code	ISBN	Description	Grades	List Price	Your Price	Quantity	Total
LND-25	9798885664929	Letters and Numbers For Me 2025 Student Edition + Student and Teacher Digital	K	13.50	11.25	1,050	11,812.50
TGLN-25	9798885664516	Letters and Numbers for Me 2025 Edition Teacher's Guide	K	49.95	0.00	40	0.00

## 1st Grade

Product Code	ISBN	Description	Grades	List Price	Your Price	Quantity	Total
MPBD-25	9798885664936	My Printing Book 2025 Student Edition + Student and Teacher Digital	1st	13.50	11.25	1,125	12,656.25
TGMPB-25	9798885664523	My Printing Book 2025 Edition Teacher's Guide	1st	49.95	0.00	40	0.00

## 2nd Grade

Product Code	ISBN	Description	Grades	List Price	Your Price	Quantity	Total
PPD-25	9798885664943	Printing Power 2025 Student Edition + Student and Teacher Digital	2nd	13.50	11.25	1,155	12,993.75
TGPP-25	9798885664530	Printing Power 2025 Edition Teacher's Guide	2nd	49.95	0.00	40	0.00

## 3rd Grade

Product Code	ISBN	Description	Grades	List Price	Your Price	Quantity	Total
CHD-25	9798885664967	Cursive Handwriting 2025 Student Edition + Student and Teacher Digital	3rd	13.50	11.25	1,125	12,656.25
TGCH-25	9798885664554	Cursive Handwriting 2025 Edition Teacher's Guide	3rd	49.95	0.00	40	0.00

## Classroom Resources

Product Code	ISBN	Description	Grades	List Price	Your Price	Quantity	Total
CDC	9781891627156	Cursive Display Cards	3rd, 4th, & 5th	10.95	10.95	5	54.75
CPWC	9781934825112	Color Print & Number Wall Cards	K thru 2nd	24.95	24.95	20	499.00
COLNP	9781934825440	Color Name Plates	K thru 2nd	11.95	11.95	1	11.95

The Ship To address listed on this quote is where your materials will be delivered. If there are any adjustments to the shipping address after the order is placed, additional charges may apply.

Q-67800 | [LWTears.com](http://LWTears.com) | 888.983.8409

# LEARNING Without Tears®

<b>Subtotal Before Discount</b>	68,700.20
<b>Total Savings</b>	18,015.75
<b>Subtotal</b>	50,684.45
<b>Estimated Shipping and Handling</b> Within US:10% of subtotal (\$6.50 minimum); AK, HI, APO/FPO:15% of subtotal (\$7.50 minimum); Outside US: 15% of subtotal (\$20.00 minimum)	5,068.46
<b>Estimated Sales Tax (if not tax exempt)</b> For all states excluding AK, DE, MT, NH and OR, please add appropriate state and local tax based on delivery address. If you are a tax-exempt entity, please send your tax-exempt certificate with your order.	
<b>TOTAL</b>	55,752.91

The Ship To address listed on this quote is where your materials will be delivered. If there are any adjustments to the shipping address after the order is placed, additional charges may apply.

**MEMORANDUM**

**G.7 Approve Purchase of IQWST Science Materials**

**Dr. Brosky**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the sole source provider, Activate Learning, for IQWST middle school science curriculum materials for a total cost of \$75,522.72 for the Educational Services Department.”

RATIONALE: Activate Learning is the sole provider for IQWST science materials and has been previously approved and purchased by the district. IQWST implements a “learning-by-doing” approach that engages students as active learners and makes science come alive. This purchase includes student kits and bundles and student and teacher digital licenses for a one-year subscription.

The proposal was reviewed and approved by the Educational Services, Grants, and Purchasing Departments. Funding will come from the 2024-2025 General Fund budget.



**MEMORANDUM**

**G.8 Approve Purchase of School AI**

**Dr. Brosky**

**RECOMMENDED MOTION:** “ That the Chippewa Valley Schools Board of Education approve School AI for an AI platform for the secondary levels in the amount of \$ 34,760.75 for the Educational Services Department.”

**RATIONALE:** School AI is a sole provider for an all-in-one AI platform designed for K12 students with built-in monitoring and controls for teachers, which has been verified. The secondary schools have already been using the free version of School AI and this license is being purchased to accommodate the number of students they see daily. The one-year license will include unlimited access, onboarding and training, generative chat, and teacher-managed AI tutors and experiences for students.

The proposal was reviewed and approved by the Educational Services, Grants, and Purchasing Departments. Funding will come from the Student Interventions fund for the purchase.



# MI-Chippewa Valley Schools - SchoolAI Pro (Secondary)

**Chippewa Valley Schools**  
19120 Cass Avenue  
Clinton Township, MI 48038  
United States

Reference: 20240503-222127722  
Quote created: May 3, 2024  
Quote expires: June 2, 2024  
Quote created by: Trevor Goertzen  
Regional Director of Growth  
trevor@schoolai.com

### Comments from Trevor Goertzen

This proposal is geared towards equipping all faculty & students with SchoolAI Pro.

