35200 Little Mack - Clinton Township, MI 48035 ~ High School Conference Center

PUBLIC NOTICE OF MEETING

Clintondale Board of Education
Regular Board Meeting at 6:30 p.m.

Mr. Jared Maynard, President

February 9, 2026

Individuals with disabilities who require auxiliary aids or services to participate in the meeting must notify the District by contacting Alexandra Hichel, Director of Communications, by one of the following methods: U.S. mail 35100 Little Mack Avenue, Clinton Township, Michigan 48035, email: hichela@clintondaleschools.net or call 586-791-6300, extension 3055, at least one week prior to the scheduled meeting or call as soon as possible.

Proposed minutes of the above meetings will be available for public inspection during regular business hours, at 35100 Little Mack, Clinton Township, MI not more than eight business days after said meeting, and approved minutes of said meeting will be available for public inspection during regular business hours, at the same location, not more than five business days after the meeting at which they are approved. Copies of the approved minutes will be available for public inspection at the same location and on the District Board of Education webpage. Copies of the minutes shall also be available at a reasonable estimated cost.

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

District policy requires nondiscrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, English proficiency, handicap, or disability, height or weight, in its programs, services, activities, employment, or admissions policies. The following persons have been designated to handle complaints, questions, etc.: Mr. Andrew Lewis, Title IX, 35100 Little Mack Clinton Township, MI (586) 791-6300, Mrs. Dawn Sanchez, Section 504, 35100 Little Mack, Clinton Township, MI (586) 791-6300, and Mr. Kenneth Janczarek, Title II, The Age Act, Title VI, 35100 Little Mack, Clinton Township, MI (586) 791-6300.

AGENDA

The following order of business may be changed by majority vote of the Board at any meeting.

February 9, 2026, Regular Board Meeting 6:30 p.m.

35200 Little Mack - Clinton Township, MI 48035 ~ High School Conference Center

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ALSO IN ATTENDANCE

AGENDA

APPROVAL OF THE MINUTES

APPROVAL OF BILLS

CORRESPONDENCE

PRESENTATIONS

SUPERINTENDENT'S REPORT

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

CONSENT ITEMS

NON-CONSENT ITEMS

1. **Resource Room Teacher**
2. **Resignation**
3. **Consulting Agreement**
4. **2026-27 Schools of Choice**
5. **Board Policy 3118 - Title IX and Forms**
6. **Board Policy 3115 - Non-Discrimination, Anti-Harassment, and Non-Retaliation and Forms**
7. **Teacher**
8. **Principal**
9. **Assistant Principal**
10. **Closed Session**
11. **Closed Session**
12. **Closed Session**

GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

ADJOURNMENT

AGENDA

The following order of business may be changed by majority vote of the Board at any meeting.

February 9, 2026, Regular Board Meeting 6:30 p.m.

35200 Little Mack - Clinton Township, MI 48035 ~ High School Conference Center

CALL MEETING TO ORDER Meeting began at: _____

PLEDGE OF ALLEGIANCE

ROLL CALL

Jared Maynard	Lisa Valerio-Nowc
Barry Powers	Ava McDowell
Kurt Wilson, Sr.	Lisa Wilson
Diane Zontini	

ALSO IN ATTENDANCE

AGENDA - It is recommended by the Superintendent and the Board President that the Board approve the agenda as submitted or amended.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

APPROVAL OF THE MINUTES - It is recommended by the Superintendent and the Board President that the Board approve the:

- December 15, 2025 Regular Board Meeting Minutes
- January 9, 2025 Curriculum Committee Minutes
- January 12, 2026 Regular Board Meeting Minutes

Motion by _____ Support by _____ Y _____ N _____ Ab _____

APPROVAL OF BILLS - It is recommended by the Superintendent and the Board President that the Board approve the payroll and benefits for Clintondale Community Schools employees ending January 16, 2026.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

It is recommended by the Superintendent and the Board President that the Board approve the bills ending January 16, 2026.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

It is recommended by the Superintendent and the Board President that the Board approve the payroll and benefits for Clintondale Community Schools employees ending January 30, 2026.

Motion by _____ Support by _____ Y ____ N _____ Ab _____

It is recommended by the Superintendent and the Board President that the Board approve the bills ending January 30, 2026.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

CORRESPONDENCE - It is recommended by the Superintendent and the Board President that the Board accept and receive the correspondence.

- Nicole Hope

Motion by _____ Support by _____ Y ____ N _____ Ab _____

PRESENTATIONS

1. Secondary Campus Update
2. Special Education Update

SUPERINTENDENT'S REPORT

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

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CONSENT ITEMS - None

NON-CONSENT ITEMS - #1-12

1. **Resource Room Teacher** - It is recommended by the Superintendent and the Director of Special Education that the Board approve **Dore Lunsford** as a Special Education Resource Room Teacher, effective February 2, 2026, contingent upon approved records check, fingerprints, and physical.

Note: The rate of pay is $88,726.00 per year (Step 15 of the MA salary schedule) pro-rated to the number of days worked in the 2025-26 school year.

Motion by _____ Support by _____ Y ____ N _____ Ab _____

2. **Resignation** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve the resignation of **Nicole Hope**, McGlinnen Elementary Teacher, effective January 30, 2026.

Note: Nicole Hope has worked for the district for 5 months.

Motion by _____ Support by _____ Y ____ N ____ Ab ____

3. **Consulting Agreement** - It is recommended by the Superintendent that the Board approve the consulting agreement between **Brytespark Consulting, LLC,** and Clintondale Community Schools, effective January 26, 2026.

Motion by _____ Support by _____ Y ____ N ____ Ab ____

4. **2026-27 Schools of Choice** - It is recommended by the Superintendent that the Board approve the Schools of Choice enrollment window for the 2026-27 school year March 4, 2026 through September 11, 2026 for grades K-11.

Note: School of Choice is open to Macomb County residents, as well as students (Unlimited K-11) within other contiguous intermediate school districts.

Motion by _____ Support by _____ Y ____ N ____ Ab ____

5. **Board Policy 3118 - Title IX and Forms** - It is recommended by the Superintendent and the Board Policy Committee that the Board approve Board Policy 3118 - Title IX Sexual Harassment and Forms F1 through F-13.

Note: This policy was updated October 13, 2025 to be consistent with the FBI's updated definition of "sexual assault".

Motion by _____ Support by _____ Y ____ N ____ Ab ____

6. **Board Policy 3115 - Non-Discrimination, Anti-Harassment, and Non-Retaliation and Forms** - It is recommended by the Superintendent and the Board Policy Committee that the Board approve Board Policy 3115 - Non-Discrimination, Anti-Harassment, and Non-Retaliation and Forms F2 - F6.

Motion by _____ Support by _____ Y ____ N ____ Ab ____

7. **Teacher** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve **Deanna Kahler** as a GSRP Teacher, effective February 23, 2026, contingent upon approved records check, fingerprints, and physical.

Note: The rate of pay is $52,692.00 per year, (Step 4 of the MA salary schedule) pro-rated to the number of days worked in the 2025-26 school year.

Motion by _____ Support by _____ Y ____ N ____ Ab ____

8. **Principal** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve **Jamie Lampasona** as the McGlinnen Elementary Principal, effective immediately.

Note: The rate of pay is $108,045.00 per year, (Step 1 of the MA+30 salary schedule) pro-rated to the number of days worked in the 2025-26 school year. This position is part of the Administrative Contract. Jamie has worked for the District for 19.5 years as a teacher and most recently as the Parker Behavior Coach.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

9. **Assistant Principal** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve **Tommy Brooks** as the Parker Elementary Assistant Principal, effective February 11, 2026, contingent upon approved records check, fingerprints, and physical.

Note: The rate of pay is $110,815.00 per year, (Step 5 of the MA+15 salary schedule) pro-rated to the number of days worked in the 2025-26 school year. This position is part of the Administrative Contract.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

10. **Closed Session** - The Superintendent and the Board President recommend that the Board enter into a Closed Session as authorized by Section 8(b) of the Michigan Open Meetings Act to discuss student discipline.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

11. **Closed Session** - The Superintendent and the Board President recommend that the Board enter into a Closed Session as authorized by Section 8(b) of the Michigan Open Meetings Act to discuss student discipline.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

12. **Closed Session** - The Superintendent and the Board President recommend that the Board enter into a Closed Session as authorized by Section 8(1)(c) of the Michigan Open Meetings Act to discuss CEA negotiations.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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ADJOURNMENT

Motion by: _____ Support by: _____ Time: _____

MINUTES

The following order of business may be changed by majority vote of the Board at any meeting.

December 15, 2025, Regular Board Meeting 6:30 p.m.

35200 Little Mack - Clinton Township, MI 48035 ~ High School Conference Center

CALL MEETING TO ORDER Meeting began at: 6:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Jared Maynard	Present	Lisa Valerio-Nowc	Present
Barry Powers	Excused	Ava McDowell	Present
Kurt Wilson, Sr.	Present	Lisa Wilson	Present
Diane Zontini	Present		

ALSO IN ATTENDANCE

Lee Walmsley, HR Director
Kenneth Janczarek, Superintendent
Teresa Wilson, Executive Assistant
Bob Walmsley, Athletic Director

AGENDA- The Superintendent and the Board President recommend that the Board approve the agenda as submitted or amended, removing non-consent Item 5 pending review of new information, to return on January 12.

Motion by Jared Maynard Support by Lisa Valerio-Nowc Y: 4 N: 2 Ab: 0
Nay: Lisa Wilson, Kurt Wilson, Sr.

APPROVAL OF THE MINUTES- The Superintendent and the Board President recommend that the Board approve the:

- November 24, 2025 Regular Board Meeting Minutes
- December 1, 2025 Special Board Meeting Minutes

Motion by Lisa Valerio-Nowc Support by Ava McDowell Y:6 N:0 Ab:0

APPROVAL OF BILLS- The Board President recommends that the Board approve the payroll and benefits for Clintondale Community Schools employees ending December 5, 2025.

Motion by Lisa Vaerio-Nowc Support by Ava McDowell Y: 4 N:0 Ab:2
Abstained: Lisa Wilson, Kurt Wilson, Sr.

The Superintendent and the Board President recommend that the Board approve the bills ending December 5, 2025.

Motion by Ava McDowell Support by Lisa Valerio-Nowc Y: 6 N:0 Ab: 0

CORRESPONDENCE- None

SUPERINTENDENT'S REPORT
1. Identified schools
2. What Clintondale is doing to support students

PRESENTATION
1. 2024-2025 Audit Presentation- Lewis & Knopf (Akshay Kapoor presenting)

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD
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3 comments

CONSENT ITEM- #1
1. **Security Guard** - It is recommended by the Superintendent and the Supervisor of Operations that the Board approve **Joseph Arment** as a security guard, effective December 16, 2025.

Motion by Lisa Valerio-Nowc Support by Kurt Wilson, Sr. Y: 6 N: 0 Ab: 0

NON-CONSENT ITEMS- #1-6
1. **2025-2026 Amended Budget** - It is recommended by the Superintendent and the Board President that the Board approve the 2025-2026 Amended Budget.
Presentation by Amy Boers, interim CFO, regarding the amended budget for 2025-2026.
Presentation by Kenneth Janczarek, Superintendent, with a Budget Update.

Motion by Lisa Valerio-Nowc Support by Ava McDowell Y: 6 N: 0 Ab: 0

2. **Third Party Agreement** - It is recommended by the Superintendent and the Director of Special Education that the Board approve the agreement with **Danielle Balaghi**, School Psychological Services, for the remainder of the 2025-26 school year.

Motion by Lisa Valerio-Nowc Support by Diane Zontini Y: 6 N: 0 Ab: 0

3. **Resignation** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve the resignation of **Madeline Porter**, Instructional Assistant, effective December 3, 2025.

Motion by Lisa Valerio-Nowc Support by Ava McDowell Y: 6 N: 0 Ab: 0

4. **Social Worker** - It is recommended by the Superintendent and the Director of Special Education that the Board approve **Agustin Arbulu** as a school social worker, effective January 5, 2026.

Motion by Lisa Valerio-Nowe Support by Ava McDowell Y: 6 N: 0 Ab: 0

5. **(REMOVED) Discussion**- The Board President recommends discussion on Credit Card Usage and Oversight.

6. **Closed Session**- The Board President recommends that the Board enter into a closed session as authorized by Section 8(a) of the Michigan Open Meetings Act to discuss the Superintendent's evaluation.

Motion by Lisa Valerio-Nowe Support by Ava McDowell Y: 6 N: 0 Ab: 0

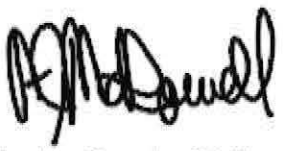
The Board entered closed session at 8:48 p.m. and returned from closed session at 10:59 p.m. No motions required.

GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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7 comments

ADJOURNMENT

Motion by: Ava McDowell Support by: Lisa Valerio-Nowe Time: 11:00 p.m.



Submitted by: Ava McDowell
Secretary
Board of Education
Clintondale Community Schools

CCS Curriculum Committee Minutes

Jan 9, 2026

Present: Ava McDowell, Diane Zontini, Daniel Berry, Kevin Knoblock

The meeting was called to order at 12:00pm.

Mr. Knoblock presented the proposal for the curriculum, ARIS, for the ECSE classroom at Rainbow Early Childhood. Members had the opportunity to ask questions.
Consensus: Recommend the curriculum for adoption at the January 12 BOE meeting.

Mr. Berry presented the proposal for the Blade curriculum for use in support of CTE in the middle school. Members had the opportunity to ask questions.
Consensus: Recommend the curriculum for adoption at the January 12 BOE meeting.

Mrs. McDowell presented the NWEA 2020-2025 Growth presentation for grades K-5. Members had the opportunity to ask questions.

The meeting was adjourned at 1:05pm

MINUTES

The following order of business may be changed by majority vote of the Board at any meeting.

January 12, 2026, Regular Board Meeting 6:30 p.m.

35200 Little Mack - Clinton Township, MI 48035 ~ High School Conference Center

CALL MEETING TO ORDER Meeting began at: 6:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Jared Maynard	Present	Lisa Valerio-Nowc	Present
Barry Powers	Tardy	Ava McDowell	Present
Kurt Wilson, Sr.	Present	Lisa Wilson	Present
Diane Zontini	Present		

ALSO IN ATTENDANCE

Kenneth Janczarek, Superintendent
Lee Walmsley, HR Director
Bob Walmsley, Athletic Director
Daniel Berry - Secondary Campus Principal
Rashida Shack - Parker Principal
Shauna Hemmler - McGlinnen Principal
Maurice Woods - Secondary Campus Assistant Principal

Trustee Lisa Wilson's participation is in protest citing Board Policy 2405(D).

AGENDA- The Superintendent and the Board President recommend that the Board approve the agenda as amended to add.

Motion by Lisa Valerio-Nowc Support by Kurt Wilson, Sr. Y 6 N 0 Ab 0

President Maynard read into the record a letter from Attorney Tim Gardner.

APPROVAL OF THE MINUTES- The Superintendent and the Board President recommend that the Board approve the:

- December 29, 2025 Special Board Meeting Minutes
- With the following corrections regarding the vote following closed session:
  - The chair recommends the Board authorize the superintendent to notify the Michigan Department of Education that the opt in to the 31aa funds by Clintondale Community Schools is rescinded.
  - Nay: Barry Powers, Diane Zontini, all other Board members voted yes.

Motion by Lisa Valerio-Nowc Support by Ava McDowell
Motion by Mr. Powers to add the narrative listed above and accepted by the motioner and supporter.
Y 7 N 0 Ab 0

APPROVAL OF BILLS- The Superintendent and the Board President recommend that the Board approve the payroll and benefits for Clintondale Community Schools employees ending January 2, 2026.

Motion by Lisa Valerio-Nowc Support by Ava McDowell Y 5 N 0 Ab 2
Abstain: Kurt Wilson, Sr. and Lisa Wilson

The Superintendent and the Board President recommend that the Board approve the bills ending January 2, 2026.

Motion by Lisa Valerio-Nowc Support by Ava McDowell Y 7 N 0 Ab 0
Secondary Motion: Mr. Powers requested President Maynard pull a set of checks for further information, accepted by the motioner and supporter.

CORRESPONDENCE- Betty Rose and Dominic Reid

Motion by Lisa Valerio-Nowc Support by Kurt Wilson, Sr. Y 7 N 0 Ab 0

PRESENTATIONS
1. Credit Card Presentation - Kurt Wilson, Sr.
2. NWEA Presentation - Ava McDowell

SUPERINTENDENT'S REPORT
January is Board Appreciation Month
Committee Updates
Budget Updates

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD
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4 comments

CONSENT ITEMS- #1
1. **Resignation-** It is recommended by the Superintendent and the Director of Athletics that the Board approve the resignation of Dominic Reid as the Middle School Head Track Coach effective immediately.

Motion by Lisa Valerio-Nowc Support by Kurt Wilson, Sr. Y 7 N 0 Ab 0

NON-CONSENT ITEMS- #1-10

1. **Resignation-** It is recommended by the Superintendent and the Director of Human Resources that the Board approve the resignation of **Betty Rose**, Parker Elementary Administrative Assistant, effective June 30, 2026.

Note: Betty Rose will retire from Clintondale Community Schools after 30 years of service to the District.

Motion by Lisa Valerio-Nowc Support by Kurt Wilson, Sr. Y 7 N 0 Ab 0

2. **Board Certified Behavioral Analyst-** It is recommended by the Superintendent and the Director of Human Resources that the Board approve **Meaghan Kunes** as a Board Certified Behavioral Analyst, effective immediately, contingent upon approved records check, fingerprints and physical.

Note: The rate of pay is $88,726.00 per year, pro-rated to the number of days worked in the 2025-26 school year.

Motion by Lisa Valerio-Nowc Support by Ava McDowell Y 7 N 0 Ab 0

3. **Instructional Assistant-** It is recommended by the Superintendent and the Director of Human Resources that the Board approve **Neoshia Hagens** as an Associate Teacher in the GSRP Program, effective immediately, contingent upon approved records check, fingerprints and physical.

Note: This is not a new position. This hire is due to the transfer of a current employee to another position in the AFSCME group. The rate of pay is $22.28 per hour (Step 6 of the Instructional Assistant Pay Scale).

Motion by Lisa Valerio-Nowc Support by Kurt Wilson, Sr. Y 7 N 0 Ab 0

4. **Chief Academic Officer-** It is recommended by the Superintendent that the Board approve **Shauna Hemler** as Chief Academic Officer, effective immediately.

Note: This is not a new position. This hire is due to the retirement of Heather Halpin. The rate of pay is $127,617.00, pro-rated to the number of days worked in the 2025-26 school year (Step 2 of the Executive Director Pay Scale in the Administrator Agreement).

Motion by Jared Maynard Support by Lisa Valerio-Nowc Y 7 N 0 Ab 0

5. **Chief Financial Officer-** It is recommended by the Superintendent that the Board approve **Kevin Taratuta** as the Chief Financial Officer, contingent upon approved fingerprints, records check and physical.

Note: This is not a new position. This hire is due to the resignation of Presleigh Derosette. The rate of pay is $130,280.00, pro-rated to the number of days worked in the 2025-26 school year.

Motion by Lisa Valerio-Nowc Support by Kurt Wilson, Sr. Y 7 N 0 Ab 0

6. **Retainer Fee - Thrun Law-** It is recommended by the Superintendent that the Board approve the retainer fee for Thrun Law Firm in the amount of $2,500.00 for January 1, 2026 - December 31, 2026.

Motion by Lisa Vaerio-Nowc Support by Ava McDowell

Amendment to Motion by Barry Powers to table the item until the next meeting and instruct the Board President to look into reducing/eliminating the retainer fee.
Supported by Lisa Valerio-Nowe and Ava McDowell Y 6 N 1 Ab 0
No: Lisa Wilson

7. **Board Meeting Schedule -** It is recommended by the Superintendent and the Board President that the Board approve the Board Meeting Schedule for January 2026 - December 2026.

January 12, 2026, and January 26, 2026
February 9, 2026
March 9, 2026, and March 23, 2026
April 13, 2026, and April 27, 2026
May 11, 2026, and May 26, 2026
June 8, 2026, and June 22, 2026
July 20, 2026
August 24, 2026
September 14, 2026, and September 28, 2026
October 13, 2026, and October 26, 2026
November 9, 2026, and November 23, 2026
December 14, 2026

Motion by Ava McDowell Support by Lisa Valerio-Nowe Y 7 N 0 Ab 0

8. **Credit Card Policy -** It is recommended by the Superintendent and the Board President that the Board refer the credit card policy to the Finance Committee for review.