### The district license includes:

- \*Multi-site Onboarding & Training (Virtual with async options)
  - \*2 Train-the-Trainer sessions with materials
  - \*Unlimited Pro access to Federal and State level compliant AI chat for faculty
  - \*Unlimited teacher managed sessions for students
  - \*Formative assessment tools with actionable data insights
  - \*Core standards aligned content generation
  - \*Student well-being data insights
  - \*24/7 user support within the application
  - \*Unlimited access to Federal and State level compliant AI chat for faculty (GPT-4 level context windows)
  - \*Pre-built instructional and administration Chat Actions
  - \*Teacher managed AI-driven Spaces for students
  - \*District implementation includes multi-site onboardings and/or district wide sessions.
  - \*LMS Integration (optional service, cost based on number of users)
- \*\*Summer School Programming\*\***  
Included

### Products & Services

Item & Description	Quantity	Unit Price	Total
District License: SchoolAI Platform - 1 Year Pro Licenses for all District staff include: -- Unlimited usage -- Highest-performing AI LLM models -- Mission Control+ features -- Generative Chat (Coteacher / Assistants) -- Standards-aligned content generation (Tools) -- Teacher-managed AI tutors and experiences for students (Spaces) -- In-app live support -- Assigned Partner Success Manager -- SSO Google Auth and Personalization  For IT: -- District Admin Access -- Live Usage Dashboard (Adapted to data preferences) -- FERPA/COPPA Compliant	8,179	\$4.25	\$34,760.75
Staff Onboarding Session - Virtual - 60 Minutes Recording provided after the session	2	\$1,000.00	\$0.00 after 100% discount
"Train the Trainer" Session - Virtual - 60 Minutes Recording provided after the session	1	\$1,000.00	\$0.00 after 100% discount
District Implementation	1	\$1,500.00	\$0.00 after 100% discount
One-time subtotal			\$34,760.75 after \$4,500.00 discount
<b>Total</b>			<b>\$34,760.75</b>

**Purchase terms**

7/1/24-6/31/25

**Questions? Contact me**



Trevor Goertzen  
Regional Director of Growth  
trevor@schoolai.com

SchoolAI  
333 E. Main Street  
PO Box 333  
Lehi, UT 84003  
United States





**Date: May 28, 2024**

**Subject: Sole Source Justification for SchoolAI Platform**

—  
To Whom It May Concern,

We are writing to provide a sole source justification for the procurement of the SchoolAI platform by \_\_\_\_\_. SchoolAI, Inc. is the exclusive provider of our AI-enabled digital teaching and learning platform designed for district, schools, staff, and students. The letter outlines the unique features and capabilities of the SchoolAI platform that justify its sole source status.

**Comprehensive Feature Set for Districts & Schools:**

SchoolAI offers a range of features tailored for both teachers and students:

- Teacher-Facing Chat (Assistants): AI assistants help teachers with tasks like lesson planning and student assessments.
- Complete Tool Library(Tools): A comprehensive library of tools for teachers, including lesson planners and rubric generators.
- Teacher-Managed Student Chat (Spaces): "Spaces" allows teachers to create and manage chat environments for students, facilitating personalized learning.

**Proprietary Models:**

SchoolAI enhances models from OpenAI with our proprietary in-house models, which provide:

- Reduced Hallucination and Errors: Custom models designed to minimize inaccuracies and improve the reliability of AI-generated content.
- Improved math results, with new integrations with Wolfram Alpha launching Summer 2024

**Integrations:**

SchoolAI integrates seamlessly with the platforms you already use:

- LMS Compatibility: Supports integration with all Learning Management Systems (LMS) using the Learning Tools Interoperability (LTI) standard.
- Support for Google Classroom
- SSO: All major providers supported including Google, Microsoft, and Clever.

**Language and Accessibility:**

SchoolAI is designed for personalization and accessibility:

- Accessibility features designed for all grades, K-12
- Voice Input and Playback: Supports voice input and playback, making it easier for students with different learning preferences.
- Multilingual Support: Supports major languages, enabling non-native English speakers to use the product in their preferred language.

**Experience:**

SchoolAI has extensive experience in the educational sector:

- Longevity and Trust: The longest established student-facing AI product on the market, trusted by educators and institutions nationwide.
- Compliance and Security: Fully compliant with FERPA and COPPA regulations, ensuring high standards of data privacy and security.

Given these unique features and the specific capabilities of the SchoolAI platform, no other vendor can provide the same level of comprehensive, integrated, and secure AI-enabled solution.

Please feel free to contact us for any further information or clarification.

Thank you for considering SchoolAI.

Best regards,

Kevin Morrill  
Founder, SchoolAI  
kevin@schoolai.com  
801-824-1008

---

SchoolAI, Inc  
1850 Ashton Blvd Suite 500  
Lehi, UT 84043

REGULAR MEETING

June 03, 2024  
6:30 p.m.

**MEMORANDUM**

**G.9 Approve Purchase of Into Literature Materials**

**Dr. Brosky**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve Houghton Mifflin Harcourt for the purchase of \$623,485.29 worth of Into Literature materials for ninth and tenth grade levels for the Educational Services Department.”

RATIONALE: Houghton Mifflin Harcourt is the sole provider for Into Literature materials including student and teacher editions and digital licenses. Into Literature was approved and piloted last year with great success. It is an English language arts program that equips students with reading, writing, and speaking skills required for success. This purchase will provide print and digital licenses to students and teachers for a 6-year subscription period.

The proposal was reviewed and approved by the Grants, Educational Services and Purchasing Departments. Funding will come from the Student Interventions Fund for this purchase.