Motion by Lisa Valerio-Nowe Support by Ava McDowell Y 7 N 0 Ab 0

9. **ARIS Curriculum-** It is recommended by the Superintendent and the Director of Special Education that the Board approve the purchase of the Academic Readiness Intervention System (ARIS) curriculum in the amount of $6,530.25.

Motion by Ava McDowell Support by Lisa Valerio-Nowe Y 7 N 0 Ab 0

10. **Policy 3115b Revision-** It is recommended by the Board Policy Committee that the Board approve the revision of Policy 3115b with the addition of two names in the third section.

Note: The revision is due to the retirement of Heather Halpin.

Motion by Lisa Valerio-Nowe Support by Ava McDowell Y 7 N 0 Ab 0

Addendum

1AD. CAREER EXPLORATIONS (New Course Catalog) - It is recommended by the Superintendent and Teaching and Learning Committee, that the Board approve **Career Explorations** as a new Middle School course to be added to the Course Catalog and available to students for the second semester of the 2025-26 school year.

Note: There is no cost to the district to add this elective to the Middle School Curriculum, except that the teacher of record will receive a one-sixth to teach this elective.

Motion by Ava McDowell Support by Lisa Valerio-Nowc Y 6 N 1 Ab 0
No: Barry Powers

2AD. INTRO TO COMPUTER SCIENCE (New Course Catalog) - It is recommended by the Superintendent and Teaching and Learning Committee, that the Board approve **Intro to Computer Science** as a new Middle School course to be added to the Course Catalog and available to students for the first semester of the 2027-27 school year.

Note: There is no cost to the district to add this elective to the Middle School Curriculum.

Motion by Lisa Valerio-Nowc Support by Ava McDowell Y 6 N 1 Ab 0
No: Barry Powers

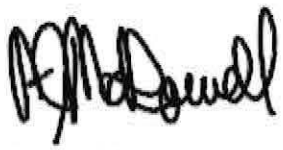
GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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3 comments

ADJOURNMENT

Motion by: Lisa Valerio-Nowc Support by: Ava McDowell Time: 9:42 p.m.



Submitted by: Ava McDowell
Secretary
Board of Education
Clintondale Community Schools

CCS PAYROLL AND BENEFITS

CHECK #	VENDOR	REASON
9360	FLAGSTAR BANK	PAYROLL 1/15 PAYROLL
9364	UNITED STATES TREASURY	FEDERAL TAXES 1/15 PAY
9370	STATE OF MICHIGAN	STATE TAXES 1/15 PAY

Transaction Search - Company

All amounts are tax inclusive and displayed in their billing currency

BMO - Mastercard, 01/05/2026 to 01/16/2026

Mapped Cards

Kenneth Janczarek

Posting Date	Tran Date	Account	Supplier	Amount		
01/07/2026	01/06/2026	XXXX-XXXX-XXXX-4419	Sams Club.Com	349.82	X	!
01/09/2026	01/08/2026	XXXX-XXXX-XXXX-4419	Sams Club.Com	82.18	X	!
01/12/2026	01/09/2026	XXXX-XXXX-XXXX-4419	Michigan Association O	200.00	X	!
01/12/2026	01/09/2026	XXXX-XXXX-XXXX-4419	Sams Club.Com	430.66	X	!
01/15/2026	01/14/2026	XXXX-XXXX-XXXX-4419	Sams Club.Com	329.66	X	!
			Debit Total USD	1,392.32		
			Credit Total USD	0.00		
			Total USD	1,392.32		

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
1315	1/15/26	07110	2760	SHELBY JONES			SHOE ALLOWANCE	102.04
							* MANUAL CHECK TOTAL *	102.04
1316	1/15/26	07110	2761	PRANVERA KODRA			25/26 SHOE ALLOWANCE	100.00
							* MANUAL CHECK TOTAL *	100.00
126516	1/15/26	40072	555	AFLAC			SUPPLEMENTAL INS 1/15 PAY	787.52
							COMPUTER CHECK TOTAL	787.52
126517	1/15/26	40117	10900	MICHIGAN AFSCME COUNCIL 925			AFSCME DUE	816.80
							COMPUTER CHECK TOTAL	816.80
126518	1/15/26	40119	333675	THE MICHIGAN 529 ADVISOR PLAN			MICH 529 PLAN 1/15 PAY	455.00
							COMPUTER CHECK TOTAL	455.00
126519	1/15/26	40066	210600	MISDU			FRIEND OF THE COURT 1/15 PAY	902.75
							COMPUTER CHECK TOTAL	902.75
126520	1/15/26	40113	2664	TEAMSTERS LOCAL 214			ADMINISTRATORS UNION DUES	966.00
							COMPUTER CHECK TOTAL	966.00
126521	1/15/26	40070	2533	VELO LAW OFFICE			CASE #2405888GC 1/15 PAY	328.48
							COMPUTER CHECK TOTAL	328.48
126522	1/16/26	96735	82335	BURKE'S SPORT HAVEN, INC.	CHS125WREST	260294	Wrestling Singlets	1,100.00
126522	1/16/26	96735	82335	BURKE'S SPORT HAVEN, INC.	CHS125WREST		Wrestling Headgear	1,160.00
126522	1/16/26	96710	82335	BURKE'S SPORT HAVEN, INC.	135217		BASKETBALL SCOREBOOKS	36.00
							COMPUTER CHECK TOTAL	2,296.00
126523	1/16/26	07002	353000	CINTAS CORP #721	4252164037	260047	Mop Rental	276.79
							COMPUTER CHECK TOTAL	276.79
126524	1/16/26	09976	114220	CLINTON TOWNSHIP RECORDS BUREA	6676		ALARM CALL	100.00
							COMPUTER CHECK TOTAL	100.00
126525	1/16/26	09976	114197	CLINTON TOWNSHIP TREASURER	15118		BOARD MEETING SECURITY	284.43
126525	1/16/26	09976	114197	CLINTON TOWNSHIP TREASURER	15121		SCHOOL BOARD SECURITY	379.24
							COMPUTER CHECK TOTAL	663.67
126526	1/16/26	07110	127810	CONTRACTORS CLOTHING CO.	7-131248		M JONES-BOOTS	195.00
							COMPUTER CHECK TOTAL	195.00
126527	1/16/26	07440	339900	DEPARTMENT OF ROADS	39949	260050	Salt	816.38
							COMPUTER CHECK TOTAL	816.38
126528	1/16/26	07285	161285	DIHYDRO SERVICES INC.	51653	260039	Water Treatment MCG	133.00
126528	1/16/26	07285	161285	DIHYDRO SERVICES INC.	51654		Water Treatment HS	528.00
126528	1/16/26	07285	161285	DIHYDRO SERVICES INC.	51655		Water Treatment PKR	147.00
							COMPUTER CHECK TOTAL	808.00
126529	1/16/26	08202	2282	DRIVERGENT INC	6307	260056	Transp. - Reg Ed In Dist	13,400.00

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
126529	1/16/26	08201	2282	DRIVERGENT INC	6308		Transp. - Sp. Ed.	3,830.00
126529	1/16/26	08201	2282	DRIVERGENT INC	6310		Transp. - Sp. Ed.	2,680.00
126529	1/16/26	00491	2282	DRIVERGENT INC	6310		Transp. - Coordinated	1,990.00
126529	1/16/26	08211	2282	DRIVERGENT INC	6313		Transp. - Reg Ed Out Dist	1,990.00
126529	1/16/26	09383	2282	DRIVERGENT INC	6314		Transportation - Latchkey	1,490.00
126529	1/16/26	08202	2282	DRIVERGENT INC	6315		Transp. - Reg Ed In Dist	300.00
126529	1/16/26	96665	2282	DRIVERGENT INC	6336		Transp. - Athletics	1,620.00
							COMPUTER CHECK TOTAL	27,300.00
126530	1/16/26	07849	1778	EGOLD FAX	EGOLD-12169414		DISTRICT FAX	173.47
							COMPUTER CHECK TOTAL	173.47
126531	1/16/26	07220	186026	ELECTRONIC SAFETY, INC.	37202	260281	Fire Alarm Testing	1,266.66
							COMPUTER CHECK TOTAL	1,266.66
126532	1/16/26	06900	1683	GFL ENVIRONMENTAL USA INC	0071275238	260287	Waste Management	1,417.07
							COMPUTER CHECK TOTAL	1,417.07
126533	1/16/26	06450	229850	GORDON FOOD SERVICE, INC.	876267864	260156	Dragon Cafe Food	259.19
126533	1/16/26	06450	229850	GORDON FOOD SERVICE, INC.	876268059		Dragon Cafe Food	28.99
126533	1/16/26	06450	229850	GORDON FOOD SERVICE, INC.	876268642		Dragon Cafe Food	184.36
126533	1/16/26	06450	229850	GORDON FOOD SERVICE, INC.	876269748		DRAGON CAFE FOOD	33.99
126533	1/16/26	06450	229850	GORDON FOOD SERVICE, INC.	876269905		DRAGON CAFE FOOD	126.85
126533	1/16/26	06450	229850	GORDON FOOD SERVICE, INC.	9031069278		DRAGON CAFE FOOD	2,506.94
							COMPUTER CHECK TOTAL	3,140.32
126534	1/16/26	07500	232250	GRAINGER	9762092055		PLUMBING SUPPLIES	17.64
126534	1/16/26	07500	232250	GRAINGER	9762092063		PLUMBING SUPPLIES	12.60
126534	1/16/26	07500	232250	GRAINGER	976209271		Honeywell System PKR	414.22
							COMPUTER CHECK TOTAL	444.46
126535	1/16/26	05790	240700	GYM CLOSET	355174-00	260289	Gym RUBBER RIM REPLACEMENTS	629.94
							COMPUTER CHECK TOTAL	629.94
126536	1/16/26	07000	1256	KSS ENTERPRISES	1721948	260051	Custodial Supplies	648.48
126536	1/16/26	07000	1256	KSS ENTERPRISES	1737671		Custodial Supplies	3,107.03
126536	1/16/26	07000	1256	KSS ENTERPRISES	1737686		Custodial Supplies	2,734.81
126536	1/16/26	07000	1256	KSS ENTERPRISES	1737688		Custodial Supplies	1,422.07
126536	1/16/26	07000	1256	KSS ENTERPRISES	1737710		CUSTODIAL SUPPLIES	3,536.16
126536	1/16/26	07000	1256	KSS ENTERPRISES	1737712		CUSTODIAL SUPPLIES	2,155.55
							COMPUTER CHECK TOTAL	13,604.10
126537	1/16/26	09085	329760	MACKINAW ADMINISTRATORS, LLC	96105		DECEMBER WC SERVICES	364.94
							COMPUTER CHECK TOTAL	364.94
126538	1/16/26	09167	340100	MACOMB COUNTY TREASURER			PARCEL #161133451005	729.52
							COMPUTER CHECK TOTAL	729.52
126539	1/16/26	08930	340501	MACOMB DUPLICATING CO.	154169		ADMIN COPIES	1,299.95
126539	1/16/26	05730	340501	MACOMB DUPLICATING CO.	154169		HS COPIES	2,018.76
126539	1/16/26	04940	340501	MACOMB DUPLICATING CO.	154169		MS COPIES	1,307.15

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
126539	1/16/26	02050	340501	MACOMB DUPLICATING CO.	154169		MCG COPIES	1,809.34
126539	1/16/26	04510	340501	MACOMB DUPLICATING CO.	154169		PKR COPIES	2,368.54
126539	1/16/26	04110	340501	MACOMB DUPLICATING CO.	154169		RBW COPIES	1,277.51
126539	1/16/26	07235	340501	MACOMB DUPLICATING CO.	154169		B&G COPIES	12.47
126539	1/16/26	08598	340501	MACOMB DUPLICATING CO.	154169		PRINT SHOP COPIES	3,685.03
126539	1/16/26	07970	340501	MACOMB DUPLICATING CO.	154169		SS COPIES	20.09
126539	1/16/26	09900	340501	MACOMB DUPLICATING CO.	154169		I CAMPUS COPIES	100.11
126539	1/16/26	04110	340501	MACOMB DUPLICATING CO.	154169		DAYCARE COPIES	111.99
							COMPUTER CHECK TOTAL	14,010.94
126541	1/16/26	09167	2752	MANER COSTERISAN & ELLIS, PC	77438		CFO SERVICES	1,267.50
							COMPUTER CHECK TOTAL	1,267.50
126542	1/16/26	07849	2117	MARCO TECHNOLOGIES, LLC	INV14746392	260000	Monthly Duo Subscrip	36.00
							COMPUTER CHECK TOTAL	36.00
126543	1/16/26	07009	385050	MSBO			KELLEU-ACCIDENT PROCEDURES	105.00
							COMPUTER CHECK TOTAL	105.00
126544	1/16/26	04315	388375	NAEYC	005148235		SANCHEZ-PRESCHOOL TEACH & LEAR	72.00
							COMPUTER CHECK TOTAL	72.00
126545	1/16/26	07500	635710	PETTY CASH-ADMINISTRATION			DOOR HANDLE-WHITE DODGE	10.00
							COMPUTER CHECK TOTAL	10.00
126546	1/16/26	07849	2153	POWER SCHOOL GROUP LLC	INV473143		POWER SCHOOL APPLICATIONS	17,485.26
							COMPUTER CHECK TOTAL	17,485.26
126547	1/16/26	08959	2699	PROCARE THERAPY	21356352		SOCIAL WORK SERVICES	10,005.00
							COMPUTER CHECK TOTAL	10,005.00
126548	1/16/26	02070	209880	SCHOOL SPECIALITY,INC.	308104789680	260009	Penick Supplies	146.11
126548	1/16/26	02070	209880	SCHOOL SPECIALITY,INC.	308104804113		Wentz Supplies	269.29
							COMPUTER CHECK TOTAL	415.40
126550	1/16/26	09010	494995	SHREDCORP	4396069	260059	District Shredding Serv	268.00
							COMPUTER CHECK TOTAL	268.00
126551	1/16/26	07221	507150	SPENCER OIL CO	010266-2536501	260052	Fuel	778.71
							COMPUTER CHECK TOTAL	778.71
126552	1/16/26	96643	517510	STEVENSON HIGH SCHOOL		260278	County Bowling Tournament	525.00
							COMPUTER CHECK TOTAL	525.00
126553	1/16/26	07220	542800	TERMINIX PROCESSING CENTER	89402400	260054	Pest Control PKR	65.98
126553	1/16/26	07220	542800	TERMINIX PROCESSING CENTER	89402401		Pest Control NCG	65.98
126553	1/16/26	07220	542800	TERMINIX PROCESSING CENTER	89402405		Pest Control RBW	65.98
							COMPUTER CHECK TOTAL	197.94
126554	1/16/26	07849	2750	VIVACITY TECH PBC	INV1158942	260239	Vivacity Tech 12-Unit Cha	1,496.25
126554	1/16/26	07849	2750	VIVACITY TECH PBC	INV1158942		Vivacity Tech 6-Unit Char	2,646.00

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
126554	1/16/26	07849	2750	VIVACITY TECH PBC	INV1158942		Vivacity Tech 45W USB-C A	1,913.76
							COMPUTER CHECK TOTAL	6,056.01
126555	1/16/26	07500	573400	WEINGARTZ	11065896-00		SNOW BLOWER PARTS	241.93
							COMPUTER CHECK TOTAL	241.93
126556	1/16/26	96690	2461	TAI APISA III		260277	Reconditioning SHOULDER PADS	1,200.00
							COMPUTER CHECK TOTAL	1,200.00
126557	1/16/26	07220	2002	EDGARD J GEIST III	20251218JG	260283	HVAC MS	280.00
126557	1/16/26	07220	2002	EDGARD J GEIST III	20251223JG		HVAC HS	280.00
							COMPUTER CHECK TOTAL	560.00
992057	1/07/26	99974	419	AMAZON.COM	1KV9FDTGMG3Y	260263	Disposable Nitrile Glvoes	17.34
992057	1/07/26	99974	419	AMAZON.COM	1KV9FDTGMG3Y		Elements Baby Wipes	40.10
992057	1/07/26	02190	419	AMAZON.COM	1LKP34DJK6VP		School store supplies	480.00
992057	1/07/26	07500	419	AMAZON.COM	1MVNRPGVNGC6		RBW INDOOR PLAYGROUND PADS	232.99
992057	1/07/26	05790	419	AMAZON.COM	1QFM1NRYJLKH		Dance	44.97
992057	1/07/26	05790	419	AMAZON.COM	1QFM1NRYJLKH		Dance	25.68
992057	1/07/26	05790	419	AMAZON.COM	1QFM1NRYJLKH		Dance	50.96
992057	1/07/26	05790	419	AMAZON.COM	1QFM1NRYJLKH		Dance	59.99
992057	1/07/26	05790	419	AMAZON.COM	1QFM1NRYJLKH		Dance	23.99
992057	1/07/26	40000	419	AMAZON.COM	14Y7D4F7LWYF		SCHOOL STORE	458.90
							* MANUAL CHECK TOTAL *	1,434.92
9342	1/16/26	09012	484	FLAGSTAR BANK			SERVICE CHARGE ASSESSED-DEC	333.03
							* MANUAL CHECK TOTAL *	333.03
9345	1/07/26	07849	1680	COMPLETE INTERACTIVE TECHNOLOG	86401	260057	Monthly CTap Leasing	870.00
							* MANUAL CHECK TOTAL *	870.00
9346	1/07/26	05370	153900	DTE ENERGY			MS 910040103673 THRU 12/15	8,872.51
9346	1/07/26	06160	153900	DTE ENERGY			HS 910040103673 THRU 12/15	8,872.50
							* MANUAL CHECK TOTAL *	17,745.01
9347	1/07/26	05601	2149	SUB TEACHER SOURCE	129027		HS SUBS	2,714.10
9347	1/07/26	06205	2149	SUB TEACHER SOURCE	129031		PKR IA	108.80
9347	1/07/26	07924	2149	SUB TEACHER SOURCE	129031		PKR RR SUB	1,088.00
9347	1/07/26	05571	2149	SUB TEACHER SOURCE	129034		MCG SUBS	326.40
9347	1/07/26	07957	2149	SUB TEACHER SOURCE	129034		MCG IA SUBS	979.20
							* MANUAL CHECK TOTAL *	5,216.50
9348	1/07/26	07731	2422	TEAM FINANCIAL GROUP INC	157941	260062	Lighting Project	11,445.00
							* MANUAL CHECK TOTAL *	11,445.00
9349	1/08/26	08025	523950	T-MOBILE			BUS OFF CELL PHONE	47.97
9349	1/08/26	07340	523950	T-MOBILE			MAINTENANCE CELL PHONES	143.91
9349	1/08/26	08592	523950	T-MOBILE			SUPT CELL PHONE	47.97
9349	1/08/26	05720	523950	T-MOBILE			SECURITY CELL PHONE	47.97
9349	1/08/26	05721	523950	T-MOBILE			TECH CELL PHONE	47.97
9349	1/08/26	06950	523950	T-MOBILE			SQUARE TABLET	44.55

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
							* MANUAL CHECK TOTAL *	380.34
9350	1/08/26	06950	1758	TELNET WORLDWIDE, INC	IN128288		DISTRICT PHONES	406.74
							* MANUAL CHECK TOTAL *	406.74
9351	1/08/26	06945	140075	DTE ENERGY			FH 910001864388 THRU 12/17	404.24
							* MANUAL CHECK TOTAL *	404.24
9352	1/08/26	40150	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			CONTRIBUTION 12/30 PAY	120,552.40
9352	1/08/26	40102	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			MIP PAYMENT 12/30 PAY	19,301.84
9352	1/08/26	40103	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			TDP PAYMENT 12/30 PAY	50.00
9352	1/08/26	40022	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-DCP PAYMENT 12/30 PAY	10,648.13
9352	1/08/26	40022	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-DCP MATCH 12/30 PAY	4,813.55
9352	1/08/26	40029	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-PHF PAYMENT 12/30 PAY	3,274.24
9352	1/08/26	40022	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-PHF MATCH 12/30 PAY	3,274.24
							* MANUAL CHECK TOTAL *	161,914.40
9353	1/08/26	07500	254900	HOME DEPOT CREDIT SERVICES			WRENCH	59.97
							* MANUAL CHECK TOTAL *	59.97
9355	1/12/26	07849	523950	T-MOBILE			HOT SPOTS	930.05
							* MANUAL CHECK TOTAL *	930.05
9356	1/12/26	04300	140020	DTE ENERGY			RBW 910001851948 THRU 12/19	3,061.48
							* MANUAL CHECK TOTAL *	3,061.48
9357	1/13/26	06140	944	CONSTELLATION	4487785		HS GAS THRU 12/31	8,544.96
9357	1/13/26	05350	944	CONSTELLATION	4487785		MS GAS THRU 12/31	8,544.96
9357	1/13/26	04280	944	CONSTELLATION	4487785		RBW GAS THRU 12/31	2,520.86
9357	1/13/26	02230	944	CONSTELLATION	4487785		MCG GAS THRU 12/31	1,760.90
9357	1/13/26	06920	944	CONSTELLATION	4487785		ADM GAS THRU 12/31	714.35
9357	1/13/26	04660	944	CONSTELLATION	4487785		PKR GAS THRU 12/31	3,134.05
							* MANUAL CHECK TOTAL *	25,220.08
9358	1/13/26	06450	512550	STATE OF MICHIGAN			DRAGON CAFE SALES TAX	35.67
							* MANUAL CHECK TOTAL *	35.67
9359	1/13/26	07500	104	HARBOR FREIGHT			MAINTENANCE SUPPLIES	51.96
							* MANUAL CHECK TOTAL *	51.96
9360	1/13/26	40004	624	FLAGSTAR BANK			DD & NET CHECKS 1/15 PAY	284,033.66
							* MANUAL CHECK TOTAL *	284,033.66
9361	1/14/26	40110	412	MICHIGAN SCHOOLS AND GOVERNMEN			CU DEPOSIT 1/15 PAY	34,559.60
							* MANUAL CHECK TOTAL *	34,559.60
9362	1/15/26	07500	324900	LOWES BUSINESS ACCOUNT		260232	General Maintenance	1,897.44
9362	1/15/26	07520	324900	LOWES BUSINESS ACCOUNT			Electrical Maintenance	397.33
9362	1/15/26	07560	324900	LOWES BUSINESS ACCOUNT			Plumbing Maintenance	414.04
							* MANUAL CHECK TOTAL *	2,708.81