# Houghton Mifflin Harcourt

Proposal #008954428

Prepared For

## Chippewa Valley Schools

Attention:

Juliana Lewis

[jlewis02@cvs.k12.mi.us](mailto:jlewis02@cvs.k12.mi.us)

For the Purchase of:

### HMH Into Literature (Version 2 Connected Solutions w/Writable) 6-Years (Grades 9-10)

Prepared By

Ashley Kaczanowski

[ashley.kaczanowski@hnhco.com](mailto:ashley.kaczanowski@hnhco.com)

**Please submit this proposal with your purchase order.**

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Juliana Lewis  
[jlewis02@cvs.k12.mi.us](mailto:jlewis02@cvs.k12.mi.us)

Send **Orders** to:  
[orders@hnhco.com](mailto:orders@hnhco.com)  
FAX: 800-269-5232

**HMH Confidential and Proprietary**

# Proposal for Chippewa Valley Schools

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
<b>Grade 9</b>					
<b>Student Digital Licenses</b>					
1857732	9780358880219 Into Literature Connected Solutions Student License Digital High School 6 Year	\$183.60	1,160	\$212,976.00	
	Includes: Into Literature Digital Student Resources 6 Year Grades 9-12 Writable for Into Literature Digital Student Resources 6 Year Grades 6-12 Connected Solutions Implementation Success				
<b>Total for Student Digital Licenses</b>		<b>\$212,976.00</b>			
<b>Teacher Digital Licenses</b>					
1857737	9780358880264 Into Literature Connected Solutions Teacher License Digital High School 6 Year	\$1,555.00			9
	Includes: Into Literature Digital Teacher Resources 6 Year Grades 9-12 Writable for Into Literature Digital Teacher Resources 6 Year Grades 6-12 Access to Teacher's Corner				
<b>Total for Teacher Digital Licenses</b>		<b>\$0.00</b>			
<b>Print Materials</b>					
<b>Teacher Materials</b>					
1791538	9780358416517 Into Literature Teacher Edition Grade 9	\$189.75	6	\$1,138.50	
<b>Student Materials</b>					
1805871	9780358538394 Into Literature Softcover Student Edition 6 Year Print Grade 9	\$39.00	1,160	\$45,240.00	
1771369	9780358270775 Into Literature Grammar Practice Workbook Print Subscription 6 Year Grade 9	\$39.40	6	\$236.40	
1793807	9780358436041 Language Arts Novel 3 Points Recommended for a range of titles and choices from the HMH Novel List.	\$12.00	2,320	\$27,840.00	
<b>Total for Print Materials</b>		<b>\$74,454.90</b>			
<b>Total for Grade 9</b>		<b>\$287,430.90</b>			

## Grade 10

### Student Digital Licenses

1857732	9780358880219 Into Literature Connected Solutions Student License Digital High School 6 Year	\$183.60	1,213	\$222,706.80	
	Includes: Into Literature Digital Student Resources 6 Year Grades 9-12 Writable for Into Literature Digital Student Resources 6 Year Grades 6-12 Connected Solutions Implementation Success				
<b>Total for Student Digital Licenses</b>		<b>\$222,706.80</b>			

### Teacher Digital Licenses

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Juliana Lewis  
jlewis02@cvs.k12.mi.us

Send **Orders** to:  
orders@hnhco.com  
FAX: 800-269-5232

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# Proposal for Chippewa Valley Schools

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1857737	9780358880264 Into Literature Connected Solutions Teacher License Digital High School 6 Year	\$1,555.00			9
	Includes: Into Literature Digital Teacher Resources 6 Year Grades 9-12 Writable for Into Literature Digital Teacher Resources 6 Year Grades 6-12 Access to Teacher's Corner				
<b>Total for Teacher Digital Licenses</b>		<b>\$0.00</b>			
<b>Print Materials</b>					
<b>Teacher Materials</b>					
1791539	9780358416524 Into Literature Teacher Edition Grade 10	\$189.75	6	\$1,138.50	
<b>Student Materials</b>					
1805872	9780358538400 Into Literature Softcover Student Edition 6 Year Print Grade 10	\$39.00	1,213	\$47,307.00	
1771370	9780358270782 Into Literature Grammar Practice Workbook Print Subscription 6 Year Grade 10	\$39.40	6	\$236.40	
1793807	9780358436041 Language Arts Novel 3 Points Recommended for a range of titles and choices from the HMH Novel List.	\$12.00	2,426	\$29,112.00	
<b>Total for Print Materials</b>		<b>\$77,793.90</b>			
<b>Total for Grade 10</b>		<b>\$300,500.70</b>			

**Professional Services - Into Literature Connected Solutions  
Implementation Success Plan**

1857551	9780358878339 Into Literature Connected Solutions Getting Started Live Online 2-Hour Grades 9-12		3		
	This two-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed.				
	Getting Started is the initial step toward a successful first 30 days. Ongoing training and support will be also provided on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of topics, which includes live sessions, videos, interactive media, and related resources, will help teachers plan, teach, and assess student learning using their new HMH program. After teachers complete each pathway topic, they receive a certificate of completion.				
1787472	9780358385356 Getting Started: Introduction to Writable for Into Literature Live Online 2-Hour Grade 6-12		3		
	This session walks teachers through how to use Writable in their classroom to improve writing with flexible tools that guide students to develop purposeful drafts, incorporate personalized feedback, and produce writing that shines.				
	This initial session is the first step on the way to a successful first 30 days. Additional training and support will be provided via Teacher's Corner on Ed. There, teachers will access a guided learning pathway based on their HMH program(s), grade level and implementation timeline. A recommended sequence of live sessions and on-demand interactive media and videos will help teachers plan, teach and assess learning using their new HMH program.				
	Note: To ensure a successful training, please schedule this session after teachers are rostered on Ed, HMH teaching and learning platform.				

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14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
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jlewis02@cvs.k12.mi.us

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## Proposal for Chippewa Valley Schools

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
<b>Leader Support for Into Literature</b>					
1851401	9780358841449 Into Literature V2 Leader Success Live Online 1-Hour Grade 6-12 During this one-hour live online session, leaders learn about the design and resources of their HMH program. To help leaders develop a plan to guide implementation and set up teachers for a successful start, HMH Coaches share tools and best teaching and student learning practices to observe in the classroom. Leaders also preview the Teacher Success Pathways and resources on HMH Ed for ongoing support.		1		
<b>Getting Started with Into Literature</b>					
1857551	9780358878339 Into Literature Connected Solutions Getting Started Live Online 2-Hour Grades 9-12 This two-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed.  Getting Started is the initial step toward a successful first 30 days. Ongoing training and support will be also provided on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of topics, which includes live sessions, videos, interactive media, and related resources, will help teachers plan, teach, and assess student learning using their new HMH program. After teachers complete each pathway topic, they receive a certificate of completion.	\$800.00	4	\$3,200.00	
<b>Total for Getting Started with Into Literature</b>				<b>\$3,200.00</b>	
<b><u>Total for Professional Services - Into Literature Connected Solutions</u></b>				<b>\$3,200.00</b>	

11.50% Shipping

Total Novel Points: 14,238

Website: <https://hnhcocommunities.force.com/s/novelorder>

<b>Total Savings:</b>	<b>\$28,390.00</b>
<b>Subtotal Purchase Amount:</b>	<b>\$591,131.60</b>
<b>Shipping &amp; Handling:</b>	<b>\$32,353.69</b>
<b>Total Cost of Proposal (PO Amount):</b>	<b>\$623,485.29</b>

\*\*Please add proper sales tax to your order\*\*

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# Proposal for Chippewa Valley Schools

**Total Cost of Proposal (PO Amount): \$623,485.29**

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
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- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - o Point of Contact for Print materials
  - o Point of Contact for Digital materials
  - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

**Ship to:**  
 Chippewa Valley Schools  
 19120 Cass Ave  
 Clinton Township, MI 48038-2301

**Sold to:**  
 Chippewa Valley Schools  
 19120 Cass Ave  
 Clinton Township, MI 48038-2301

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
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- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
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Date of Proposal: 2/14/2024

Proposal Expiration Date: 8/31/2024



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 FAX: 800-269-5232

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**MEMORANDUM**

**G.10 Adopt Revised/New Board Policies**

**Mr. Roberts**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education adopt the following Board Policies and that the reading of these polices is waived:

PO 1421	Criminal History Record Check	NEW
PO 2370.01	On-Line/Blended Learning Program	REVISED
PO 3120.09	Volunteers	REVISED
PO 3121	Criminal History Record check	REVISED
PO 4120.09	Volunteers	REVISED
PO 4121	Criminal History Record Check	REVISED
PO 8321	Criminal Justice Information Security (Non-Criminal Justice Agency)	NEW

RATIONALE: The adoption of these new and revised policies is recommended by NEOLA. These policies have been reviewed by the appropriate district departments, legal counsel, and the Board Operations Sub-Committee.

Book	Policy Manual
Section	1000 Administration
Title	CRIMINAL HISTORY RECORD CHECK
Code	po1421
Status	Active
Adopted	<b>NEW</b>

#### 1421 - CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").<sup>1</sup> Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by

processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding a conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

#### **Confidentiality**

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to an FOIA request.

CHRI may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

<sup>1</sup> Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

Legal M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722



**REVISED**

Book	Policy Manual
Section	READY FOR NEOLA
Title	Copy of Vol. 38, No. 1 - September 2023 Revised ONLINE/BLENDED LEARNING PROGRAM
Code	po2370.01
Status	
Adopted	July 1, 2003
Last Revised	August 15, 2011

**Revised Policy -**

**2370.01 - ONLINE/BLENDED LEARNING PROGRAM**

The District shall provide eligible students the option of participating in online or blended learning courses. The purpose of the program is to make instruction available to eligible students using online and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

**A. Definitions**

1. **Online Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

**B. Program Eligibility**

The District shall offer a program for students in:

- K through twelve (12).
- Grades six (6) through twelve (12).
- Grades \_\_\_\_\_.

The District may offer a full-time or part-time program for grades nine (9) through twelve (12) students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

**C. ~~Student Eligibility~~**

1. ~~Students eligible for the District online/blended learning program must meet at least one (1) of the following conditions:~~
  - a. ~~The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.~~
  - b. ~~The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.~~
2. ~~Only students enrolled in grades six (6) through twelve (12) are eligible to enroll in an Online Learning course. Students in grades K through five (5) are only eligible to participate in Blended Learning Courses.~~

#### D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one (1) of the following:
  - a. **(X)** Online Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
  - b. **(X)** Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
  - c. ~~( ) Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.~~
2. The District shall enroll an eligible student in up to two (2) online courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18), except that permission shall not be required if the course is being provided as permitted by M.C.L. 388.1621f(14), which allows a district to provide online instruction for not more than fifteen (15) days per school year under specific circumstances.
3. A student may enroll in more than two (2) virtual courses in a specific academic term, semester, or trimester if both of the following conditions are met:
  - a. The District has determined that it is in the best interest of the student.
  - b. The student agrees with the recommendation of the District.
4. The District will provide two (2) or fewer courses per semester in grades K through five (5) and one (1) or more courses per semester in grades six (6) through twelve (12). ~~If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-O-B shall be followed and seat time waivers obtained.~~
5. An eligible student may enroll in an online course published in the District online course syllabus, as described in section 8 below, or the State-wide catalog of online courses maintained by the Michigan Virtual University~~virtual university~~.
6. The District may deny a student enrollment in an online course if any of the following apply, as determined by the District:
  - a. The student is enrolled in any of grades K to five (5).
  - b. The student has previously gained the credits provided from the completion of the online course.
  - c. The online course is not capable of generating academic credit.
  - d. The online course is inconsistent with the remaining graduation requirements or career interests of the student.
  - e. The student has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course ~~content~~~~does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous~~

online coursework in the same subject.