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
9363	1/15/26	40120	1557	TSA CONSULTING GROUP			EE ANNUITIES 1/15 PAY	19,100.41
							* MANUAL CHECK TOTAL *	19,100.41
9364	1/15/26	40100	411	UNITED STATES TREASURY			FEDERAL TAXES 1/15 PAY	39,853.77
9364	1/15/26	40106	411	UNITED STATES TREASURY			FICA/MED TAXES 1/15 PAY	35,828.74
9364	1/15/26	40152	411	UNITED STATES TREASURY			FICA/MED MATCH 1/15 PAY	35,828.74
							* MANUAL CHECK TOTAL *	111,511.25
9365	1/15/26	09012	484	FLAGSTAR BANK			SERVICE CHARGE ASSESSED	311.08
							* MANUAL CHECK TOTAL *	311.08
9366	1/15/26	02250	140020	DTE ENERGY			MCG 910001851773 THRU 12/22	2,184.89
9366	1/15/26	04680	140020	DTE ENERGY			PKR 910001864503 THRU 12/22	4,456.07
9366	1/15/26	06940	140020	DTE ENERGY			ADM 910001864107 THRU 12/22	782.01
9366	1/15/26	06945	140020	DTE ENERGY			FH 910001864248 THRU 12/22	280.55
9366	1/15/26	02250	140020	DTE ENERGY			FH 920026898626 THRU 12/22	40.35
							* MANUAL CHECK TOTAL *	7,743.87
9367	1/15/26	07500	1638	MENARDS			WALL MOUNTS	208.97
9367	1/15/26	07500	1638	MENARDS			SHOP TOOL	35.19
							* MANUAL CHECK TOTAL *	244.16
9368	1/15/26	40030	899	HEALTH EQUITY			EE HSA CONTRIBUTION 1/15 PAY	4,171.00
							* MANUAL CHECK TOTAL *	4,171.00
9370	1/16/26	40122	515100	STATE OF MICHIGAN			STATE TAXES 1/15 PAY	17,009.22
							* MANUAL CHECK TOTAL *	17,009.22
9371	1/16/26	96645	2428	EDUSTAFF	2026011601-3		COACHES	2,469.74
9371	1/16/26	07131	2428	EDUSTAFF	2026011601-3		MAINTENANCE	197.36
9371	1/16/26	05602	2428	EDUSTAFF	2026011601-3		HS CONFERENCE	88.95
9371	1/16/26	05601	2428	EDUSTAFF	2026011601-3		HS TEACHER	1,556.65
9371	1/16/26	01984	2428	EDUSTAFF	2026011601-3		MCG CONFERENCE	622.65
9371	1/16/26	01980	2428	EDUSTAFF	2026011601-3		MCG TEACHER	355.80
9371	1/16/26	06348	2428	EDUSTAFF	2026011601-3		MCG IA	298.28
9371	1/16/26	04861	2428	EDUSTAFF	2026011601-3		MC TEACHER	2,060.70
9371	1/16/26	04431	2428	EDUSTAFF	2026011601-3		PKR TEACHER	889.50
9371	1/16/26	04490	2428	EDUSTAFF	2026011601-3		RBW TEACHER	266.85
9371	1/16/26	11208	2428	EDUSTAFF	2026011601-3		RBW IA	889.50
9371	1/16/26	08066	2428	EDUSTAFF	2026011601-3		RBW SS IA	66.42
							* MANUAL CHECK TOTAL *	9,762.40

11 General Fund

COMPUTER CHECKS	40	$111,717.56
MANUAL CHECKS	29	$720,866.89
TOTAL CHECKS	69	$832,584.45

*** VOID SUMMARY ***
COMPUTER VOID CHECKS *NON-PAYMENT*
VOID CHECKS - COMPUTER

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
							VOID CHECKS - MANUAL	
							TOTAL VOID CHECKS	
							TOTAL NET CHECKS 69	$832,584.45
							REPLACEMENT CHECKS	

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
12 Federal Grants								
126529*	1/16/26	20206	2282	DRIVERGENT INC	6311	260284	Transportation (Sedan)	2,750.00
126529	1/16/26	20206	2282	DRIVERGENT INC	6312		Transportation (Sedan)	1,375.00
							COMPUTER CHECK TOTAL	4,125.00
126545*	1/16/26	12100	635710	PETTY CASH-ADMINISTRATION			MCKINNEY VENTO GAS CARDS	400.00
							COMPUTER CHECK TOTAL	400.00
992057*	1/07/26	09750	419	AMAZON.COM	1LXNVKPRH7T3		PKR TITLE I SUPPLIES	2,593.50
992057	1/07/26	09747	419	AMAZON.COM	1V11PGMDKQ17		MS TITLE I SUPPLIES	852.13
992057	1/07/26	09746	419	AMAZON.COM	13P6W96DXHMC		RBW TITLE 1 SUPPLIES	1,247.02
992057	1/07/26	09744	419	AMAZON.COM	14Y7D4F7M1DK		MCG TITLE 1 SUPPLIES	2,593.50
							* MANUAL CHECK TOTAL *	7,286.15

12 Federal Grants

COMPUTER CHECKS	2	$4,525.00
MANUAL CHECKS	1	$7,286.15
TOTAL CHECKS	3	$11,811.15

*** VOID SUMMARY ***	
COMPUTER VOID CHECKS	*NON-PAYMENT*
VOID CHECKS - COMPUTER	
VOID CHECKS - MANUAL	
TOTAL VOID CHECKS	

TOTAL NET CHECKS	3	$11,811.15

REPLACEMENT CHECKS

*=CHECK ALSO EXISTS IN A PRIOR FUND

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
13 State and Local Grants								
126529*	1/16/26	00236	2282	DRIVERGENT INC	6309	260056	Transp. - GSRP	2,680.00
							COMPUTER CHECK TOTAL	2,680.00
126540	1/16/26	06237	341045	MACOMB INTERMEDIATE SCHOOL DIS	121406		25/26 BILINGUAL SERVICES	12,540.00
							COMPUTER CHECK TOTAL	12,540.00
992057*	1/07/26	00795	419	AMAZON.COM	1CNTPNR6MCHQ	260264	GSRP Supplies	64.40
992057	1/07/26	00230	419	AMAZON.COM	1RVQPLFTHWNJ		GSRP SUPPLIES	200.99
							* MANUAL CHECK TOTAL *	265.39
9347*	1/07/26	99955	2149	SUB TEACHER SOURCE	129024		RBW SUBS	1,357.05
							* MANUAL CHECK TOTAL *	1,357.05
9371*	1/16/26	99955	2428	EDUSTAFF	2026011601-3		RBW GSRP	1,141.98
							* MANUAL CHECK TOTAL *	1,141.98

13 State and Local Grants

COMPUTER CHECKS	2	$15,220.00
MANUAL CHECKS	3	$2,764.42
TOTAL CHECKS	5	$17,984.42

*** VOID SUMMARY ***

COMPUTER VOID CHECKS	*NON-PAYMENT*
VOID CHECKS - COMPUTER	
VOID CHECKS - MANUAL	
TOTAL VOID CHECKS	

TOTAL NET CHECKS	5	$17,984.42

REPLACEMENT CHECKS

*=CHECK ALSO EXISTS IN A PRIOR FUND

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
23 Child Care								
126549	1/16/26	01045	2316	SHIELDS CHILDCARE SUPPLIES	28165		DAYCARE-CHANGING TABLES	400.00
							COMPUTER CHECK TOTAL	400.00
992057*	1/07/26	01045	419	AMAZON.COM	16GDCP1CMPTX		DAYCARE SUPPLIES	335.25
							* MANUAL CHECK TOTAL *	335.25
9354	1/09/26	01044	2428	EDUSTAFF	2026010901-2		DAYCARE	330.15
							* MANUAL CHECK TOTAL *	330.15
9371*	1/16/26	01044	2428	EDUSTAFF	2026011601-3		DAYCARE	35,553.74
9371	1/16/26	01067	2428	EDUSTAFF	2026011601-3		RBW LATCHKEY	5,212.02
							* MANUAL CHECK TOTAL *	40,765.76

23 Child Care

COMPUTER CHECKS	1	$400.00
MANUAL CHECKS	3	$41,431.16
TOTAL CHECKS	4	$41,831.16

*** VOID SUMMARY ***
COMPUTER VOID CHECKS *NON-PAYMENT*
VOID CHECKS - COMPUTER
VOID CHECKS - MANUAL
TOTAL VOID CHECKS

TOTAL NET CHECKS	4	$41,831.16

REPLACEMENT CHECKS

*=CHECK ALSO EXISTS IN A PRIOR FUND

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
25 School Lunch Fund								
126539*	1/16/26	82020	340501	MACOMB DUPLICATING CO.	154169		FS COPIES	26.26
							COMPUTER CHECK TOTAL	26.26
9369	1/16/26	82005	2424	SFE HOLDINGS LLC	251212010		FOOD SERVICE - DECEMBER	107,857.60
							* MANUAL CHECK TOTAL *	107,857.60
9371*	1/16/26	82006	2428	EDUSTAFF	2026011601-3		NOON AIDE	703.45
							* MANUAL CHECK TOTAL *	703.45

25 School Lunch Fund

COMPUTER CHECKS	1	$26.26
MANUAL CHECKS	2	$108,561.05
TOTAL CHECKS	3	$108,587.31

*** VOID SUMMARY ***

COMPUTER VOID CHECKS		*NON-PAYMENT*
VOID CHECKS - COMPUTER		
VOID CHECKS - MANUAL		
TOTAL VOID CHECKS		
TOTAL NET CHECKS	3	$108,587.31

REPLACEMENT CHECKS

*=CHECK ALSO EXISTS IN A PRIOR FUND

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION		AMOUNT
							*** GRAND TOTALS ***		
							COMPUTER CHECKS	42	$131,888.82
							MANUAL CHECKS	31	$880,909.67
							TOTAL CHECKS	73	$1,012,798.49
							*** VOID SUMMARY ***		
							COMPUTER VOID CHECKS		*NON-PAYMENT*
							VOID CHECKS - COMPUTER		
							VOID CHECKS - MANUAL		
							TOTAL VOID CHECKS		
							TOTAL NET CHECKS	73	$1,012,798.49
							REPLACEMENT CHECKS		

CHECKS IN MULTIPLE FUNDS ONLY COUNTED ONCE FOR GRAND TOTALS

** SPOILED CHECKS NOT INCLUED IN THIS REPORT **

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
1315	1/15/26	07110	2760	SHELBY JONES			SHOE ALLOWANCE	102.04
							* MANUAL CHECK TOTAL *	102.04
1316	1/15/26	07110	2761	PRANVERA KODRA			25/26 SHOE ALLOWANCE	100.00
							* MANUAL CHECK TOTAL *	100.00
126516	1/15/26	40072	555	AFLAC			SUPPLEMENTAL INS 1/15 PAY	787.52
							COMPUTER CHECK TOTAL	787.52
126517	1/15/26	40117	10900	MICHIGAN AFSCME COUNCIL 925			AFSCME DUE	816.80
							COMPUTER CHECK TOTAL	816.80
126518	1/15/26	40119	333675	THE MICHIGAN 529 ADVISOR PLAN			MICH 529 PLAN 1/15 PAY	455.00
							COMPUTER CHECK TOTAL	455.00
126519	1/15/26	40066	210600	MISDU			FRIEND OF THE COURT 1/15 PAY	902.75
							COMPUTER CHECK TOTAL	902.75
126520	1/15/26	40113	2664	TEAMSTERS LOCAL 214			ADMINISTRATORS UNION DUES	966.00
							COMPUTER CHECK TOTAL	966.00
126521	1/15/26	40070	2533	VELO LAW OFFICE			CASE #2405888GC 1/15 PAY	328.48
							COMPUTER CHECK TOTAL	328.48
126522	1/16/26	96735	82335	BURKE'S SPORT HAVEN, INC.	CHS125WREST	260294	Wrestling Singlets	1,100.00
126522	1/16/26	96735	82335	BURKE'S SPORT HAVEN, INC.	CHS125WREST		Wrestling Headgear	1,160.00
126522	1/16/26	96710	82335	BURKE'S SPORT HAVEN, INC.	135217		BASKETBALL SCOREBOOKS	36.00
							COMPUTER CHECK TOTAL	2,296.00
126523	1/16/26	07002	353000	CINTAS CORP #721	4252164037	260047	Mop Rental	276.79
							COMPUTER CHECK TOTAL	276.79
126524	1/16/26	09976	114220	CLINTON TOWNSHIP RECORDS BUREA	6676		ALARM CALL	100.00
							COMPUTER CHECK TOTAL	100.00
126525	1/16/26	09976	114197	CLINTON TOWNSHIP TREASURER	15118		BOARD MEETING SECURITY	284.43
126525	1/16/26	09976	114197	CLINTON TOWNSHIP TREASURER	15121		SCHOOL BOARD SECURITY	379.24
							COMPUTER CHECK TOTAL	663.67
126526	1/16/26	07110	127810	CONTRACTORS CLOTHING CO.	7-131248		M JONES-BOOTS	195.00
							COMPUTER CHECK TOTAL	195.00
126527	1/16/26	07440	339900	DEPARTMENT OF ROADS	39949	260050	Salt	816.38
							COMPUTER CHECK TOTAL	816.38
126528	1/16/26	07285	161285	DIHYDRO SERVICES INC.	51653	260039	Water Treatment MCG	133.00
126528	1/16/26	07285	161285	DIHYDRO SERVICES INC.	51654		Water Treatment HS	528.00
126528	1/16/26	07285	161285	DIHYDRO SERVICES INC.	51655		Water Treatment PKR	147.00
							COMPUTER CHECK TOTAL	808.00
126529	1/16/26	08202	2282	DRIVERGENT INC	6307	260056	Transp. - Reg Ed In Dist	13,400.00

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
126539	1/16/26	02050	340501	MACOMB DUPLICATING CO.	154169		MCG COPIES	1,809.34
126539	1/16/26	04510	340501	MACOMB DUPLICATING CO.	154169		PKR COPIES	2,368.54
126539	1/16/26	04110	340501	MACOMB DUPLICATING CO.	154169		RBW COPIES	1,277.51
126539	1/16/26	07235	340501	MACOMB DUPLICATING CO.	154169		B&G COPIES	12.47
126539	1/16/26	08598	340501	MACOMB DUPLICATING CO.	154169		PRINT SHOP COPIES	3,685.03
126539	1/16/26	07970	340501	MACOMB DUPLICATING CO.	154169		SS COPIES	20.09
126539	1/16/26	09900	340501	MACOMB DUPLICATING CO.	154169		I CAMPUS COPIES	100.11
126539	1/16/26	04110	340501	MACOMB DUPLICATING CO.	154169		DAYCARE COPIES	111.99
							COMPUTER CHECK TOTAL	14,010.94
126541	1/16/26	09167	2752	MANER COSTERISAN & ELLIS, PC	77438		CFO SERVICES	1,267.50
							COMPUTER CHECK TOTAL	1,267.50
126542	1/16/26	07849	2117	MARCO TECHNOLOGIES, LLC	INV14746392	260000	Monthly Duo Subscrip	36.00
							COMPUTER CHECK TOTAL	36.00
126543	1/16/26	07009	385050	MSBO			KELLEU-ACCIDENT PROCEDURES	105.00
							COMPUTER CHECK TOTAL	105.00
126544	1/16/26	04315	388375	NAEYC	005148235		SANCHEZ-PRESCHOOL TEACH & LEAR	72.00
							COMPUTER CHECK TOTAL	72.00
126545	1/16/26	07500	635710	PETTY CASH-ADMINISTRATION			DOOR HANDLE-WHITE DODGE	10.00
							COMPUTER CHECK TOTAL	10.00
126546	1/16/26	07849	2153	POWER SCHOOL GROUP LLC	INV473143		POWER SCHOOL APPLICATIONS	17,485.26
							COMPUTER CHECK TOTAL	17,485.26
126547	1/16/26	08959	2699	PROCARE THERAPY	21356352		SOCIAL WORK SERVICES	10,005.00
							COMPUTER CHECK TOTAL	10,005.00
126548	1/16/26	02070	209880	SCHOOL SPECIALITY,INC.	308104789680	260009	Penick Supplies	146.11
126548	1/16/26	02070	209880	SCHOOL SPECIALITY,INC.	308104804113		Wentz Supplies	269.29
							COMPUTER CHECK TOTAL	415.40
126550	1/16/26	09010	494995	SHREDCORP	4396069	260059	District Shredding Serv	268.00
							COMPUTER CHECK TOTAL	268.00
126551	1/16/26	07221	507150	SPENCER OIL CO	010266-2536501	260052	Fuel	778.71
							COMPUTER CHECK TOTAL	778.71
126552	1/16/26	96643	517510	STEVENSON HIGH SCHOOL		260278	County Bowling Tournament	525.00
							COMPUTER CHECK TOTAL	525.00
126553	1/16/26	07220	542800	TERMINIX PROCESSING CENTER	89402400	260054	Pest Control PKR	65.98
126553	1/16/26	07220	542800	TERMINIX PROCESSING CENTER	89402401		Pest Control NCG	65.98
126553	1/16/26	07220	542800	TERMINIX PROCESSING CENTER	89402405		Pest Control RBW	65.98
							COMPUTER CHECK TOTAL	197.94
126554	1/16/26	07849	2750	VIVACITY TECH PBC	INV1158942	260239	Vivacity Tech 12-Unit Cha	1,496.25
126554	1/16/26	07849	2750	VIVACITY TECH PBC	INV1158942		Vivacity Tech 6-Unit Char	2,646.00