- f. The online course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student in finding ~~to find~~ an alternative course in the same or a similar subject that is of acceptable rigor and quality.
- g. The cost of the virtual course causes the District to exceed the target foundation allowance percentage.
- h. The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subsection does not apply to a request made by a student who is newly enrolled in the District.
- i. If a student is denied enrollment in an online course by the District, the student may appeal the denial by submitting a letter to the \_\_\_\_\_ Superintendent/Designee. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The \_\_\_\_\_ Superintendent/Designee shall respond to the appeal within five (5) days after it is received. If the \_\_\_\_\_ Superintendent/Designee determines that the denial of enrollment does not meet one (1) or more of the reasons specified in this subsection ~~4(E) i. vi.~~, the District shall allow the student to enroll in the online course.

7. An online learning student shall have the same rights and access to technology in his/her District's school facilities as all other students enrolled in that District.
8. If a student successfully completes an online course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the online course title as it appears in the online course syllabus.
9. The enrollment of a student in one (1) or more online courses shall not result in a student being counted as more than 1.0 full-time equivalent student under this act.

#### **E. ~~Nonresident Applicants~~**

1. ~~The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.~~
2. If the number of nonresident applicants eligible for acceptance in an online course does not exceed the capacity of the District to provide the online course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the online course, the District shall use a random draw system.
4. The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.

#### **F. Requirements Specific to Online Learning Courses**

To offer an online course, the District must:

1. Provide the Michigan Virtual University ~~virtual university~~ with the course syllabus in a form and method prescribed by the Michigan Virtual University ~~virtual university~~ for inclusion in a State-wide online course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the online courses offered by the District, ~~as described in section 8,~~ and a link to the State-wide catalog of online courses maintained by the Michigan Virtual University ~~virtual university~~.

3. Assign to each student a teacher of record.
4. Offer the online course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

### G. Online Course Syllabus

The District must publish an online course syllabus for each online course offered. The online course syllabus must include:

1. An alignment document showing how the course meets applicable State academic standards ~~addressed in an online course.~~
2. Online course content outline.
3. Online course required assessments.
4. Online course prerequisites.
5. Expectations for actual teacher contact time with the online learning student and other student-to-teacher communications.
6. Academic support available to the online learning student.
7. Online course learning outcomes and objectives.
8. Name of the institution or organization providing the online content.
9. Name of the institution or organization providing the teacher of record ~~online instructor.~~
10. The course titles assigned by the provider and the course titles and course codes from the National Center for Education Statistics school codes for the exchange of data.
11. Number of eligible nonresident students that will be accepted by the District in the online course. This may include limiting enrollment to students enrolled in the District.
12. Results of the online course quality review using the guidelines and model review process published by the Michigan Virtual University ~~virtual university.~~

M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f

~~Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1622f~~

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Legal

M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L.  
388.1621f



## CURRENT

Book	Policy Manual
Section	2000 Program
Title	VIRTUAL INTERNET/STUDY OPTIONS
Code	po2370.01
Status	Active
Adopted	July 1, 2003
Last Revised	August 15, 2011

### 2370.01 - VIRTUAL INTERNET/STUDY OPTIONS

#### Alternative Credit Options

In addition to regular classroom-based instruction, students may earn credit through virtual/online courses.

High school students may earn a maximum of eight (8) units of credit to be applied toward graduation requirements by completing online courses. A maximum of two (2) units of credit may be earned during any one (1) school semester. Students who require special health considerations, or cannot graduate with their cohort group, may take additional online courses through a pre-approved online course provider, with permission of the principal/designee.

Credit for an online or virtual course may be earned only in the following circumstances:

- A. The course is not offered through the high school.
- B. Although the course is offered at the high school, the student is unable to take it due to scheduling conflicts.
- C. The course will serve as a supplement to summer school and extended homebound instruction.
- D. The student has been expelled from the regular high school setting, but educational services are to be continued.
- E. The Principal, with the agreement of the student and his/her parent(s) determined that the student requires a differentiated or accelerated learning environment.
- F. The student has dropped out and cannot return to high school, as verified by the Alternative Education Supervisor, Principal/Designee. Credits earned will apply for a diploma from Mohegan High School.
- G. Students taking such courses must be enrolled in the District.

The express approval of the Principal/Designee shall be obtained before a student enrolls in a virtual/online course for credit. Each virtual/online student approved for such study shall be assigned a mentor teacher responsible for supervision and monitoring. The school must receive an official record of the final grade before credit toward graduation will be granted. Completion of any virtual/online course offering must not exceed twelve (1) months from the beginning date of the course.



Book	Policy Manual
Section	3000 Professional Staff
Title	VOLUNTEERS
Code	po3120.09
Status	Active
Adopted	July 1, 2003

**REVISED**

### 3120.09 - VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the certified staff responsible for the conduct of those programs and activities.

Through the Superintendent's authority, administration shall be responsible for recruiting community volunteers, reviewing their skills and capabilities, and placing them appropriately. The Superintendent and administrators shall not be obligated to make use of volunteers whose skills and abilities are not in accord with District needs.

Any individual who volunteers, including Board Members, and has access to students on a regular basis or on any school sponsored activity, shall submit to a criminal history records check through fingerprinting, prior to being allowed to participate in any activity or program. The requirements of this Paragraph shall apply to all volunteer coaches and other volunteers who are in regular and consistent contact with students (i.e., robotics coaches, science olympiad coaches, athletic coaches, fine arts and music production volunteers, etc.)

Any individual who volunteers, including Board Members, to work with students on a limited, infrequent basis shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program. The requirements for criminal history records checks referenced in this policy must be completed through the School District's normal processing procedures for such checks.

The background checks required by this Policy shall be done on an annual basis.

The Superintendent or designee is to inform each volunteer that s/he:

A. \_\_\_\_\_ shall agree to abide by all District guidelines while on duty as a volunteer; must abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;

B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation.

C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.

The Superintendent or administrator may terminate the services of any volunteer at any time for any reason.

A. —  
The Superintendent or Designee shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.



Book	Policy Manual
Section	3000 Professional Staff
Title	VOLUNTEERS
Code	po3120.09
Status	Active
Adopted	July 1, 2003

**CURRENT**

#### 3120.09 - **VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the certified staff responsible for the conduct of those programs and activities.

The Superintendent or designee is to inform each volunteer that s/he:

- A. shall agree to abide by all District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation.

The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

**REVISED**

Book Policy Manual  
Section 3000 Professional Staff  
Title CRIMINAL HISTORY RECORD CHECK  
Code po3121  
Status Active  
Adopted July 1, 2003  
Last Revised February 26, 2007

**3121 - CRIMINAL HISTORY RECORD CHECK**

**Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.**

**"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.**

**Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.**

**Such Private Contractors cannot receive or retain criminal history record information ("CHRI").<sup>1</sup> Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.**

**Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:**

- A. the record check has been requested;**
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and**
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.**

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All CHRI received from the State Police, or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report, as directed by and to the State Department of Education, the verified information regarding the conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

#### Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the

information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to an FOIA request.

CHRI may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

<sup>1</sup> Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

## Legal

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

## §

# CURRENT

### ~~3121~~ CRIMINAL HISTORY RECORD CHECK

~~Before the District hires any employee (full or part time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.~~

~~Individuals or entities that contract to provide continuous and regular services with the schools shall submit the results of the required criminal history records check to the District for review and approval.~~

~~Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the report, the Superintendent/Designee may contract on a provisional basis until the report is received. Any such provisional hire requires that the:~~

- ~~A. record check has been requested;~~
- ~~B. applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and~~
- ~~C. hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.~~

~~Such an inquiry shall also be made for substitutes who may be employed by the District. For substitutes only, the Superintendent/Designee may rely on certification from another local or intermediate school district that a report has been received from the State Police and that the individual has no criminal history.~~

~~Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check.~~

~~All those employed by the district, either directly or under contract to regularly and continuously work in the schools prior to January 1, 2006, must undergo a criminal history records check, regardless of whether they have previously had such a check prior to 2006. The Superintendent/Designee shall determine a schedule that assures that all such required checks are completed prior to July 1, 2008.~~

~~Any person who volunteers to work with the District shall be screened through the Sex Offenders Registry list and the Internet Criminal History Access Tool criminal history records check, prior to being allowed to participate in any activity or program.~~

~~The Superintendent/Designee shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent/Designee shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.~~

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~~An applicant or employee must submit, at no expense to the District, a set of fingerprints prepared by an entity approved by the Michigan State Police as part of his/her employment application or as required by State law for continued employment.~~

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~~Convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual who has been convicted of a "listed" offense as defined in M.C.L.A. 28.722. An individual convicted of a felony may not be hired or continue to work unless both the Superintendent/Designee and the Board provide written approval.~~

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~~All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications, except the District may confirm to another district that a potential substitute does not have a criminal history, pursuant to a report received from the State Police. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.~~

#### Legal

~~M.C.L.A. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722~~

~~§~~

Book Policy Manual  
Section 4000 Support Staff  
Title VOLUNTEERS  
Code po4120.09  
Status Active  
Adopted July 1, 2003

**REVISED**

#### 4120.09 - VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the classified staff responsible for the conduct of those programs and activities.

Through the Superintendent's authority, administration shall be responsible for recruiting community volunteers, reviewing their skills and capabilities, and placing them appropriately. The Superintendent and administrators shall not be obligated to make use of volunteers whose skills and abilities are not in accord with District needs.

Any individual who volunteers, including Board Members, and has access to students on a regular basis or on any school sponsored activity, shall submit to a criminal history records check through fingerprinting, prior to being allowed to participate in any activity or program. The requirements of this Paragraph shall apply to all volunteer coaches and other volunteers who are in regular and consistent contact with students (i.e., robotics coaches, science olympiad coaches, athletic coaches, fine arts and music production volunteers, etc.)

Any individual who volunteers, including Board Members, to work with students on a limited, infrequent basis shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program. The requirements for criminal history records checks referenced in this policy must be completed through the School District's normal processing procedures for such checks.

The background checks required by this Policy shall be done on an annual basis.

The Superintendent or designee is to inform each volunteer that s/he:

- ~~A. shall agree to abide by all District guidelines while on duty as a volunteer;~~
- A. must abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;
- ~~B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation.~~
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.