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
126568	1/30/26	07500	388700	INDEPENDENT TRUCK UPFITTERS	SI15598	260303	Cutting Edge Kit	396.90
126568	1/30/26	07500	388700	INDEPENDENT TRUCK UPFITTERS	SI15814		PLOW TRUCK PARTS	231.40
							COMPUTER CHECK TOTAL	628.30
126569	1/30/26	05980	286000	JOSTENS	37575842	260308	Diplomas	35.75
126569	1/30/26	05980	286000	JOSTENS	37684882		Diplomas	13.05
126569	1/30/26	05980	286000	JOSTENS	37823074		Diplomas	1,043.95
126569	1/30/26	05980	286000	JOSTENS	38023661		Diplomas	13.05
126569	1/30/26	05980	286000	JOSTENS	38185744		Diplomas	18.95
							COMPUTER CHECK TOTAL	1,124.75
126570	1/30/26	07000	1256	KSS ENTERPRISES	1737671-1	260302	Custodial Supplies	285.00
126570	1/30/26	07000	1256	KSS ENTERPRISES	1737686-1		Custodial Supplies	228.00
126570	1/30/26	07000	1256	KSS ENTERPRISES	1737710-1		Custodial Supplies	513.00
126570	1/30/26	07000	1256	KSS ENTERPRISES	1737712-1		Custodial Supplies	228.00
							COMPUTER CHECK TOTAL	1,254.00
126571	1/30/26	07220	310200	LARDNER ELEVATOR COMPANY	207694	260311	Elevator Maintenance	334.00
126571	1/30/26	07220	310200	LARDNER ELEVATOR COMPANY	207899		Elevator Safety Test	2,050.00
126571	1/30/26	07220	310200	LARDNER ELEVATOR COMPANY	270898		Elevator repair	391.50
							COMPUTER CHECK TOTAL	2,775.50
126572	1/30/26	04510	340501	MACOMB DUPLICATING CO.	154281		MCG COPIER SERVICE CALL	105.00
							COMPUTER CHECK TOTAL	105.00
126573	1/30/26	08959	341045	MACOMB INTERMEDIATE SCHOOL DIS	121404		PSYCHOLOGIST SERVICES	12,994.80
							COMPUTER CHECK TOTAL	12,994.80
126574	1/30/26	09980	341275	MACOMB/ST CLAIR			BUSINESS OFFICE MEMBERSHIP	150.00
							COMPUTER CHECK TOTAL	150.00
126575	1/30/26	09120	356625	MESSA	260298936		FEBRUARY PREMIUM	132,044.32
							COMPUTER CHECK TOTAL	132,044.32
126576	1/30/26	09105	395800	NATIONAL INSURANCE SERVICES	1748692		FEBRUARY PREMIUM	4,853.75
							COMPUTER CHECK TOTAL	4,853.75
126577	1/30/26	09470	414730	OCCUPATIONAL HEALTH CENTERS	716372757	260063	New Hire Physicals TARATUTA	172.00
							COMPUTER CHECK TOTAL	172.00
126579	1/30/26	08959	2699	PROCARE THERAPY	21361620		SOCIAL WORKERS	7,986.40
126579	1/30/26	08959	2699	PROCARE THERAPY	21367657		SOCIAL WORKERS	6,588.60
							COMPUTER CHECK TOTAL	14,575.00
126580	1/30/26	04980	209880	SCHOOL SPECIALITY, INC.	302104829008	260261	supplies	9.24
126580	1/30/26	04980	209880	SCHOOL SPECIALITY, INC.	302104829008		supplies	15.00
126580	1/30/26	04980	209880	SCHOOL SPECIALITY, INC.	302104829008		supplies1	21.79
126580	1/30/26	04980	209880	SCHOOL SPECIALITY, INC.	302104829008		supplies1	15.35
							COMPUTER CHECK TOTAL	61.38
126581	1/30/26	06450	512550	STATE OF MICHIGAN			END OF YEAR STATE TAXES	1.59

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
9346	1/07/26	06160	153900	DTE ENERGY			HS 910040103673 THRU 12/15	8,872.50
							* MANUAL CHECK TOTAL *	17,745.01
9347	1/07/26	05601	2149	SUB TEACHER SOURCE	129027		HS SUBS	2,714.10
9347	1/07/26	06205	2149	SUB TEACHER SOURCE	129031		PKR IA	108.80
9347	1/07/26	07924	2149	SUB TEACHER SOURCE	129031		PKR RR SUB	1,088.00
9347	1/07/26	05571	2149	SUB TEACHER SOURCE	129034		MCG SUBS	326.40
9347	1/07/26	07957	2149	SUB TEACHER SOURCE	129034		MCG IA SUBS	979.20
							* MANUAL CHECK TOTAL *	5,216.50
9348	1/07/26	07731	2422	TEAM FINANCIAL GROUP INC	157941	260062	Lighting Project	11,445.00
							* MANUAL CHECK TOTAL *	11,445.00
9349	1/08/26	08025	523950	T-MOBILE			BUS OFF CELL PHONE	47.97
9349	1/08/26	07340	523950	T-MOBILE			MAINTENANCE CELL PHONES	143.91
9349	1/08/26	08592	523950	T-MOBILE			SUPT CELL PHONE	47.97
9349	1/08/26	05720	523950	T-MOBILE			SECURITY CELL PHONE	47.97
9349	1/08/26	05721	523950	T-MOBILE			TECH CELL PHONE	47.97
9349	1/08/26	06950	523950	T-MOBILE			SQUARE TABLET	44.55
							* MANUAL CHECK TOTAL *	380.34
9350	1/08/26	06950	1758	TELNET WORLDWIDE, INC	IN128288		DISTRICT PHONES	406.74
							* MANUAL CHECK TOTAL *	406.74
9351	1/08/26	06945	140075	DTE ENERGY			FH 910001864388 THRU 12/17	404.24
							* MANUAL CHECK TOTAL *	404.24
9352	1/08/26	40150	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			CONTRIBUTION 12/30 PAY	120,552.40
9352	1/08/26	40102	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			MIP PAYMENT 12/30 PAY	19,301.84
9352	1/08/26	40103	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			TDP PAYMENT 12/30 PAY	50.00
9352	1/08/26	40022	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-DCP PAYMENT 12/30 PAY	10,648.13
9352	1/08/26	40022	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-DCP MATCH 12/30 PAY	4,813.55
9352	1/08/26	40029	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-PHF PAYMENT 12/30 PAY	3,274.24
9352	1/08/26	40022	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-PHF MATCH 12/30 PAY	3,274.24
							* MANUAL CHECK TOTAL *	161,914.40
9353	1/08/26	07500	254900	HOME DEPOT CREDIT SERVICES			WRENCH	59.97
							* MANUAL CHECK TOTAL *	59.97
9355	1/12/26	07849	523950	T-MOBILE			HOT SPOTS	930.05
							* MANUAL CHECK TOTAL *	930.05
9356	1/12/26	04300	140020	DTE ENERGY			RBW 910001851948 THRU 12/19	3,061.48
							* MANUAL CHECK TOTAL *	3,061.48
9357	1/13/26	06140	944	CONSTELLATION	4487785		HS GAS THRU 12/31	8,544.96
9357	1/13/26	05350	944	CONSTELLATION	4487785		MS GAS THRU 12/31	8,544.96
9357	1/13/26	04280	944	CONSTELLATION	4487785		RBW GAS THRU 12/31	2,520.86
9357	1/13/26	02230	944	CONSTELLATION	4487785		MCG GAS THRU 12/31	1,760.90
9357	1/13/26	06920	944	CONSTELLATION	4487785		ADM GAS THRU 12/31	714.35
9357	1/13/26	04660	944	CONSTELLATION	4487785		PKR GAS THRU 12/31	3,134.05

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
9371	1/16/26	01984	2428	EDUSTAFF	2026011601-3		MCG CONFERENCE	622.65
9371	1/16/26	01980	2428	EDUSTAFF	2026011601-3		MCG TEACHER	355.80
9371	1/16/26	06348	2428	EDUSTAFF	2026011601-3		MCG IA	298.28
9371	1/16/26	04861	2428	EDUSTAFF	2026011601-3		MC TEACHER	2,060.70
9371	1/16/26	04431	2428	EDUSTAFF	2026011601-3		PKR TEACHER	889.50
9371	1/16/26	04490	2428	EDUSTAFF	2026011601-3		RBW TEACHER	266.85
9371	1/16/26	11208	2428	EDUSTAFF	2026011601-3		RBW IA	889.50
9371	1/16/26	08066	2428	EDUSTAFF	2026011601-3		RBW SS IA	66.42
							* MANUAL CHECK TOTAL *	9,762.40

11 General Fund

COMPUTER CHECKS	72	$324,735.60
MANUAL CHECKS	29	$720,866.89
TOTAL CHECKS	101	$1,045,602.49

*** VOID SUMMARY ***

COMPUTER VOID CHECKS		*NON-PAYMENT*
VOID CHECKS - COMPUTER		
VOID CHECKS - MANUAL		
TOTAL VOID CHECKS		
TOTAL NET CHECKS	101	$1,045,602.49

REPLACEMENT CHECKS

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
13 State and Local Grants								
126529*	1/16/26	00236	2282	DRIVERGENT INC	6309	260056	Transp. - GSRP	2,680.00
							COMPUTER CHECK TOTAL	2,680.00
126540	1/16/26	06237	341045	MACOMB INTERMEDIATE SCHOOL DIS	121406		25/26 BILINGUAL SERVICES	12,540.00
							COMPUTER CHECK TOTAL	12,540.00
126563*	1/30/26	00236	2282	DRIVERGENT INC	6367	260056	Transp. - GSRP	2,680.00
							COMPUTER CHECK TOTAL	2,680.00
126578	1/30/26	11215	2665	OPENPATH SECURITY INC	INV175928		SECURE ENTRANCES	4,560.00
							COMPUTER CHECK TOTAL	4,560.00
126583	1/30/26	11215	563750	WAKELY ASSOCIATES INC			SECURE ENTRANCES	610,738.94
							COMPUTER CHECK TOTAL	610,738.94
992057*	1/07/26	00795	419	AMAZON.COM	1CNTPNR6MCHQ	260264	GSRP Supplies	64.40
992057	1/07/26	00230	419	AMAZON.COM	1RVQPLFTHWNJ		GSRP SUPPLIES	200.99
							* MANUAL CHECK TOTAL *	265.39
9347*	1/07/26	99955	2149	SUB TEACHER SOURCE	129024		RBW SUBS	1,357.05
							* MANUAL CHECK TOTAL *	1,357.05
9371*	1/16/26	99955	2428	EDUSTAFF	2026011601-3		RBW GSRP	1,141.98
							* MANUAL CHECK TOTAL *	1,141.98

13 State and Local Grants

COMPUTER CHECKS	5	$633,198.94
MANUAL CHECKS	3	$2,764.42
TOTAL CHECKS	8	$635,963.36

*** VOID SUMMARY ***
COMPUTER VOID CHECKS *NON-PAYMENT*
VOID CHECKS - COMPUTER
VOID CHECKS - MANUAL
TOTAL VOID CHECKS

TOTAL NET CHECKS	8	$635,963.36

REPLACEMENT CHECKS

*=CHECK ALSO EXISTS IN A PRIOR FUND

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
25 School Lunch Fund								
126539*	1/16/26	82020	340501	MACOMB DUPLICATING CO.	154169		FS COPIES	26.26
							COMPUTER CHECK TOTAL	26.26
9369	1/16/26	82005	2424	SFE HOLDINGS LLC	251212010		FOOD SERVICE - DECEMBER	107,857.60
							* MANUAL CHECK TOTAL *	107,857.60
9371*	1/16/26	82006	2428	EDUSTAFF	2026011601-3		NOON AIDE	703.45
							* MANUAL CHECK TOTAL *	703.45

25 School Lunch Fund

COMPUTER CHECKS	1	$26.26
MANUAL CHECKS	2	$108,561.05
TOTAL CHECKS	3	$108,587.31

*** VOID SUMMARY ***

COMPUTER VOID CHECKS		*NON-PAYMENT*
VOID CHECKS - COMPUTER		
VOID CHECKS - MANUAL		
TOTAL VOID CHECKS		
TOTAL NET CHECKS	3	$108,587.31

REPLACEMENT CHECKS

*=CHECK ALSO EXISTS IN A PRIOR FUND

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION		AMOUNT
							*** GRAND TOTALS ***		
							COMPUTER CHECKS	79	$969,360.04
							MANUAL CHECKS	31	$880,909.67
							TOTAL CHECKS	110	$1,850,269.71
							*** VOID SUMMARY ***		
							COMPUTER VOID CHECKS		*NON-PAYMENT*
							VOID CHECKS - COMPUTER		
							VOID CHECKS - MANUAL		
							TOTAL VOID CHECKS		
							TOTAL NET CHECKS	110	$1,850,269.71
							REPLACEMENT CHECKS		

CHECKS IN MULTIPLE FUNDS ONLY COUNTED ONCE FOR GRAND TOTALS

** SPOILED CHECKS NOT INCLUED IN THIS REPORT **



Secondary Campus Update:

Clintondale Middle School | Clintondale High School | iCampus Alternative Ed

Clintondale Secondary Campus











Maurice Woods, Ed.S.
CHS Assistant Principal

Daniel Berry, Ed.D.
Secondary Campus Principal

John Forlini
CMS Assistant Principal

Key Terms Overview

MTSS - Multi-Tiered System of Supports (Tiers 1-3)

- Academic
- Social-Emotional/Behavioral

PBIS - Positive Behavioral Interventions & Supports

- Key component of MTSS
- 5 Key Elements
  - Systems
  - Data
  - Practices
  - Outcomes
  - Equity

PLC - Professional Learning Communities

- Collaborate
- Analyze Data
- Improve Practices
  - What do we want students to be able to know or do?
  - How will we know when they learn it?
  - What do we do when that have learned it? When they don't?

Purpose

- Provide an overview of academic performance, instructional focus, and student supports
- Highlight new programming and progress
- Identify priorities for continued growth

Agenda

- Academic Data Snapshot
- Instructional & PLC Focus Areas
- Assessment & Grading Shifts
  Intervention, Enrichment & Postsecondary Readiness
- Behavior & Attendance
- Celebrations & Growth Areas
- Next Steps

District Goal Alignment:

Student Growth and Achievement & Student Wellness and Wellbeing:

- PLC Process
  - Assessment and Feedback, Guaranteed and Viable Curriculum, Collaboration, Instruction & Feedback
- PBIS/MTSS
  - Building Sustainable Systems
  - Balancing Intervention and Enrichment Initiatives
  - Solidifying Tier 1 Practices and Building Capacity for Tier 2 and Tier 3 supports

Academic Performance – GPA

CMS	
Grade Level	**# of Students on Honor Roll (3.0 or above)**
6th	37 students or 36.6%
7th	38 students or 42.7%
8th	30 students or 37%

CHS	
Grade Level	**# of Students on Honor Roll (3.0 or above)**
9th	15 students or 15.6%
10th	28 students or 35.4%
11th	43 students or 45.2%
12th	40 students or 54%

Academic Performance-Middle School Fall-25 NWEA

6th Grade	7th Grade
Math: 98 Viable Scores District Grade-Level Mean RIT 197.6 National Grade-Level Mean RIT 210.2 Students At or Above District Grade-Level Mean RIT 50 Students At or Above National Grade-Level Mean RIT 12 Grade Level Percentile-22nd	Math: Total Viable Scores: 86 District GL Mean RIT 208.2 National Grade-Level Mean RIT 217.2 Students At or Above District Grade-Level Mean RIT 39 Students At or Above National Grade-Level Mean RIT 24 Grade Level Percentile-27th
Reading: 99 Viable Scores District Grade-Level Mean RIT 198.2 National Grade-Level Mean RIT 209 Students At or Above District Grade-Level Mean RIT 54 Students At or Above National Grade-Level Mean RIT 29 Grade Level Percentile-30th Percentile	Reading: Total Viable Scores: 86 District Grade-Level Mean RIT 204.6 National Grade-Level Mean RIT 212.3 Students At or Above District Grade-Level Mean RIT 44 Students At or Above National Grade-Level Mean RIT 28 Grade Level Percentile-33rd
Science: 98 Viable Scores District Grade-Level Mean RIT 195.1 National Grade-Level Mean RIT 204 Students At or Above District Grade-Level Mean RIT 51 Students At or Above National Grade-Level Mean RIT 23 Percentile Not Available at a National Level	Science: Total Viable Scores: 84 District Grade-Level Mean RIT 201.6 Grade-Level Mean RIT 207.2 Students At or Above District Grade-Level Mean RIT 44 Students At or Above National Grade-Level Mean RIT 28 Percentile Not Available at a National Level

Academic Performance-Middle School Fall-25 NWEA

8th Grade	Overall Building Percentile
Math: Total Viable Scores-76 District Grade-Level Mean RIT **210.1** **National Grade-Level Mean RIT 222** **Students At or Above District Grade-Level Mean RIT 33** **Students At or Above Grade-Level Mean RIT 17** **Grade Level Percentile-23rd** **Reading: Total Viable Scores-76** District Grade-Level Mean RIT **208** **National Grade-Level Mean RIT 215.7** **Students At or Above District Grade-Level Mean RIT 38** **Students At or Above National Grade-Level Mean RIT 24** **Grade Level Percentile-33rd** **Science: Total Viable Scores-72** **District Grade-Level Mean RIT 204.8** **Students At or Above District Grade-Level Mean RIT 33** **Grade-Level Mean RIT 209.7** **Students At or Above National Grade-Level Mean RIT 28**	**Math-24th Percentile** **Reading-31st Percentile**

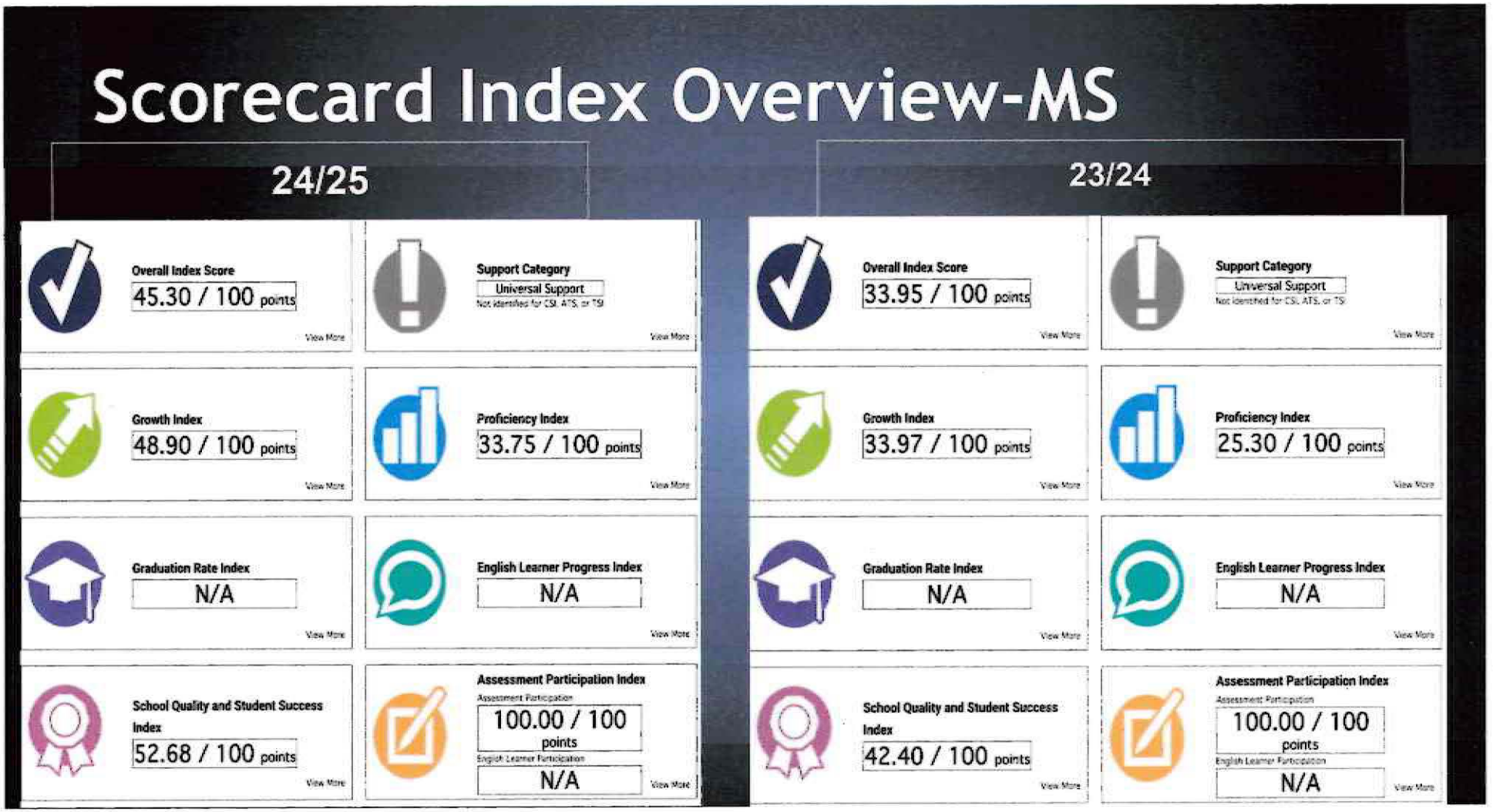
High School Fall-25 NWEA

9th Grade	10th Grade
Math: 90 Viable Scores District Mean RIT-212.6 Grade Level Mean RIT-National-224.9 Students At or Above District Mean RIT for grade level-40 Students at or Above National Grade Level Mean RIT-18 Grade Level Percentile-21st Reading: 90 Viable Scores District Grade-Level Mean RIT 211.5 National Grade-Level Mean RIT 216.2 Students At or Above District Grade-Level Mean RIT 45 Students At or Above Grade-Level Mean RIT- 35 Grade Level Percentile-40th	Math: Total Viable Scores-74 District Grade-Level Mean RIT 214.1 National Grade-Level Mean RIT 226.8 Students At or Above District Grade-Level Mean RIT 36 Students At or Above Grade-Level Mean RIT 15 Grade Level Percentile-24th Reading: Total Viable Scores-73 District Grade-Level Mean RIT-214.8 National Grade-Level Mean RIT-217.8 Students At or Above District Grade-Level Mean RIT-39 Students At or Above National Grade-Level Mean RIT-30 Grade Level Percentile-44th