The Superintendent or administrator may terminate the services of any volunteer at any time for any reason.

The Superintendent or Designee shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.



**CURRENT**

Book	Policy Manual
Section	4000 Support Staff
Title	VOLUNTEERS
Code	po4120.09
Status	Active
Adopted	July 1, 2003

**4120.09 - VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the classified staff responsible for the conduct of those programs and activities.

The Superintendent or designee is to inform each volunteer that s/he:

- A. shall agree to abide by all District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation.

The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.



Book Policy Manual  
Section 4000 Support Staff  
Title CRIMINAL HISTORY RECORD CHECK  
Code po4121  
Status Active  
Adopted -----  
Last Revised

**REVISED**

#### **4121 - CRIMINAL HISTORY RECORD CHECK**

**Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.**

**"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.**

**Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.**

**Such Private Contractor(s) cannot receive or retain criminal history record information ("CHRI").<sup>1</sup> Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.**

**Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:**

- A. the record check has been requested;**
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and**
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.**

**Such an inquiry shall also be made for regular substitutes who may be employed by the District. A substitute support staff person shall be required to submit to a criminal history records check.**

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding a conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

#### Confidentiality

All information and records obtained from such inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to an FOIA request.

CHRI may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

<sup>1</sup> Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

## Legal

M.C.L. 380.1230 et seq., 380.1535, 380.1535a, 380.1809, 28.722

## §

# CURRENT

### ~~4121~~ CRIMINAL HISTORY RECORD CHECK

~~Before the District hires any employee (full or part time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.~~

~~Individuals or entities that contract to provide continuous and regular services with the schools shall submit the results of the required criminal history records check to the District for review and approval.~~

~~Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the report, the Superintendent/Designee may contract on a provisional basis until the report is received. Any such provisional hire requires that the:~~

~~A. record check has been requested;~~

~~B. applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and~~

~~C. hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.~~

~~Such an inquiry shall also be made for substitutes who may be employed by the District.~~

~~Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check.~~

~~All those employed by the district, either directly or under contract to regularly and continuously work in the schools prior to January 1, 2006, must undergo a criminal history records check, regardless of whether they have previously had such a check prior to 2006. The Superintendent/Designee shall determine a schedule that assures that all such required checks are completed prior to July 1, 2008~~

~~Any person who volunteers to work with the District shall be screened through the Sex Offenders Registry list and the Internet Criminal History Access Tool criminal history records check, prior to being allowed to participate in any activity or program.~~

~~The Superintendent/Designee shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent/Designee shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.~~

~~An applicant or employee must submit, at no expense to the District, a set of fingerprints prepared by an entity approved by the Michigan State Police as part of his/her employment application or as required by State law for continued employment.~~

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~~Convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual who has been convicted of a "listed" offense as defined in M.C.L.A. 28.722. An individual convicted of a felony may not be hired or continue to work unless both the Superintendent/Designee and the Board provide written approval.~~

-  
~~All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications, except the District may confirm to another district that a potential substitute does not have a criminal history, pursuant to a report received from the State Police. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.~~

48

Book Policy Manual  
Section 8000 Operations  
Title CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)  
Code po8321  
Status Active  
Adopted **NEW**

**8321 - CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)**

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and contractors, vendors, and their employees who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

**A. Sanctions for Non-Compliance**

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

**B. Local Agency Security Officer (LASO)**

The Human Resource Director shall be designated as the District's Security Officer ("LASO") and shall be responsible for the overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the incident response reporting procedures;
4. ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identifying who is using the Michigan State Police approved hardware, software, and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be the point of contact for the Michigan State Police and should be the person most knowledgeable about this policy. The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. A new form shall be submitted every time a new LASO is designated.

**C. Agency User Agreements**

The District shall enter into any required User Agreement for Release of CHRI ("User Agreement"), and future amendments, by the Michigan State Police necessary to access the required CHRI on

applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

#### D. Personnel Security

Authorized users/personnel shall be individuals who have been appropriately vetted through a national fingerprint-based background check, as required by school safety legislation, and have been granted access to CHRI data, wherein access is only for the purpose of evaluating an individual's qualifications for employment or assignment.

1. **Subsequent Arrest/Conviction** - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated, and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. If the Superintendent is also the designated LASO, the determination shall be made by the Human Resource Director. Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access indefinitely suspended.
2. **Public Interest Denial** - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decisions and reasons shall be in writing, signed, dated, and maintained in the individual's file.
3. **Approval for Access** - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO-approved personnel with access to criminal justice information, as well as the reason for providing each individual access. This list shall be made available to Michigan State Police upon request.
4. **Termination of Employment/Access** - Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as requiring the individual to return any keys or access cards to buildings, offices, and/or files, or closing the individual's account and/or blocking access to any systems containing such information at the District.
5. **Transfer/Re-assignment** - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment.

#### E. Media Protection

1. **Media Storage and Access** - All digital and physical media shall be stored in a physically secure location or controlled area, such as a locked office, locked cabinet, or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all digital CHRI background data shall be encrypted. Digital media shall be stored on a District or School server. Storage on a third-party server, such as a cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321.
2. **Media Transport** - Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives, and memory cards) shall be either encrypted and/or be

password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.

3. **Media Disposal/Sanitization** – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO during the individual's active employment plus an additional six (6) years.
  - a. **Digital Media** - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
  - b. **Physical Media** – Disposal of documents, images, or another type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a wastebasket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)

4. **Personal Mobile Devices** – A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices through a Mobile Device Management (MDM) system. An MDM is not required when receiving CHRI from an indirect access information system (i.e., the system provides no capability to conduct transactional activities on State and national repositories, applications, or services).