High School Fall-25 NWEA

11th Grade	Overall Building Percentile
Math: Total Viable Scores-95 **District Grade-Level Mean RIT-218.4** **National Grade-Level Mean RIT-229.2** Students At or Above District Grade-Level Mean RIT-44 **Students At or Above National Grade-Level Mean RIT-23** **Grade Level Percentile-29th** **Reading: Total Viable Scores-95** District Grade-Level Mean RIT **221.4** **Grade-Level National Mean RIT 218.2** **Students At or Above District Grade-Level Mean RIT 53** **Students At or Above National GL Mean RIT 59** **Grade Level Percentile-63rd**	**Math-25th Percentile** **Reading-47th Percentile**

Scorecard Index Overview-MS



Scorecard Index Overview-HS



Plans for Continued Growth with PLC

Our data points us toward instructional consistency and intentionality:

PLC Focus Areas:

- Solidifying Tier 1 Practices-Domain 3-Instruction (How information is delivered, how directions are given, teaching practices, engagement strategies, etc.)
- Exploring further avenues for Intervention-Opportunities to close Achievement Gap
- Cognia (Student Engagement, Active Learning, Well-Managed Learning, High Expectations, and Progress Monitoring)
- Identifying Essential Standards-(Guaranteed and Viable Curriculum-PLC Component)
- Unit Planning (Scope and Sequence)-When are essential standards covered?
- Grading and Feedback (Developing Proficiency Scales-Clarity of Expectations)-Placing more emphasis on assessments in grades
- Formative Assessment (CFA-where applicable/possible)
    - Moving away from pre/post-test-only models
    - Increased and intentional use of formative assessments
    - Formatives used to inform instruction and intervention
    - Summatives as demonstrations of mastery

Model PLC - Balancing Intervention & Enrichment

- Ties into 2 of the 4 Essential Questions of PLC
- Intervention Classes & Support
- Academic Probation and Tutoring (Parent Communication & Extracurricular)
- More Intentional & Proactive Use of Alternative Ed-Semester Checkpoints
- Enrichment Aligned with College and Career Readiness, Post-Secondary Success, and Enrichment aligned to student interest (CTE growth and expansion, Dual Enrollment, Early (MS) CTE Exposure, Dance (Performing Arts) Program

Enrichment













Electives - Intervention & Enrichment

- MS-Math Intervention (Corrective Math)
- MS-ELA Intervention (Corrective Reading)
- MS-Behavior MTSS Intervention (Builds on Tier One Character Ed-P2-Tier 2 & 3 Curriculum)
- CTE Expansion
  - Cosmetology (Fall 26)
  - Cybersecurity
  - Career Exploration (MS-Learning Blade Curriculum)
  - Environmental Science (MS)
  - Intro to Computer Science (MS-Learning Blade Curriculum)
- Dual Enrollment Pathways
  - HVAC, Welding (combined cohort)
  - Automotive-S2, Medical Careers
- Performing Arts
  - Dance Program

Attendance & Behavior

Brief Overview

Attendance Overview

Average Daily Attendance				
High School	**25/26**	**24/25**	**23/24**	**22/23**
Average Enrollment	350.86	354.8	367	371.94
Average Attendance	293.39	293.65	300.95	304.18
Percentage	83.6	82.7	82	81.7
Middle School	**25/26**	**24/25**	**23/24**	**22/23**
Average Enrollment	263.75	266.89	273.69	325.48
Average Attendance	224.89	222.88	217.89	267.69
Percentage	85.2	83.5	79.6	82.2

Midyear-Semester Truancy Checkpoint

Truancy	18+ DAYS			
	As of: 01/16/26			
High School	**25/26**	**24/25**	**23/24**	**22/23**
9th	8	34	8	7
10th	6	43	44	13
11th	10	37	39	43
12th	13	37	69	102
Overall	**37/346**	**151**	**160**	**165**
Middle School	**25/26**	**24/25**	**23/24**	**22/23**
6th	17	23	12	11
7th	23	33	35	23
8th	18	34	43	51
Overall	**58/260**	**90**	**90**	**85**

- Regular (Bi-Weekly Attendance Reports)
- Recurring communication with parents
- Adhering to policies/procedures
- Attendance plans (Intervention)
- Intentional use of alternative education
- Exploring avenues for incentives

Behavior Data Review-MS

2024/2025-Middle School-September to January	2025/2026-Middle School-September to January
56 Documented Students Suspensions for incidents involving fighting (Instigating, recording & disseminating)	27 Students Suspended for incidents this year during the same time frame (Instigating, recording & disseminating)
105 Total Suspensions	122 Total Suspension Incidents - 48% decrease in Suspensions pertaining to violence. • More disciplinary focus on less aggressive, but otherwise inappropriate behaviors such as insubordination, horseplay, disrespect, vaping, etc. • 74 students or 27% comprising these suspensions

Behavior Data Review-HS

2025/2026 High School Suspensions YTD
16 Suspension incidents regarding fights (Including documented incidents of recording, disseminating video, or otherwise instigating altercations)
95 Total Suspensions
78 Students or 22% comprising these suspensions

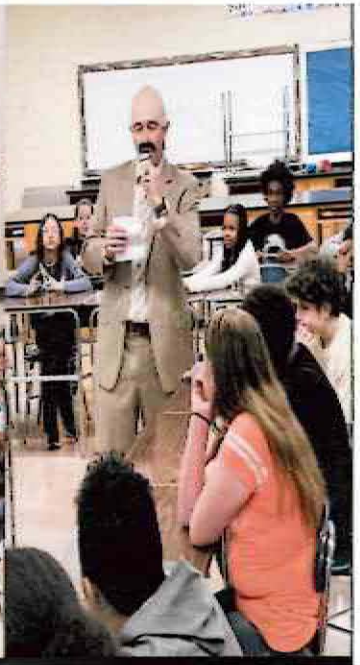
PBIS/MTSS-Behavior

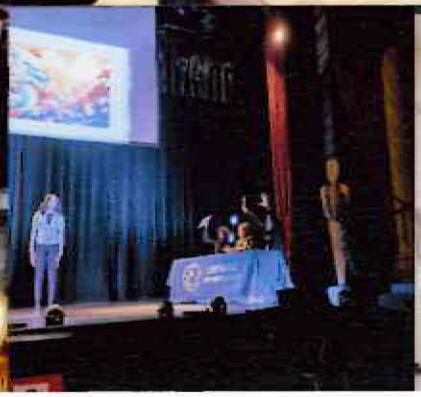
MS House System-Leaderboard













Next Steps

- FAFSA Completion Grant-Allocations for more post-secondary opportunities and exposure-FAFSA completion as a Graduation Requirement
- CTE and Enrichment program growth and expansion
- Intentional Behavioral Interventions and PBIS growth and solidification
- PLC focus-instruction, assessment, collaboration
- Benchmark Review for the alternative ed program (Exact Path - Math/ELA diagnostic)
- MTSS solidification-(Academic, Behavioral, and S/E-Filling the MS counselor position-Making Use of S/E data (Intellispark) to Tier 2 students and offer support)
- Intentional Course Planning along student interest and post-secondary pathways
- Attendance Initiatives
- Alternative Program Innovations (Considering Post-Secondary FAFSA fund allocations)
- Opportunities for test prep

School Board Recognition

Staff Shoutout

Thank you to the Secondary Campus team and all of the staff who make this possible. It is a LOT of work! We appreciate you!

Clintondale Community Schools
Special Services Update

February 9th, 2026

Special Education In Numbers

- **District-Wide: 343 (21% of the total student population)**
  - State Average: 15% (2024-2025)
  - Macomb County Average: 16.6% (2024-2025)

- **Rainbow Early Childhood Center**
  - 43
- **Charles C. McGlinnen Elementary School**
  - 65
- **Robbie Hall Parker Elementary School**
  - 66
- **Secondary Campus (Clintondale Middle School and High School)**
  - 106
- **iCampus**
  - 31

Special Education In Numbers (Private and Parochial)

- **Parochial and Private Schools:**
  - **St. Thecla: 19**
  - **Faith Christian: 13**

Michigan Department of Education:

"ISDs/member districts are responsible for ensuring each parentally placed private school child with a disability who has been designated to receive equitable services has a nonpublic services plan (NPSP) describing the specific special education and related service(s) the ISD/member district will provide, including where and when the ISD/member district will provide services to the child."

- **Services Provided by Clintondale Community Schools:**
  - Teacher Consultant
  - Speech and Language
  - School Social Worker

Current Programming and Services

Clintondale Community Schools Special Education Programs

- Resource Room programming at both elementary buildings (4 total)
- Resource Room programming at the Secondary building and iCampus (6 total)
- Mild Cognitively Impaired Classrooms at Robbie Hall Parker Elementary (2) and Secondary Campus (1)
- Early Childhood Special Education Classroom (ECSE) at Rainbow Early Childhood Center

Clintondale Community Schools Special Education Services

- Speech and Language Services
- School Social Work Services
- Teacher Consultant

Special Education Staffing

Staffing During the 2025-2026 School Year

- 3 School Social Workers (**5 total**)
  - Previous 3
- 3 Speech and Language Pathologists (**5 total**)
  - Previous 3
- 1 District Psychologist (**3 total/part-time**)
  - Previous 3
- Teacher Consultant-**New Position**
- Board Certified Behavioral Analyst (BCBA)-**New Position**
- Resource Room Teacher-Secondary (**existing**)
- ECSE Teacher (**existing**)

Corrective Action Plans

- Clintondale Corrective Action Plan Status July 2025
  - 6 Student Level Corrective Action Plans (SLCAP)
  - 2 District Level Corrective Action Plans (CAP)
  - 1 Un-corrected Corrective Action Plan (UNC)

- Clintondale Corrective Action Plan status February 2026
  - 1 SLCAP (5 SLCAPs closed out)
  - 1 District Level Corrective Action Plan (1 submitted for close-out)
  - 1 New Corrective Action Plan (2024-2025 year)
  - 0 UNC's (submitted for close-out)

Building Capacity in Special Education: Strengthening Systems, Supports, and Practice

- Professional Development
  - Non-Violent Crisis Intervention-Ongoing
    - (Administrators, Instructional Assistants, Teachers, and Ancillary Staff
  - Emergency Seclusion and Restraint Training (MDE Guidelines)
  - Discipline Procedure Training (MISD)
  - Trauma Training (MISD)
  - Medicaid/Service Log training (MISD)
  - Instructional Assistant Training-Disabilities, Behavior, Trauma, and Confidentiality (MISD)

- Enhanced Communication with Staff
  - Updated policies and guidance
  - Monthly scheduled meetings for all special education staff groups
    - Teachers
    - Ancillary Staff
  - Updated and Centralized Special Education Shared Drive
    - District protocols, procedures, curriculum supports, and resources
  - Administrator Meetings
    - Ongoing communication and alignment throughout the district

Building Capacity in Special Education: Strengthening Systems, Supports, and Practice

- Updated Child Find Procedures
  - Department Tracking System
  - Developed Forms
  - Training
    - Building Secretaries
    - Administrators
- Updated Enrollment Process
  - District flowchart
  - Meeting with Building Secretaries
- Guidance Documents
  - Manifestation Determination Review (MDR) and Discipline
  - Individualized Education Plan (IEP)
  - Non Public Service Plan (NPSP)
  - Accomodations and Supplemental Aids and Services Tracking

Building Capacity in Special Education: Strengthening Systems, Supports, and Practice

- Curriculum
  - Academic Readiness Intervention Systems (ARIS) Curriculum-ECSE
  - Tiered Intervention: Corrective Reading and Corrective Math (Secondary)
    - Collaboration with Chief Academic Officer
  - Specially Designed Instruction-Math (Supplemental)

- Grant Opportunities
  - Intellispark (MISD Partnership)
    - Risk Assessment Inventory
  - Michigan Art Access Grant (Awaiting Approval)
    - Artist in Residence
    - Self-Contained Classrooms and ECSE

Board of Education Agenda Items for February 9, 2026

CONSENT ITEM - NONE

NON-CONSENT ITEMS - #1-9

1. **Resource Room Teacher** - It is recommended by the Superintendent and the Director of Special Education that the Board approve **Dore Lunsford** as a Special Education Resource Room Teacher, effective February 2, 2026, contingent upon approved records check, fingerprints, and physical.

   Note: The rate of pay is $88,726.00 per year, (Step 15 of the MA salary schedule) pro-rated to the number of days worked in the 2025-26 school year. This candidate has been pre-approved for hire by Board President Jared Maynard.

2. **Resignation** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve the resignation of **Nicole Hope**, McGlinnen Elementary Teacher, effective January 30, 2026.

   Note: Nicole Hope has worked for the district for 5 months.

3. **Consulting Agreement** - It is recommended by the Superintendent that the Board approve the consulting agreement between **Brytespark Consulting, LLC**, and Clintondale Community Schools effective January 26, 2026.

4. **2026-27 Schools of Choice** - It is recommended by the Superintendent that the Board approve the Schools of Choice enrollment window for the 2026-27 school year March 4, 2026 through September 11, 2026 for grades K-11.

   Note: School of Choice is open to Macomb County residents, as well as students (Unlimited K-11) within other contiguous intermediate school districts.

5. **Board Policy 3118 - Title IX and Forms** - It is recommended by the Superintendent and the Board Policy Committee that the Board approve Board Policy 3118 - Title IX Sexual Harassment and Forms F1 through F-13.

   Note: This policy was updated October 13, 2025 to be consistent with the FBI's updated definition of "sexual assault".

6. **Board Policy 3115 - Non-Discrimination, Anti-Harassment, and Non-Retaliation and Forms** - It is recommended by the Superintendent and the Board Policy Committee that the Board approve Board Policy 3115 - Non-Discrimination, Anti-Harassment, and Non-Retaliation and Forms F2 - F6.

7. **Teacher** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve **Deanna Kahler** as a GSRP Teacher, effective February 23, 2026, contingent upon approved records check, fingerprints, and physical.

   Note: The rate of pay is $52,692.00 per year, (Step 4 of the MA salary schedule) pro-rated to the number of days worked in the 2025-26 school year.

8. **Principal** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve **Jamie Lampasona** as the McGlinnen Elementary Principal, effective immediately.

   Note: The rate of pay is $108,045.00 per year, (Step 1 of the MA+30 salary schedule) pro-rated to the number of days worked in the 2025-26 school year. This position is part of the Administrative Contract. Jamie has worked for the District for 19.5 years as a teacher and most recently as the Parker Behavior Coach.

9. **Assistant Principal** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve **Tommy Brooks** as the Parker Elementary Assistant Principal, effective February 11, 2026, contingent upon approved records check, fingerprints, and physical.

   Note: The rate of pay is $110,815.00 per year, (Step 5 of the MA+15 salary schedule) pro-rated to the number of days worked in the 2025-26 school year. This position is part of the Administrative Contract.

December 13, 2025

Dear Sir or Madam,

I am seeking a position as a Special Education Teacher in a secondary setting for the current (25-26) school year.

I am licensed in the state of Michigan with an SM endorsement for grades k-12.. I have 12 years of experience as a co-teacher in the general education setting, 3 years in ELA, and 9 years in math and sciences. I have taught resource classes in math, science, social studies, and ELA. Additionally, I have taught in hybrid settings at the high school level for 3 years.

In addition to being a licensed Special Educator, I am also a retired Board Certified Behavior Analyst with 32 credit hours (University of North Texas at Denton) beyond my two master's degrees (M.M. Vocal Performance 2001, M.S. Special Education, 2007) in the science of Applied Behavior Analysis. In my role as a BA, then BCBA, I have conducted therapy in home, clinic, and school settings with clients aged 2-19 years of age with a diagnosis of Autism Spectrum Disorder. In my work as a behavior analyst, I have continued my passion for education by teaching skills such as functional communication, joint attending, play, daily living skills, social skills.

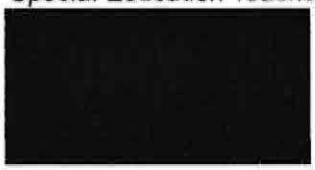
I seek to bring my experience as an educator, my passion for learning, my understanding of learning acquisition and behavior management to a team that embraces inclusion, diversity, connection, accommodation, and grit as core principles. My preferred position is as a High School or Middle School co-teacher.

I look forward to hearing from you and how we might collaborate.

Sincerely,

Dore Lunsford

Dore Lunsford, MM, MS
Special Education Teacher (PV0011556)



Dore Lunsford

M.M., M.S., BCBA (Retired)

[redacted]

Professional Summary

I have 30 years of teaching experience with advanced studies in music, vocal production, and psychology. I have expertise in diversifying learning and communication strategies to reach all communicative partners. I am curious and enjoy the problem solving and research process of new challenges immensely. I am most deeply motivated by leaving every environment I encounter more harmonious, more inclusive, and more resilient than the environment I found.

Professional Experience

Procare Therapy (March 2025-present)
Chatterton Middle School
Fitzgerald Public Schools
Special Education Teacher

- -Manage caseload students with a range of disabilities
- -Co-teach science and math classes (6,7,8 grades)
- -Assist Content Area teachers with accommodating and modifying assignments
- -Teach students in a pull out, resource room environment

Macomb Intermediate School District (9/2023- 3/2025)
Bozymowski Education Center
Special Education Teacher
Autism Impairment-Middle School-Center Based

- -Manage caseload of 6 students including assessing, directing Individual Education planning for each student's team, and collecting data on goal progress
- -Modify projects in core content areas to the students ability levels
- -Provide direct instruction in core content areas utilizing technology, small group, and one-on-one modes

Golden Steps ABA (5/2023-9/2023)
Board Certified Behavior Analyst (BCBA)

- -Supervise Behavior Technicians working with clients
- -Develop child-specific behavior plans with the principles of ABA
- -Conduct behavioral assessments
- -Assist in developing corporate structure and in the creation of policies and procedures
- -Supervising employees working towards BCBA, BCaBA, or RBT certifications
- -Promote the understanding and awareness of the science of Applied Behavior Analysis

Stepping Stones Group LLC (5/2022-10/2022)
Remote Board Certified Behavior Analyst (BCBA)(contract position)
Hillsdale Intermediate School District, Hillsdale, MI

-Supervise Behavior Technicians working with students remotely and/or in person
-Develop child-specific behavior plans with the principles of ABA
-Conduct behavioral assessments
-Provide educational resources and instruction to district staff and faculty on evidenced-based behavior management strategies for both group and individual settings
-Create and provide resources for the district on implementing Multi-Tiered Systems of Support (MTSS) for students with complex behavioral needs
-Instruct and demonstrate ISD staff and faculty in ABA based assessments and instructional protocols and translate ABA terminology for school based application
-Comply with and advocate for all student and family rights as outlined by applicable education law including (but not limited to) IDEA, FERPA, Rehabilitation Act of 1973, and MARSE

Proud Moments ABA (10/2021-3/2022)
Board Certified Behavior Analyst (BCBA)

-Supervise Behavior Technicians working with clients
-Develop child-specific behavior plans with the principles of ABA
-Conduct behavioral assessments
-Assist in developing corporate structure and in the creation of policies and procedures
-Supervising employees working towards BCBA, BCaBA, or RBT certifications
-Promote the growth of Proud Moments ABA

Caliber Autism (5/2021-7/2021)
Board Certified Behavior Analyst (BCBA)

-Supervise Behavior Technicians working with clients
-Develop child-specific behavior plans with the principles of ABA
-Conduct behavioral assessments
-Assist in developing corporate structure and in the creation of policies and procedures
-Supervising employees working towards BCBA, BCaBA, or RBT certifications
-Promote company growth and assist in pursuit of business opportunities

Aya Healthcare, (11/20 to 4/21)
Special Education Teacher (Contract)
Chippewa Valley Schools

-Manage caseloads of 10-16 students
-Provide direct instruction to students in Early Childhood Special Education Classroom
-Supervise paraprofessional staff
-Design interactive, engaging, curriculum based on student needs
-Provide instruction in both face-to-face and virtual classroom settings

Total Education Solutions, Troy, MI (5/20 to 11/20)
Supervisor

-Supervise Behavior Technicians working with clients
-Develop child-specific behavior plans with the principles of ABA

-Conduct behavioral assessments
-Assist in developing corporate structure and in the creation of policies and procedures
-Supervising employees working towards BCBA, BCaBA, or RBT certifications
-Promote company growth and assist in pursuit of business opportunities

Center for Autism and Related Disorders, Woodland Hills, CA (7/19-11/19)
Supervisor Designee

-Supervise Behavior Technicians working with clients
-Develop child-specific behavior plans with the principles of ABA
-Conduct behavioral assessments
-Assist in developing corporate structure and in the creation of policies and procedures
-Supervising employees working towards BCBA, BCaBA, or RBT certifications
-Promote the growth of the Center for Autism and Related Disorders, and assist in pursuit of business opportunities

Centria Healthcare, Novi, MI (7/18-9/2018)
Board Certified Behavior Analyst (BCBA)

-Supervise Behavior Technicians working with clients
-Develop child-specific behavior plans with the principles of ABA
-Conduct behavioral assessments
-Assist in developing corporate structure and in the creation of policies and procedures
-Supervising employees working towards BCBA, BCaBA, or RBT certifications
-Promote the growth of Centria Healthcare and assist in pursuit of business opportunities

Centria Healthcare, Novi, MI (10/17-6/18)
Behavior Consultant

-Assess the developmental, language, and social skills of potential clients (18 months-21 years of age) using instruments such as the VB-Mapp, ABBLS-R, AFLS, and Vineland Adaptive Behavior Scales
-Develop treatment plan including therapy dosage and goals to address deficit areas
-Conduct Functional Behavior Assessments to identify maintaining reinforcers of challenging behaviors
-Develop Behavior Intervention Plans to decrease challenging behaviors while replacing with appropriate behaviors
-Develop training for Behavior Technicians to increase accurate data collection and correct implementation of a variety of Behavior Analytic procedures
-Collaborate with professionals in other disciplines, as well as therapy stakeholders, for best possible therapy outcomes for clients

Centria Healthcare, Novi, MI (8/16-10/17)
Behavior Consultant in Training

-Assess the developmental, language, and social skills of potential clients (18 months-21 years of age) using instruments such as the VB-Mapp, ABBLS-R, AFLS, and Vineland Adaptive Behavior Scales
-Assess Adaptive, Executive Functioning and Pre-vocational skills using norm-referenced criterion and curriculum
-Develop treatment plan including therapy dosage and goals to address deficit areas
-Conduct Functional Behavior Assessments to identify maintaining reinforcers of challenging behaviors

-Develop Behavior Intervention Plans to decrease challenging behaviors while replacing with appropriate behaviors
-Develop training for Behavior Technicians to increase accurate data collection and correct implementation of a variety of Behavior Analytic procedures
-Collaborate with professionals in other disciplines, as well as therapy stakeholders, for best possible therapy outcomes for clients

Centria Healthcare, Novi, MI (6/16-8/16)
Behavior Technician

-One-on-one, in-home, Applied Behavior Analysis therapy for children with Autism Spectrum Disorders
-Use a variety of procedures including discrete trial trainings, natural environment teaching, shaping, errorless learning, and incidental teaching to teach and increase desired behaviors
- Follow Behavior Intervention Plan including a variety of behavior analytic procedures to decrease challenging behaviors such as differential reinforcement and extinction.
-Collect accurate and thorough data in regards to all targeted and new behaviors

PESG, Various Locations, Michigan (8/14-6/16)
Guest Teacher

-Substitute Teacher
-Classroom Management
-Implement Lesson Plans as instructed by regular classroom teacher

Mumford High School, Education Achievement Authority, Detroit, Michigan (08/12-04/14)
Special Education Teacher

-Manage caseload between 26-32 students with a range of disabilities
-Co-teach Geometry
-Co-design accommodated curriculum for Geometry using Buzz Platform
-Assist Content Area teachers with accommodating and modifying assignments
-Teach students in a pull out, resource room environment

Westwood Cyber High School, Westwood Community Schools, Dearborn Heights, Michigan (09/10-08/12)
Special Education Expert and Online Mentor

-Manage caseload of 20-21 students
-Modify projects in core content areas
-Provide direct instruction in core content areas utilizing technology, small group, and one-on-one modes

Hamtramck High School, Hamtramck Public School District, Hamtramck, Michigan (09/09-06/10)
Special Education Teacher

-Adjusted Geometry/Algebra II
-Co-teaching/Inclusion Model Algebra I, English 10

Chaparral High School, Clark County School District, Las Vegas, Nevada (08/08-07/09)
Special Education Teacher

-Resource Math Fundamentals (Algebra I)
-Co-teaching/Inclusion Model Algebra I, Algebra II, World History

Valley High School, Clark County School District, Las Vegas, Nevada (8/05- 06/09)
Special Education Teacher
-Resource English I,II,III,IV, Resource U.S. Government, Resource Life Science
-Co-teaching/inclusion Model English I, III, U.S. History, Health

Las Vegas High School, Clark County School District, Las Vegas, Nevada (2/05- 5/05)
Long Term Substitute
-Resource Math

Las Vegas Academy, Clark County School District, Las Vegas, Nevada (9/04-12/04)
Long Term Substitute
-Women's Choir, Concert Choir

University of Nevada Las Vegas, Las Vegas, Nevada (8/99-5/02)
Part Time Instructor
-Class Voice I, II,
-Private Voice undergraduate level

Education

-Course sequence in ABA, ***University of North Texas***, Denton, Texas
-Master of Science, ***University of Nevada Las Vegas***, Las Vegas, Nevada Special Education, August, 2006 (3.7 GPA)
-Master of Music, ***University of Nevada Las Vegas***, Las Vegas, Nevada Vocal Performance, December 2001
-Bachelor of Arts, ***Western Michigan University***, Kalamazoo, Michigan Music Major, Psychology Minor August 1999

Professional Certifications, Licensures, and Skills

Teacher
Michigan Department of Education
LD endorsement
#PV0011556
1/13/20-6/30/25

Safety Care Trained
Relevant Skills: Behavioral crisis prevention and de-escalation, one-on-one and two-on-one management of dangerous behaviors

First Aid, CPR Trained (adult and infant)
American Red Cross

References:
Pamela J Sharpe

STATE OF MICHIGAN

State Board of Education Department of Education

STANDARD TEACHING CERTIFICATE

awarded to

DORE A LUNSFORD

In accordance with Michigan Compiled Laws and Administrative Rules, the holder of this certificate is authorized to teach in any Michigan school all subjects and grades indicated.

K-12 LEARNING DISABILITIES (SM)

Glenn Maleyko

Glenn M. Maleyko, Ph.D.
Superintendent of Public Instruction

Issue Date: 06/12/2025
Expiration Date: 06/30/2030
License Number: [redacted]

Certification requirements are subject to change. The certificate holder is responsible for being knowledgeable about current and revised regulations. It is the responsibility of the certificate holder to maintain a valid appropriate certification by meeting the requirements for certificate renewal as prescribed by statute and/or the State Board of Education.

MICHIGAN CODE OF EDUCATIONAL ETHICS

The following ethical standards address the professional educator's commitment and responsibility to (and for):

Code of Ethics	https://www.michigan.gov/-/media/Project/Websites/mde/educator_services/prof_practices/code_of_ethics.pdf
The Profession	Trust in the educational system depends upon a level of professional conduct and responsibility that may be higher than required by law. This entails holding one and others to the same ethical standards.
Professional Competence	Commitment to the highest levels of professional and ethical practice, including demonstration of the knowledge, skills and dispositions required for professional competence.
To Students	A primary obligation to treat students with dignity and respect, including promoting the health, safety and well-being of students by establishing and maintaining appropriate verbal, physical, emotional and social boundaries.
The School Community	Promotion of positive relationships and effective interactions with all members of the school community, while maintaining professional boundaries.
Ethical Use of Technology	Consideration of the impact of consuming, creating, distributing and communicating information through all technologies. Vigilance to ensure that appropriate boundaries of time, place and role are maintained when using electronic communication.

ADVISORY TO EDUCATOR

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to : use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged educator certificate, or a certificate of another person.

TO BE EMPLOYED AS AN EDUCATOR IN MICHIGAN THE EDUCATOR OATH MUST BE SIGNED, NOTARIZED, AND SUBMITTED TO YOUR EMPLOYER. THIS IS AN OFFICIAL CERTIFICATE ONCE SIGNED AND NOTARIZED.

EDUCATOR OATH - STATE OF MICHIGAN

I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of educator according to the best of my ability.

Educator Signature

This certificate was subscribed and sworn to before me, along with picture identification, on _____

Notary Print Name

Notary Signature

Commission Expires:_____ Notary Seal

EMPLOYERS MUST VERIFY EDUCATOR CERTIFICATIONS AT: https://mdoe.state.mi.us/MOECS/PublicCredentialSearch.aspx
For information on the renewal or advancement requirements of this educator certificate please go to www.michigan.gov/teachercert

Nicole Hope
hopen@clintondaleschool.net
1/19/26

McGlinnen Elementary

Dear Clintondale Community Schools and Administrator,

Please accept this letter as formal notice of my resignation from my position as a 3rd Grade teacher at McGlinnen Elementary, effective 1/30/26.

I appreciate the opportunities I have had during my time here. I will continue to be grateful for the knowledge and coaching from all of my fellow staff.

I will work to ensure a smooth transition and assist in any way I can during my remaining time. I will complete all duties to assist in closing out the quarter.

Thank you.

Sincerely,
Nicole Hope

35100 Little Mack, Clinton Township, Michigan 48035-2633
Phone: (586) 791-6300 · Fax: (586) 791-6786
HYPERLINK "http://www.clintondaleschools.net"
www.clintondaleschools.net

BOARD OF EDUCATION
Jared Maynard, President
Lisa Valerio-Nowc, Vice-President
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Lisa Wilson, Trustee
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Superintendent
Kenneth Janczarek

To: Members of the Board of Education
From: Kenneth Janczarek, Superintendent
Date: January 26, 2026
Subject: Recommendation for CTE Consulting

Dear Members of the Clintondale Community Schools Board of Education,

It is my recommendation that the Board of Education approve the contract for CTE consulting services with Brytespark Consulting, LLC, for the period of January 26, 2026, through July 1, 2026.

As Clintondale Community Schools continues to expand Career and Technical Education offerings for students at the secondary campus, and in preparation for the 2026–27 school year, additional support is necessary to ensure current programming continues to move forward while positioning the district for planned expansion. This work is critical to maintaining program quality and readiness as we broaden opportunities for our students.

Brytespark Consulting, LLC will provide focused support in several key areas, including grant writing and identifying grant opportunities to support CTE program expansion; conducting curriculum evaluations; reviewing and submitting required state reports; researching potential college and career readiness opportunities; and coordinating closely with Clintondale staff to align services with the district's CTE needs and strategic direction.

Sincerely,

Kenneth Janczarek
Superintendent
Clintondale Community Schools

CAREER AND TECHNICAL EDUCATION & INNOVATION SERVICES AGREEMENT

This Agreement is entered into on this 26th day of January, **2026** by and between:

Clintondale Community Schools, a Michigan general powers school district operating under the Revised School Code, MCLA 380.1 *et seq.*, as amended
35100 Little Mack
Clinton Township, MI

AND
Bryan Schuerman, M.A., M.Ed. dba
Brytespark Consulting, LLC
3029 Inman Street
Ferndale, MI 48220

1. Scope of Services

The Contractor agrees to provide Career and Technical Education Administration and Innovation Services to Clintondale Community Schools, including but not limited to:

- Potential Grant Writing & Grant Opportunities for expansion of Career & Technical Education Programming
- Conducting Evaluations of Curriculum, Career & Technical Education Programs
- Reviewing and/or Submitting Mandated State Reporting to Macomb Intermediate School District (MISD) and/or Michigan Department of Education
- Beginning to review Career and Technical Education Programming & potential new programming
- Coordinating with District Superintendent, High School Principal, or other parties as needed about Career and Technical Education Courses, State Reporting, etc.
- Researching and planning for potential College & Career Readiness Opportunities for high school and/or middle school students

2. Term of Agreement

This Agreement shall begin on January 27, **2026** and shall continue until July 1, **2026** unless terminated earlier in accordance with this Agreement. The parties shall meet at least sixty(60) days prior to expiration of the Term to consider and, as applicable, to commence discussions regarding an extension of this Agreement.

3. Payment Terms

- The district shall pay the Contractor $125 per hour, up to 15 hours per week
- Contractor shall submit itemized invoices bi-weekly to Finance Department
- District will provide contact information of personnel in Finance Department of whom Contractor should submit invoices and/or other finance data to on bi-weekly basis
- Payment shall be made within 30 days of receipt of invoice> If there is a dispute concerning the payment of fees, the parties agree to meet regarding the matter.
- District agrees to make payment to Contractor from District via electronic payment (e.g., direct deposit).

4. **Independent Contractor Status**

- Contractor is an independent contractor and not an employee of the District
- Contractor shall be responsible for all federal, state and local taxes
- Contractor shall not be eligible for District employee benefits

5. **Licensure and Background Checks**

Contractor affirms that they:

- Hold a current, valid administrators license with the Central Office (CO) and/or Elementary & Secondary Administration PK-12 (ES) certifications from the Michigan Department of Education
- Pursuant to the requirements of section 1230 and 1230a of the Revised School Code, Contractor will cooperate with the Board and District to ensure that a criminal history check through the Michigan State Police and a criminal records check through the Federal Bureau of Investigation is conducted for any person Contractor assigns to regularly and continuously provide in-person services to District students. Contractor will not assign any person to provide in-person services to District students under this Agreement who has been convicted of any of the following offenses:
- A "listed offense" as defined under Section 2 of the Sex Offender Registration Act, MCL 28.722; or

  Any offense enumerated in Sections 1535a or 1539b of the Revised School Code, MCL 380.1535a, MCL 380.1539b; or

- Any felony, unless the felony is not for a "listed offense" and the Board of Education has expressly approved, in writing, the person's assignment; or
- Any misdemeanor conviction involving sexual or physical abuse as those terms are defined in sections 1230 (10) and 1230a (8) of the Revised School Code; or
- Any offense of a substantially similar enactment (to those enumerated in A-D above) of the United States or another State; or
- Any other offense that would, in the judgment of the District, create a potential risk to the safety and security of District students or employees.
- The District reserves the right to refuse Contractor's assignment of any Contractor to provide services under this Agreement if the Contractor's background indicates, in the District's judgment, unfitness to perform the services under this Agreement. The District will provide notice of serious concerns or requests for personnel reassignment to Contractor.

6. **Confidentiality and Student Records**

Contractor agrees to comply with:

- FERPA and HIPAA regulations regarding student confidentiality
- District policies on student data and record keeping
- Not disclose or use student information for any unauthorized purpose

7. **Termination**

This Agreement may be terminated:

- By either party with 30 day written notice
- Immediately by the District for cause (e.g., failure to maintain licensure, misconduct, breach of contract).

8. **Insurance**

Contractor shall maintain professional liability insurance in the amount of $2,000,000 per occurrence and provide proof of insurance upon request. Errors & Omissions and Professional Liability insurance on Contractor shall be obtained and maintained by Contractor; limits of coverage shall be no less than $1,000,000 per occurrence/$2,000,000 annual aggregate.

9. **Indemnification**

Contractor agrees to indemnify and hold harmless the District from any claims, liabilities, or expenses arising from Contractor's services or actions. Contractor will be solely and entirely responsible for his/her acts or omissions and for the acts and/omissions of Contractor's agents, employees, servants and subcontractors during the performance of the Agreement and agrees to defend and indemnify District from any claims and/or judgments resulting from any such acts or omissions

10. **Miscellaneous**

- **Technology Access:** District agrees to provide the Contractor with a district e-mail address during the term of this agreement, and access to all applicable systems (district, ISD and/or Michigan Department of Education) needed to provide the services outlined in this agreement
- **Entire Agreement:** This agreement constitutes the entire agreement between the parties.
- **Amendments:** Any modifications must be in writing and signed by both parties.
- **Retirement.**To enable the District to comply with its reporting obligations under the Michigan Public School Employees Retirement Act, MCL 38.1301, et seq. Contractor shall promptly : (1) notify the District in writing of the identity of any individual assigned by Summit to perform services under this Contract that is a retirant from the Michigan Public School Employees Retirement System ("MPSERS"); and (2) provide any information that the District reasonably believes the District is required by law to report to MPSERS.
- **Force Majeure.** In the event and to the extent either Party is unable to perform its obligations under this Agreement because of any act of nature, civil disturbance, fire, flood, riot, war, terrorist attack, picketing, strike, lockout, work stoppage, loss of transportation facilities, oil or fuel shortage or embargo, governmental action, or any condition or cause beyond such Party's control, such Party shall be excused from performance of this Agreement until the expiration of the act forming the basis of the excused performance. If the District or Summit cannot perform due to a force majeure event, or there is a suspension of transportation services required by the District due to a force majeure event, the District shall not be responsible for providing payment for unperformed services except as provided
- **Governing Law:** This Agreement shall be governed by the laws of the State of Michigan

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Clintondale Community Schools

By:_____
Name: Kenneth Janczarek
Title: Superintendent
Date: 1/26/2026

Contractor (CTE & Innovation)

By: _____
Name: Bryan Schuerman, M.A., M.Ed. dba BryteSpark Consulting, LLC
Date: 1/26/2026

Michigan Online Educator Certification System

Michigan Department of Education

SCECH Catalog SCECH Sponsors Change Profile/District

Certificate Information

Name	BRYAN MICHAEL SCHUERMAN
Certificate #	PF0000001098466
Certificate Type	Professional Teaching Certificate
National Board Certified	No

Certificate Endorsements

Subject/Grade Level	Institution	Individual?	Modified Date
CTE - EDUCATION GENERAL (13.0000) Added 9/24/2022	Ferris State University	No	
CTE - FAMILY AND CONSUMER SCIENCES (19.0000)	California University of Pennsylvania	No	
CTE - RADIO AND TV BROADCASTING TECHNOLOGY (10.0202) Added 9/24/2022	Ferris State University	No	
FAMILY AND CONSUMER SCIENCES (KH) 5-12	California University of Pennsylvania	No	
INTEGRATED SCIENCE (DI) 5-9	California University of Pennsylvania	No	
MIDDLE LEVEL SPECIALIZATION (ZL) 5-9	California University of Pennsylvania	No	

Certificate History

App #	Certificate Type	Status	Issue Date	Expiration Date	Institution
380346	Professional Teaching Certificate	Valid	08/16/2022	06/30/2027	Ferris State University

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Policy Update Summary

Thrun Policy Update – October 13, 2025

Board Policy Manual	
Policy / Form	**Revision(s)**
3000 Series	
3118 Title IX Sexual Harassment	Policy updated to be consistent with the FBI's updated definition of "sexual assault".
4000 Series	
4113 Michigan Earned Sick Time Act (ESTA)	The form previously labeled as 4113-F will now be 4113-F-1. The form, policy, and Table of Contents have been updated to reflect this change.
4113-F-1 Michigan Earned Sick Time Act (ESTA) Form	
4113-F-2 Michigan Earned Sick Time Act (ESTA) Leave Request Checklist	The Michigan Earned Sick Time Act (ESTA) went into effect on February 21, 2025, as previously reported in our School Law Notes and E-Blasts. With the start of the new school year, we've received an uptick in ESTA questions. To assist clients with processing ESTA leave requests, our firm developed a new form 4113-F-2 ESTA Leave Request Checklist. (Note: This is the same checklist that was provided on September 17, 2025, but is also included here for clarity.)
Student Handbook	
The Thrun Student Handbook has been updated with a **new Appendix I: Sexual Harassment and Sexual Assault Information Guide**. The appended guidance was created by the Michigan Department of Education in consultation with experts on sexual assault and sexual harassment. **The Michigan Revised School Code requires that schools publish this guidance to students and parents or legal guardians.** We believe that inclusion in the student handbook is the simplest way to comply with this requirement. No board approval is required for this addition to the student handbook.	

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Series 3000: Operations, Finance, and Property

3100 General Operations

3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) that cannot be reasonably separated into distinct complaints should be investigated under this Policy. Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and Informal Resolution Facilitator cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or Informal Resolution Facilitator must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

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A. Definitions

For purposes of this Policy only, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

   a. a District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;

   b. unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

   c. "Sexual assault" as defined in in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

      i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or criminal sexual contact, directed against another person without the consent of that person, including when that person is incapable of giving consent.

         A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         C) Sexual Assault With an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

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D) Criminal Sexual Contact: The (1) intentional touching of the victim's clothed or unclothed body parts without the consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or (2) the forced touching by the victim of the actor's clothed or unclothed body parts without the victim's consent for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.

iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

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3. "Appeals Officer" is the person designated by the District to decide appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.

7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.

9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

10. "Grievance Process" is the process by which the District investigates and determines responsibility for Formal Complaints.

11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as

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the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.

12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized supports offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

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All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B.