5. CHRI

a. **Background Check Consent and Documentation**

All individuals requested to complete a fingerprint-based CHRI background check must execute Michigan State Police Form RI-088A at the time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as the "Agency User Agreement" (RI-087), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

b. **Controlled Area/Physical Protections**

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in the Human Resources Office,

which is a physically secure and controlled area. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
4. Encryption shall be used for digital storage of criminal justice information. (See AG 8321)

**c. Passwords (Standard Authentication)<sup>1</sup>**

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards:

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)
5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

**d. Security Awareness Training**

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and the Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.) A record shall be kept current of all individuals who have completed the security awareness training.

**e. Secondary Dissemination of Information**

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by the revised school code, a log of such releases shall be maintained and kept current indicating:



1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency to which the information was released;
6. the name of the individual recipient at the agency; and
7. whether authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

**Incident Handling and Responses**

Information system security incidents shall be tracked using Form CJIS-016 and documented on an ongoing basis. Incident-related information may be obtained from audit monitoring, network monitoring, physical access monitoring, and user/administrator reports. The LASO shall maintain completed security incident reporting forms for three (3) years or until legal action (if warranted) is complete, whichever timeframe is greater. The District shall implement steps for incident handling capabilities, for both digital and physical CHRI media. At a minimum, the following will be implemented:

	Physical - Hard Copy CHRI	Digital - Digitally Saved CHRI
1. Preparation	The CHRI container will be locked at all times in the business office where it is stored. The office must be locked when the office staff is not present.	Firewalls, virus protection, and/or malware/spyware protection shall be implemented and maintained to prevent unauthorized access or intrusion of the information systems.
2. Detection	Unauthorized activities or physical intrusions to the building shall be monitored by building alarm or video surveillance. Doors must be locked and checked at night.	Electronic intrusions shall be monitored and detected by the firewalls, virus protection, and/or malware/spyware protection software.
3. Analysis	The LASO will work with police authorities to determine how the incident occurred and what data was affected.	The LASO shall work with the IT department to determine what systems or data were compromised and affected.
4. Containment	The LASO shall lock uncompromised CHRI information in a secure container, or transport CHRI to a secure area.	The IT department shall stop the spread of any intrusion of the information systems and prevent further damage.

5. Eradication	The LASO shall work with law enforcement to remove any threats and compromised CHRI data.	The IT department shall remove the intrusion of the information systems before restoring the system. All steps necessary to prevent recurrence shall be taken before restoring the system.
6. Recovery	The Police shall handle and/or oversee the recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting if necessary.	The IT department shall restore the agency information system and media to a safe environment.

When an incident involving the security of CHRI or systems with access to CHRI is discovered, the following procedures shall be followed:

- a. The LASO shall be notified immediately.
- b. The breach shall be assessed and steps taken to correct the situation:
  1. access shall be stopped for any unauthorized user;
  2. media shall be secured;
  3. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CHRI;
  4. such other steps are deemed necessary by the LASO or authorized personnel involved in assessing the incident.
- c. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.
- d. The LASO shall be responsible for filing the incident report with the MSP.

The LASO shall monitor MSP information/guidance on incident reports and train authorized users with access to CHRI on detection and response to security incidents.

- e. Mobile Device - Incident Handling and Response
  1. The LASO shall be notified immediately.
  2. The breach shall be assessed and steps taken to correct the situations:
    - a. access shall be stopped immediately, and remotely if necessary, for any authorized user;
    - b. media shall be secured and steps taken to identify how the incident occurred and what systems or data were compromised or affected:
    - c. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CJI;
    - d. such other steps as are deemed necessary by the LASO or authorized personnel involved in assessing the incident.
  3. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was

involved in taking incident response measures.

4. Steps shall be taken to restore the device and media to a safe environment.
5. The LASO shall be responsible for filing the incident report with the MSP using form CJIS-016. A copy of the completed form shall be retained and produced to MSP upon request.

When a device is lost the District shall document and indicate how long the device has been lost. Special reporting procedures for mobile devices shall apply in any of the following situations:

- a. for a lost device, report if the owner:
    1. believed the device was locked;
    2. believed the device was unlocked;
    3. could not validate the device's locked state.
  - b. for a total loss of a device, report if:
    1. CHRI was stored on the device;
    2. the device was locked or unlocked;
    3. capable of remote tracking or wiping of device.
  - c. report any compromise of a device when the intrusion occurs while still in the owner's possession
  - d. report any compromise outside of the United States
- f. **Collection of Evidence**

Where an information security incident involves legal action against the District or an individual (either civil or criminal), evidence shall be collected, retained, and presented in accordance with the rules of evidence of the relevant jurisdiction(s).

- F. Access to digital and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring determination of both District employees and volunteers shall be authorized to access digital and physical media containing CHRI.

#### Legal

Ref: Criminal Justice Information Services - Security Policy (Version 5.6, 2017),

U.S. Dept. of Justice and Federal Bureau of Investigation

Noncriminal Justice Agency Compliance Audit Review, Michigan State Police, Criminal Justice Information Center, Audit and Training Section

Conducting Criminal Background Checks, Michigan State Police, Criminal Justice Information Center

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## H. Union Communications

## I. Curriculum Updates

J. Administrative Reports

K. From the Community

L. Of and By Board Members

M. Adjournment