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

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Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using a designated Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

   The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

   The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

   The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

   After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

   The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

   Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

   Supportive measures are offered without charge and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

   Supportive measures may include, but are not limited to:

   a. District-provided counseling;

   b. course-related adjustments, such as deadline extensions;

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c. modifications to class or work schedules;

d. provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and

e. no-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may

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resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include, but is not limited to, absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

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After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

   Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

   a. a copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;

   b. the sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;

   c. a statement that the Respondent is presumed not responsible for the alleged conduct;

   d. a statement that a determination of responsibility is made at the Grievance Process's conclusion;

   e. a statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;

   f. a statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and

   g. if the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

   During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

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Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

a. allegations;

b. informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;

c. right to withdraw from informal resolution and resume the Grievance Process at any time prior to a final resolution; and

d. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding the privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

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The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

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At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

a. afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and

b. provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

a. identification of the sexual harassment allegations;

b. description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:

   i. notification to the parties;

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ii. party and witness interviews;

iii. site visits;

iv. methods used to collect evidence; and

v. hearings held.

c. factual findings that support the determination;

d. conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;

e. a statement of, and rationale for, the result as to each allegation, including:

i. a determination of responsibility;

ii. any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and

iii. whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

f. appeal rights.

6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

a. A procedural irregularity that affected the outcome.

b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.

c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

d. [District may choose to include additional appeal grounds, but should consult with legal counsel before doing so.]

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An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

G. Dismissal

1. Mandatory Dismissals

   The Title IX Coordinator must dismiss a Formal Complaint if:

   a. the Formal Complaint's allegations, even if substantiated, would not constitute sexual harassment as defined in this Policy;

   b. the Formal Complaint's allegations did not occur in the District's programs or activities; or

   c. the Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

   The Title IX Coordinator may dismiss a Formal Complaint if:

   a. the Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;

   b. the Respondent's enrollment or employment ends; or

   c. specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed

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between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. offering the parties school-based counseling services, as necessary;
3. providing the parties with academic support services, such as tutoring, as necessary;
4. rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. moving the Complainant's or the Respondent's locker or work space;
6. issuing a "no contact" directive between the Complainant and Respondent;
7. providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

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The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

8. assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;

9. additional staff training;

10. a climate survey; or

11. letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation

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against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. the definition of sexual harassment;
2. the scope of the District's education programs or activities;
3. how to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial

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investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106
Date adopted: 2/9/26
Date revised:

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3118-F-1 Title IX Sexual Harassment Formal Complaint Form

District Letterhead

This form is being submitted by: ☐ Complainant ☐ Title IX Coordinator

Complainant Name: _____

Contact Information: _____

_____

If the Complainant is a student:

Date of Birth: _____ Grade: _____

School Building Attending: _____

If the Complainant is an employee:

Job Title: _____ Building: _____

Complaint Details

Reporter's Name (if different than Complainant): _____

Reporter's Relationship to Complainant: _____

Reporter's Contact Information: _____

Respondent's Name (if known): _____

1. Describe the alleged sexual harassment that you are requesting the District investigate. Please be specific. Describe the incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

_____

_____

_____

_____

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2. Describe the date/time/location(s) of the alleged incident(s).

3. What would you like the District to do to remedy the situation?

Complainant's/Coordinator's Signature Date

Please submit this form to:

Andrew Lewis
Title IX Coordinator
Clintondale Community Schools
35100 Little Mack
Clinton Township, MI 48035
lewisa@clintondaleschools.net
586-791-6300

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Maurice Woods
Title IX Coordinator
Clintondale Community Schools
35100 Little Mack
Clinton Township, MI 48035
woodsm@clintondaleschools.net
586-791-6300

A person alleging discrimination by the District on the basis of sex may file a complaint through the District's grievance procedure. A complaint may also be filed at any time with the Office for Civil Rights (OCR), U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, Colorado, 80204-3582. Filing a complaint with the District is not a prerequisite to filing with OCR. For additional information about the District's grievance procedure, please contact the Title IX Coordinator identified above.

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3118-F-2 Title IX Documentation of Supportive Measures Form – Internal Form

Supportive measures are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator at no cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. If the District does not provide a Complainant with supportive measures, the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

This form must be completed by the Title IX Coordinator.

Complainant Name: _____

Respondent Name: _____

Report Date: _____ Formal Complaint Date (If Applicable): _____

1. Supportive measures offered to Complainant (include description and date):

_____

_____

_____

_____

_____

_____

_____

2. Supportive measures offered to Respondent (include description and date):

_____

_____

_____

_____

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3. Supportive measures rejected by either party:

4. If a determination was made that supportive measures are not required, explain the rationale for that determination:

Title IX Coordinator Signature

Date

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3118-F-3 Title IX Formal Complaint Notice Letter

Upon receipt of a Formal Complaint, the District must provide written notice to the Complainant(s) and Respondent(s). The Notice Letter must include all of the information contained in this template letter. Each party must receive a Notice Letter that is substantially similar in content.

To be sent on District letterhead

[Date]

[Name]
[Address]
[City, State, Zip Code]

Re: Notice of Title IX Investigation/[Complainant or Respondent]

Dear [Name]:

On [Date], the District received a report that [Respondent's Name], who is a District [Student/Employee/Volunteer/Contractor] allegedly engaged in sexual harassment, as defined by the District's Title IX Sexual Harassment Policy, against [Complainant's Name]. Specifically, [Describe Alleged Sexual Harassment - Include Identity of Parties Involved]. Allegedly, [Respondent's Name]'s conduct occurred at [Location, if known] on or around [Date/Time, if known].

[Choose Option 1 or 2.]

[(*Option 1 - If law enforcement has opened its own investigation)* The District will cooperate with [Law Enforcement Agency Name] as it conducts an investigation into the allegations. The District will also, in accordance with Title IX, conduct an independent investigation into these allegations and will provide notice of additional allegations if any emerge.]

[(*Option 2 - No law enforcement involvement yet.)*The District has opened a Title IX investigation into these allegations and will provide notice of additional allegations if any emerge.]

Pursuant to federal law, during the pendency of the investigation, [Respondent's Name] is presumed not responsible for the alleged conduct.

The Complainant and Respondent are permitted, but are not required, to each have an advisor of their choice, such as an attorney or other representative, during the

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Title IX Grievance Process. If you intend to have an advisor assist in this process, please provide me with the advisor's contact information as soon as practicable.

During the investigation, the District will provide the following supportive measures to [Complainant's/Respondent's Name]:

[Describe Supportive Measures directly related to Party to whom Notice Letter is addressed. Supportive Measures must be kept confidential to the extent possible and should only be shared with another party if they directly relate to both parties (i.e., both parties informed of no contact order, but not of counseling to other party).]

[(NOTE: Include only if Supportive Measures were Rejected) The District offered [Identify supportive measures that were rejected] as supportive measures for [Complainant's/Respondent's Name], which were declined.]

The District is also willing to discuss other supportive measures that you believe are necessary. Please contact me to discuss the need for additional supports.

A detailed description of the District's Title IX Grievance Process can be found in the District's Title IX Policy, which is available at: [Insert link to Policy]. A hard copy of the Policy is attached.

The Investigator will reach out to you separately to schedule an interview.

All parties will have an opportunity to inspect and review all evidence before the investigation report is finalized. At the conclusion of the Grievance Process, a Decision-Maker will provide all parties with a written determination of responsibility.

The District's Title IX Policy also details the District's informal resolution process. If you are interested in pursuing informal resolution, please contact me.

[NOTE: If Complainant/Respondent is a student and if the District's Student Code of Conduct includes a prohibition on false statements, then include the following language: As a reminder, the District's Student Code of Conduct prohibits students from making false statements or submitting false statements during this investigation.]

The District prohibits retaliation against any person who reports or files a sexual harassment complaint or who cooperates in the investigation of such a complaint. Retaliation can result in disciplinary action up to and including discharge or expulsion. Retaliation allegations should be reported to the Title IX Coordinator.

If you have any questions about this process, please do not hesitate to contact me.

Sincerely,

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[Title IX Coordinator]

Enclosure: [District's Title IX Sexual Harassment Policy]

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3118-F-4 Notice of Additional Allegations Letter

New or additional allegations may arise during the course of an investigation. If the Investigator decides to investigate allegations that were not included in the initial Notice Letter, this Notice of Additional Allegations must be provided to the Complainant(s) and Respondent(s).

To be sent on District letterhead

[Date]

[Name]
[Address]
[City, State, Zip Code]

Re: Notice of Additional Allegations during Title IX Investigation

Dear [Name]:

On [Insert Date], you were notified that the District initiated a Title IX investigation into allegations that [Describe original allegations and identify parties] at [Insert location, if known] on or around [Insert date, if known].

In the course of our investigation, we received additional allegations that [Describe specific new allegations and identify parties] at [Insert location, if known] on or around [Insert date, if known].

[Choose Option 1 or 2.]

[Option 1 - Because they arise out of the same facts and circumstances as the original allegation(s), the new allegation(s) will be consolidated with the original allegations. A determination of responsibility as to all allegations will be made as part of the current Grievance Process. You will have the same opportunity to review any evidence related to the new allegations as with the original allegations.]

[Option 2 - The District will respond to these new allegations pursuant to its Title IX Sexual Harassment Policy. A separate Grievance Process may be initiated if either a Complainant or the Title IX Coordinator files a Formal Complaint.]

During the pendency of this investigation, [Respondent's Name] is presumed not responsible for the conduct described in the new allegations.

[NOTE: New allegations may not require another interview.]

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[Optional - As part of its investigation into these new allegations, the District would like to interview [Complainant's/Respondent's Name] on [Date]. [Complainant's/Respondent's Name] is entitled to bring an advisor of [his/her] choice, including an attorney, to the interview.]

If you have any questions about this process, please do not hesitate to contact me.

Sincerely,

[Title IX Coordinator]

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3118-F-5 Mandatory Dismissal Letter

The Title IX regulations require dismissal of a Formal Complaint in the situations outlined below. Mandatory dismissal under the regulations does not prohibit the District from investigating whether another school policy, rule, or law may have been violated or from issuing appropriate discipline based on the results of a misconduct investigation. Such an investigation is advisable in some circumstances – particularly where the Complainant is a student and the Respondent is an employee. Letters substantially similar to the following should be sent to the Complainant(s) and the Respondent(s).

To be sent on District letterhead

[Date]

[Name]
[Address]
[City, State, Zip Code]

Re: Mandatory Dismissal of Title IX Formal Complaint

Dear [Name]:

On [Date], the District received a Formal Complaint alleging a violation of the District's Title IX Sexual Harassment Policy. Upon further review, the Title IX regulations require dismissal of the Formal Complaint because (select all that apply):

- ☐ The allegations in the Formal Complaint, even if proven, would not constitute sexual harassment as defined in the District's Title IX Sexual Harassment Policy.
- ☐ The allegations did not occur in the school's programs or activities.
- ☐ The allegations did not occur in the United States.

A determination that the Title IX Formal Complaint must be dismissed does not prohibit the District from investigating whether another school policy, rule, or law may have been violated or from issuing appropriate discipline based on the results of the misconduct investigation.

You may appeal this dismissal by following the procedures outlined in the Appeals section of the District's Title IX Sexual Harassment Policy. That Policy is available at: [Insert link to policy].

The District strictly prohibits retaliation against an individual who filed a Title IX complaint or who cooperated in a Title IX investigation. If you believe that you were subject to retaliation, please promptly contact the District's Title IX Coordinator.

Sincerely,

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[Title IX Coordinator Name]

[Title IX Coordina

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3118-F-6 Title IX Discretionary Dismissal Letter

The Title IX regulations permit, but do not require, dismissal of a Formal Complaint in the situations outlined below. Discretionary dismissal under the regulations does not prohibit the District from investigating whether another school policy, rule, or law may have been violated or from issuing appropriate discipline based on the results of a misconduct investigation. Such an investigation is advisable in some circumstances – particularly where the Complainant is a student and the Respondent is an employee. Letters substantially similar to the following should be sent to the Complainant(s) and the Respondent(s).

To be sent on District letterhead

[Date]

[Name]
[Address]
[City, State, Zip Code]

Re: Dismissal of Title IX Formal Complaint

Dear [Name]:

On [Date], the District received a Formal Complaint alleging a violation of the District's Title IX Sexual Harassment Policy. Upon further review, the Title IX Formal Complaint should be dismissed because [select all that apply]:

- ☐ The Complainant notified the Title IX Coordinator in writing on [Date] that the Complainant wishes to withdraw the complaint, in whole or in part.
- ☐ The Respondent's [enrollment/employment] at the District has ended.
- ☐ The following circumstances prevent the District from gathering evidence sufficient to reach a determination: [describe specific circumstances, which may include, but are not limited to, situations where: (1) the Complainant refuses to participate in the Grievance Process but has not sent written notice withdrawing the complaint; or (2) the Respondent is not under the authority of the District and the District is unable to collect sufficient evidence to make a determination of responsibility.]

A determination that the Title IX Formal Complaint should be dismissed does not prohibit the District from investigating the complaint to determine whether another school policy, rule, or law may have been violated or from issuing appropriate discipline based on the results of the misconduct investigation.

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You may appeal this dismissal by following the procedures outlined in the Appeals section of the District's Title IX Sexual Harassment Policy. That Policy is available at: [Insert link to policy].

The District strictly prohibits retaliation against an individual who filed a Title IX complaint or who cooperated in a Title IX investigation. If you believe that you were subject to retaliation, please promptly contact the District's Title IX Coordinator.

Sincerely,

[Title IX Coordinator Name]
[Title IX Coordinator Contact Information]

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3118-F-7 Title IX Investigation Report Checklist

The investigation report must fairly summarize the relevant evidence gathered during the investigation. It should be in narrative form and include the information in this checklist to provide the Decision-Maker sufficient information to make a responsibility determination and to comply with Title IX requirements. The checklist is not designed to limit the scope of any investigation.

Complainant's Information

- ☐ Complainant's name. If student: age, grade level, and building. If employee: job title and building.
- ☐ Name of Complainant's advisor (if any).

Respondent's Information

- ☐ Respondent's name. If student: age, grade level, and building. If employee: job title and building.
- ☐ Name of Respondent's advisor (if any).

Investigator's Information

- ☐ Investigator's name, title, and training verification.
- ☐ Statement that investigator does not have a conflict of interest or bias against either party, generally or individually, that affected the investigation.

Relevant Chronology (including, but not limited to)

- ☐ Date formal complaint filed/signed by Complainant or Title IX Coordinator.
- ☐ Date investigation initiated.
- ☐ Dates Complainant(s) and Respondent(s) were notified of interviews.
- ☐ Date evidence was submitted to parties/advisors for review.
- ☐ Date each party's response to evidence was due and whether any response was received .
- ☐ Date investigation report submitted to Decision-Maker.

Nature of the Allegations

- ☐ Describe each allegation, including date, time, place, and nature of the incident(s).
- ☐ If investigation revealed additional allegations not in original notice to the parties and investigator decides to investigate those allegations, identify the date notice of additional allegations was given to parties and describe additional allegations.
- ☐ If additional allegations are made or discovered and are not included in investigation, state basis for decision not to investigate.

Fact-finding Activities

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- ☐ Summarize Complainant's and Respondent's interview; note interview dates and who attended (e.g., advisor, parent, attorney, or other representative).
- ☐ Identify any other contacts with Complainant, Respondent, or their advisors (include date, purpose, and contact method).
- ☐ Summarize all other witness interviews; note interview dates and who attended.
- ☐ Identify and describe any relevant evidence, including which party submitted the evidence or how it was obtained if not through a party.
- ☐ Describe any other fact-finding as part of the investigation (e.g., site visits, record review, video review, or hearing).

Evidence Review

- ☐ Before completing investigation report, send hard or electronic copies of all evidence to Complainant, Respondent, and respective advisors, if any, for review. *Each party has 10 calendar days to review evidence and submit a written response to the Investigator.*
- ☐ Summarize any written response(s) received.
- ☐ Consider any written response(s) received before completing the investigation report.
- ☐ Describe how, if at all, the written response(s) affected your investigation, including a description of any additional investigation conducted as a result of the written response(s) (e.g., additional witness interviews, materials reviewed, or investigatory steps taken).

Findings of Fact

- ☐ Make specific findings of fact based on full investigation. *Findings of fact will be reviewed by the Decision-Maker. The investigator does not make a determination of responsibility (i.e., whether a policy was violated or whether harassment occurred). The investigator should, however, make credibility determinations, where applicable.*
- ☐ Do not consider a party's medical or psychological records without the party's written consent (or, in the case of a student, parent/guardian consent).

General Tips for Investigation Report

- ☐ Ensure each party has equal opportunity to submit evidence.
- ☐ Cite standard of review (e.g., preponderance of evidence).
- ☐ Note presumption that Respondent is not responsible.
- ☐ Cite applicable Board policies and code of conduct provisions.
- ☐ Ensure report is clear, concise, and complete.
- ☐ Assume final report may be released by either party
- ☐ Make findings of fact necessary for Decision-Maker to make determination of responsibility.

Delivery of Investigation Report

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- ☐ Send finalized investigation report to Title IX Coordinator, Decision-Maker, Complainant, and Respondent at least 10 calendar days after the parties were sent all evidence to inspect and review.
- ☐ Inform parties that they may, but are not required to, submit written questions of any party or witness to the Decision-Maker.

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3118-F-8 Title IX Determination of Responsibility

Formerly known as "outcome" or "conclusion" letters, these letters notify the parties of the Decision-Maker's determination of responsibility. The letters must be substantially similar in content and sent to the Complainant(s) and Respondent(s) simultaneously once the Decision-Maker has made a determination of responsibility.

To be sent on District letterhead

[Date]

[Name]
[Address]
[City, State, Zip Code]

Re: Title IX Investigation - Determination of Responsibility

Dear [Name]:

The District has completed its investigation into the Formal Complaint of sexual harassment, [Choose one - filed on/signed] on [Insert date] by [Insert Complainant Name if filed by Complainant or Title IX Coordinator Name if signed by Coordinator].

The allegations of sexual harassment, as that term is defined in the District's Title IX Sexual Harassment Policy (the "Policy"), include: [Identify allegations, e.g., "engaged in inappropriate conduct with another District student on a District school bus," "another student inappropriately touched your student"].

The Policy defines "sexual harassment" as conduct on the basis of sex that satisfies one or more of the following:

- A District employee conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).

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Upon the receipt of the Formal Complaint, the District took the following procedural steps [This list is not exhaustive. Modify this list depending on what was done during the investigation, include relevant dates and a description for each procedural step taken]:

- Notice to the parties informing them of the commencement of the investigation and the allegations involved;
- Witness interviews;
- Party interviews;
- Site visits; and
- Evidence reviewed - Identify the methods used to gather other evidence].

On [Insert date at least 10 calendar days before investigation report was finalized], you were given an opportunity to review all evidence compiled during the investigation and to provide a written response, which you [did/did not do]. On [insert date at least 10 calendar days before date of this letter], you received a copy of the investigation report. You had the opportunity to review the investigation report, submit a written response to the report, and submit written questions to the other party or witnesses before my determination of responsibility. You [identify whether party did/did not submit written response or written questions]. [Provide additional relevant information about written questions (e.g., whether the Decision-Maker determined the questions to be irrelevant; whether the party/witness to whom the questions were directed responded; how the Decision-Maker considered responses to the questions)].

Based on a preponderance of the evidence, I make the following findings of fact: [Insert findings of fact relevant to whether the allegations are true and whether they constitute sexual harassment. Include specific dates, times, locations, and quotes. Make necessary credibility decisions and explain basis for those decisions.]

Based on the foregoing, I determine:

[Insert whether a preponderance of the evidence substantiated each allegation and the rationale for that decision, e.g., "Based on witness testimony and video surveillance, a preponderance of the evidence substantiates that Respondent touched Complainant inappropriately on the bus."]

[Insert conclusions about the application of the findings of fact to the Title IX Policy, e.g., "I find that, based on a preponderance of the evidence, a reasonable person would find that the (comments made to the Complainant/inappropriate touching/ etc.) was so severe, pervasive, and objectively offensive that it effectively denied the Complainant equal access to the District's educational program or activity."]

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[If applicable, insert conclusions about the application of the findings of fact to other relevant code of conduct, policy, law, or rule, e.g., "Respondent's behavior also violated other District policies and codes of conduct. Specifically, (identify and describe policy/law/rule/code section and how it was violated.)]

As a result of this determination of responsibility, the District will take the following actions to restore or preserve equal access to the District's education programs and activities: [Insert broad description of action.]

For Complainant, remedial measures [Choose one - will/will not] be provided.

For Respondent, the District [Choose one - will/will not] impose disciplinary sanctions. [Insert disciplinary sanctions to be taken, if any.].

The Title IX Coordinator will communicate separately with each party about implementation of applicable remedial measures.

Pursuant to the Policy, you may appeal this determination of responsibility within 5 business days of this correspondence for the following reasons:

1. A procedural irregularity that affected the outcome;
2. New evidence that was not reasonably available at the time the determination of responsibility was made that could affect the outcome; or
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

The Appeals process is described in the District's Title IX Policy, which can be found here: [Insert link to policy]. A hard copy of the Policy is also enclosed.

As a reminder, the District prohibits retaliation against any person who files a sexual harassment complaint or who cooperates in the investigation of such a complaint.

Please do not hesitate to contact me if you have any additional information or questions.

Sincerely,

[Decision-Maker]

Enclosure: [District's Title IX Sexual Harassment Policy]

C: Title IX Coordinator

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3118-F-9 Record Retention Requirements – Post in Title IX Coordinator's Office

Title IX Recordkeeping Protocol

The District establishes the following recordkeeping protocol for complaints or reports of sexual harassment under the District's Title IX Sexual Harassment Policy. The records identified below must be maintained for at least 7 years from the date of creation.

A. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
   1. The basis for the District's conclusion that its response to the report was not deliberately indifferent;
   2. Documentation demonstrating that the District has taken measures designed to restore or preserve equal access to the District's education program or activity; and
   3. If supportive measures are not provided to the Complainant, documentation of the reasons why such a response was not clearly unreasonable in light of the known circumstances.

B. Records of each sexual harassment investigation, including:
   1. A determination of responsibility;
   2. Disciplinary sanctions imposed on the Respondent;
   3. Remedies provided to the Complainant; and
   4. Appeal records, if applicable, including results of the appeal.

C. Records of any informal resolution, including the results of an informal resolution.

D. All materials used to train Title IX Coordinators, Investigators, Decision-Makers, and any person who facilitates an informal resolution process. Training materials must also be maintained on the District's website.

A copy of an investigation report involving a specific employee may also be kept in the employee's personnel file only as required or permitted by the Bullard-Plawecki Employee Right to Know Act, MCL 423.501 et seq.

Employees who document incidents or reports of Title IX sexual harassment should keep a copy of all written reports and documentation.

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Student personally identifiable information is protected and must be kept confidential pursuant to state and federal law.

This notice will be posted in the Title IX Coordinator's office. Copies are available in the Title IX Coordinator's office.

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3118-F-10 Notice of Availability of Informal Resolution

After a Formal Complaint has been filed but before a determination of responsibility has been made, Districts may, but are not required to, offer an informal resolution process to the parties, if appropriate. An informal resolution process is a voluntary, alternative means of resolving the Formal Complaint without a full investigation and adjudication under the Title IX grievance process. The informal resolution process is never appropriate to resolve an allegation that an employee sexually harassed a student. This notice informs the parties of the availability of informal resolution and additional information about the process.

District letterhead

On [date], the District received a Formal Complaint alleging that [insert name], the Respondent, engaged in sexual harassment in violation of the District's Title IX Sexual Harassment Policy against [insert name], the Complainant. The Formal Complaint alleges that [insert specific allegations].

After a Formal Complaint has been filed but before a determination of responsibility has been made, the Title IX regulations permits the District to offer an informal resolution process to the parties, if appropriate. An informal resolution process is a voluntary, alternative means of resolving the Formal Complaint without a full investigation and adjudication under the Title IX grievance process. The informal resolution process is never appropriate to resolve an allegation that an employee sexually harassed a student.

This notice is to inform you of the availability of informal resolution to address the Formal Complaint in this matter and to provide additional information about the process.

During informal resolution, the Title IX Coordinator (or another trained individual designated by the District) will work with the parties to try to facilitate a mutually acceptable resolution of the Formal Complaint. This may involve the use of mediation, restorative justice practices, facilitated discussions, or similar dispute resolution practices, as determined appropriate by the District. If an agreement is reached during informal resolution, it will be reduced to writing and signed by both parties. The parties will be bound by the agreement's terms and precluded from resuming the formal grievance process to address the allegations in the Formal Complaint.

The Complainant and Respondent are not required to participate in informal resolution as a condition of enrollment or employment, continued enrollment or employment, or enjoyment of any other right afforded by the District. The District neither encourages nor discourages the use of informal resolution. Participation in the process is voluntary and both parties must consent in writing to participate in informal resolution. Likewise, either party may withdraw their consent to participate and resume the formal

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grievance process at any time before the parties reach agreement through informal resolution. The decision to participate, not participate, or to terminate an informal resolution once it has started will not be a factor in any determination made by the Decision-Maker as to whether a Title IX policy violation occurred.

Finally, any informal resolution discussions will be kept confidential to the extent permitted by law and may not be introduced as evidence in the formal grievance process should informal resolution be unsuccessful. The District is required, however, to maintain records on any informal resolution and its results, and may share those records as permitted or required by law.

I have read and understand the information above and voluntarily agree to participate in the informal resolution process.

_____
Print Name

_____ _____
Signature of Party Date

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3118-F-11 Declining to File Title IX Formal Complaint

If a Complainant declines to file a Formal Complaint after the initial "triage" meeting and the Title IX Coordinator determines not sign a Formal Complaint, the Title IX Coordinator should document that refusal by sending the Complainant this letter.

To be sent on District letterhead

[Date]

[Name]
[Address]
[City, State, Zip Code]

Re: Declining to File Title IX Formal Complaint

Dear [Name]: I am the Title IX Coordinator for [insert District]. On [date], the District received a report alleging that [insert the allegations with specificity].

Pursuant to Title IX regulations and Policy 3118, the District must conduct a prompt and fair investigation of any Formal Complaint of sexual harassment. Sexual harassment may include, among other things, the creation of a hostile sexual environment, sexual assault, dating violence, and domestic violence.

On [insert date], I met with you to: (1) offer you the opportunity to file a Formal Title IX Complaint, (2) explain the Title IX grievance process, and (3) offer you supportive measures. I further informed you that if you chose not to file a Formal Title IX Complaint, the District would still investigate and address these allegations to the best of its ability under other applicable laws, policies, or codes of conduct, and to the extent permitted by law.

Finally, I informed you that you are entitled to supportive measures regardless of whether a Formal Title IX Complaint is filed. Supportive measures are provided at no cost to you and are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the District's educational environment or to deter sexual harassment.

This letter confirms that you declined to file a Title IX Formal Complaint. [Option 1: You also declined any supportive measures from the District.] [Option 2: You,

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however, did accept the District's offer of supportive measures, which includes [insert supportive measures.]

If you have additional information to share about these allegations, would like to discuss supportive measures or filing a Formal Complaint, or have other questions, please contact me at [insert contact information].

As noted in Board Policy 3118, please be reminded that retaliation against any person who makes a report or files a complaint of sexual harassment or cooperates in the investigation of such a complaint is strictly prohibited.

Sincerely,

Title IX Coordinator

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3118-F-12 Initial Procedures to Be Followed upon a Report of Title IX Sexual Harassment

When a report of Title IX Sexual Harassment is made, the Title IX Coordinator should take all of the following actions. This document is an overview of best practices. It is not intended to limit the District from taking action necessary to address or prevent Title IX Sexual Harassment in its programs and activities.

A similar approach can be used when the District receives a report of other Unlawful Discrimination, harassment, or retaliation.

Initial Steps upon Notice or Report of Sexual Harassment

☐ Treat the Complainant and Respondent equitably.

☐ Contact the Complainant (and the Complainant's Parent if Complainant is a minor) to arrange a meeting to discuss the Title IX Sexual Harassment report. This meeting can be in-person, virtual, or via phone.

☐ Explain that the purpose of the meeting is to review the process for filing a Formal Title IX Complaint and to discuss Supportive Measures that the school may provide with or without a Formal Complaint.

☐ Schedule a date and time for the meeting as soon as possible.

☐ Provide a copy of Policy 3118 and a Title IX Formal Complaint Form (3118-F-1) to the Complainant (and Complainant's Parent if Complainant is a minor) either before or at the meeting.

Meeting with the Complainant

☐ Inform the Complainant (or Complainant's Parent) that the school received notice that the Complainant may have been subject to Title IX Sexual Harassment.

☐ Explain the process for filing a Formal Complaint and determine whether the Complainant wants to initiate the Grievance Process.

☐ Explain briefly the Grievance Process that the school must follow once a Formal Complaint is filed so that the Complainant understands the investigation process. The Title IX Coordinator should neither encourage nor discourage the filing of a Formal Complaint. Explain that the Grievance Process contains the following requirements:

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- The school must provide both parties notice of the allegations.
- The school will assign a trained investigator to conduct an independent, unbiased investigation into the allegations. The investigator may or may not be a school employee.
- The school is required to keep the Complainant's identity confidential except when information about the Complainant must be disclosed within the Grievance Process or as otherwise required by law. Information about the Complainant, including the Complainant's identity, may be disclosed:
  - When providing notice of the allegations to the Respondent (the person alleged to have perpetrated the harassment);
  - When the investigator provides the required equal opportunity for the Parties to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint; and
  - As otherwise required during the investigation.
- The Respondent is presumed not responsible until the Decision-Maker makes a determination following the investigation.
- The Grievance Process may take 90-120 days, absent extenuating circumstances.
- The investigator cannot restrict either party from discussing the allegations or gathering evidence to support the party's case.
- Retaliation against either party or any witness is strictly prohibited.

☐ Explain to the Complainant that if the Complainant chooses not to file a Formal Complaint, the school still has an obligation to implement Supportive Measures, as appropriate, and will address all allegations to the best of its ability and to the extent permitted by law. Explain that, in some cases, the Title IX Coordinator may need to sign a Formal Complaint, even if the Complainant does not wish to file one. Further explain that in most cases, a Respondent cannot be disciplined for sexual harassment unless found responsible after an investigation of a Formal Complaint.

☐ Discuss the availability of Supportive Measures

- Explain that the school is required to provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent regardless of whether a Formal Complaint is filed.
- Explain that the purpose of Supportive Measures is to restore or preserve the Complainant's equal access to the school's programs and activities; they are offered without charge; and they are designed to protect the safety of the parties, the educational environment, and to deter harassment.
- Provide the Complainant examples of available Supportive Measures. Supportive Measures could include but are not limited to: school-provided counseling, class schedule modification, provision of an escort, and mutual no-contact orders.
- Ask the Complainant and Parents, as appropriate, for their input about the

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Supportive Measures they believe would be helpful.

- Offer Supportive Measures, taking into consideration the input of the Complainant and Parents, as appropriate and reasonable.
- Document the Supportive Measures offered and the Supportive Measures accepted and rejected by the party. If no Supportive Measures are provided, document the reasons why.

☐ Follow up with written correspondence (e-mail or letter) summarizing the meeting. Include another copy of, or link to, Policy 3118 and the Title IX Formal Complaint Form (3118-F-1).

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3118-F-13 Sample Title IX Investigation Report

[Directions: After the Complainant and Respondent have had at least 10 calendar days to inspect and review all evidence gathered during the investigation, the Investigator must finalize an investigation report. This sample investigation report should guide the Investigator's drafting of the report but may require significant customization depending on the allegations and scope of the investigation. Please consider working with a Thrun Title IX attorney before finalizing this report and distributing it in accordance with your Policy.]

To be sent on District letterhead

Title IX Investigation Report

Investigator Name/Position: _____

_____

Report Date: _____

Complainant Name: _____

Complainant's Advisor (if any): _____

Respondent Name: _____

Respondent's Advisor (if any): _____

Date Formal Complaint Filed: _____

Date of Alleged Unlawful Sexual Harassment: _____

Summary of Allegation: [Briefly describe the Complainant and Respondent's relationship to the school (students, staff, etc.) and the specific allegations that were investigated.]

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Relevant Chronology

[Insert dates and a brief description of relevant events that occurred in this investigation, including the dates (if applicable) when:

- the initial report of Title IX sexual harassment was made;
- the conduct was reported to police;
- the Title IX Coordinator conducted the initial "triage" meeting with Complainant and offered supportive measures;
- the Formal Complaint was filed;
- letters notifying the parties of the Formal Complaint and investigation were sent;
- the Investigator was appointed;
- letters were sent to the Complainant and Respondent to schedule interviews;
- the parties and witnesses were interviewed;
- the Investigator communicated with the parties (include all contacts with the Complainant and Respondent);
- the Investigator sent the Complainant and Respondent all of the evidence collected during the investigation and provided notice that they had 10 calendar days to inspect and review the evidence.]

[Note: This list is not exhaustive. Include all relevant dates for your specific investigation]

Witness Interviews

[Insert names, dates, and summaries of all interviews. You can include witness summaries within this section or attach the witness summaries to this report.]

Other Contacts with Parties

[Insert the dates and a brief description of each contact the Investigator had with the Complainant and Respondent.]

[If this information is included above in the Relevant Chronology, insert this language: "This Investigator's contacts with the parties are summarized above in the Relevant Chronology."]

[If this information is not included in the Relevant Chronology, include it here.]

Evidence

[Insert a bulleted list of all evidence that was collected as part of the investigation. This will include any video footage, screen shots, social media pages, communication from parties, written statements, etc. Include each piece of evidence as an exhibit to this report.]

Other Information Relevant to this Investigation

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[Insert a bulleted list of any other information that may be relevant to this investigation, such as whether a witness refused to participate and how many times you attempted to interview that person, whether witnesses were identified that you choose not to interview, etc.]

Party Responses to Evidence

On [insert date], this Investigator sent identical copies of the evidence to both Complainant and Respondent along with notice of their respective right to inspect, review, and respond to the evidence. This Investigator advised the parties of their right to consult with an advisor of their choice about the evidence. The Complainant [did/did not] respond to the evidence. The Respondent [did/did not] respond to the evidence. [*If any response was received, insert the following sentence:* [This Investigator reviewed and considered [each/the] response before finalizing this report.]]

[If either party responded to the evidence, also indicate the date the response was received and attach the response to the report as an exhibit.]

Findings of Fact

Based on a preponderance of the evidence collected during this investigation as summarized in this Investigation Report, this Investigator makes the following findings of fact:

[Insert numbered, single-sentences for each fact. Facts should include:

- Whether each allegation did or did not occur, including relevant dates/times.
- The specific information surrounding each allegation.
- Any credibility determinations of parties or witnesses.]

[Note: This list is not exhaustive. Include all relevant findings of fact that are specific to your investigation. Remember, the Investigator does NOT make a determination of responsibility (i.e. whether the conduct violated the District's Title IX Sexual Harassment Policy). The Decision-Maker makes the determination of responsibility and may choose to adopt or reject any of the Investigator's findings of fact, and make his/her own findings of fact.]

Title IX Board Policy Considerations:

[Insert your Board's definition of Title IX sexual harassment, including the Board Policy number and title.]

Referral to Decision-Maker

[Note: Follow Board Policy on how to deliver the Investigation Report to the parties, their advisors (if any), and the Decision-Maker.] This Investigation Report was sent to both parties and their advisors (if any) and to the Decision-Maker or Title IX Coordinator, as

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required by Board Policy. Before making a final determination of responsibility, the Decision-Maker will afford each party an opportunity to submit written, relevant questions that a party wants asked of any party or witness; provide each party with the answers; and allow for additional, limited follow-up questions from each party. The parties will have at least ten calendar days to review and respond to this Investigation Report before the Decision-Maker renders a final determination of responsibility.

Index of Exhibits

[Insert a list of exhibits that will be attached to this report.]

_____ _____

Investigator Signature* Date

*By my signature, I assert that I do not have a bias or conflict of interest for or against Complainant or Respondent specifically, nor do I have a general bias or conflict of interest for or against parties to a Title IX grievance process, whether complainants or respondents. I further assert that I have, at all times, endeavored to conduct this investigation fairly and impartially by giving both parties an equal opportunity to provide inculpatory and exculpatory evidence and to review and respond to the evidence. During the investigation, when finalizing this report, and when making findings of fact, I operated under the presumption that Respondent is not responsible for the alleged conduct.

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Series 3000: Operations, Finance, and Property

3100 General Operations

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.

B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.

C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.

D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.

E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.

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F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.

G. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements and Policy Notice.

Legal authority: ***20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.***
Date adopted: 2/9/26
Date revised:

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3100 General Operations

3115-F-2 Complaint Notice Letter

Upon initiation of the Grievance Procedure, the District must provide written notice to the Complainant(s) and Respondent(s). The Notice Letter must include all of the information contained in this template letter. Each party must receive a Notice Letter that is substantially similar in content.

To be sent on District letterhead

[Date]

[Name]
[Address]
[City, State, Zip Code]

Re: Notice of Investigation/[Complainant or Respondent]

Dear [Name]:

On [Date], the District received a report that [Respondent's Name], who is a District [Student/Employee/Volunteer/Contractor] allegedly engaged in conduct that may constitute unlawful discrimination, harassment, or retaliation, as defined by District Policy 3115-3115H, against [Complainant's Name]. Specifically, [Describe Alleged Conduct - Include Identity of Parties Involved]. Allegedly, [Respondent's Name]'s conduct occurred at [Location, if known] on or around [Date/Time, if known].

If additional allegations arise during the course of this investigation, you will receive an additional notice letter.

A detailed description of the District's policy and grievance process can be found at: [Insert link to Policy].

The Investigator will reach out to you separately to schedule an interview.

District Policy 3115D also details the District's informal resolution process. If you are interested in pursuing informal resolution, please contact me.

The District prohibits retaliation against any person who reports or files a complaint of unlawful discrimination or who cooperates in the investigation of such a complaint. Retaliation can result in disciplinary action up to and including discharge or expulsion. Retaliation allegations should be reported to the applicable Coordinator.

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If you have any questions about this process, please do not hesitate to contact me.

Sincerely,

[Coordinator]

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3115-F-3 Complaint Dismissal Letter

To be sent on District letterhead

[Date]

[Name]
[Address]
[City, State, Zip Code]

Re: Complaint Dismissal

Dear [Name]:

On [Date], the District received a Complaint alleging a violation of the District's Non-Discrimination Policy. Upon further review, the Complaint should be dismissed because [select all that apply]:

☐ The District is unable to identify the Respondent after taking reasonable steps to do so.

☐ The Respondent is not participating in the District's programs or activities and is not employed by the District.

☐ The Complainant voluntarily withdrew the Complaint. [Note: Ensure that, if a Complainant withdraws a complaint, the applicable Coordinator reviews the allegations and determines not to initiate a complaint. This District must also determine that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute unlawful discrimination even if proven.]

☐ The District has determined the conduct alleged in the Complaint, even if proven, would not constitute unlawful discrimination.

The District strictly prohibits retaliation against an individual who files a complaint or who cooperates in an investigation. If you believe that you were subject to retaliation, please promptly contact [Coordinator Name].

Sincerely,

[Coordinator Name]
[Coordinator Contact Information]

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3115-F-4 Determination Letter

These letters notify the parties of the investigation outcome. The letters must be substantially similar in content and sent to the Complainant(s) and Respondent(s) simultaneously once the Decisionmaker has made a determination of responsibility.

To be sent on District letterhead

[Date]

[Name]
[Address]
[City, State, Zip Code]

Re: Discrimination Investigation – Notice of Investigation Outcome

Dear [Name]:

The District has completed its investigation into discrimination allegations reported on [Insert date] by [name of reporter or person who filed complaint]. The Complaint alleged that: [Identify allegations, e.g., "John engaged in race-based harassment against Jane on the school bus on June 1"].

The District took the following procedural steps to investigate the allegations [This list is not exhaustive. Modify this list depending on what was done during the investigation, include relevant dates and a description for each procedural step taken]:

- Notice to the parties informing them of the commencement of the investigation and the allegations involved;
- Witness interviews;
- Party interviews;
- Site visits].

Based on a preponderance of the evidence, I make the following findings of fact: [Insert findings of fact relevant to whether the allegations are true and whether they constitute unlawful discrimination, harassment, or retaliation. Include specific dates, times, locations, and quotes. Make necessary credibility decisions and explain basis for those decisions.]

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Based on the foregoing, I determine:

[Insert conclusions about the application of the findings of fact to the Policy, e.g., "I find that, based on a preponderance of the evidence, the conduct created a hostile environment in violation of District Policy."]

[If applicable, insert conclusions about the application of the findings of fact to other relevant code of conduct, policy, law, or rule, e.g., "Respondent's behavior also violated other District policies and codes of conduct. Specifically, (identify and describe policy/law/rule/code section and how it was violated.)]

As a result of this determination, the District will take the following actions to restore or preserve equal access to the District's education programs and activities: [Insert broad description of action.]

The Coordinator will communicate separately with each party about implementation of applicable remedial measures.

[If an appeal is offered, include the process for appealing here. For example: You may appeal this determination of responsibility within 5 days of this correspondence by sending written notice of the basis for your appeal to [Coordinator].].

As a reminder, the District prohibits retaliation against any person who files a sexual harassment complaint or who cooperates in the investigation of such a complaint.

Please do not hesitate to contact me if you have any additional information or questions.

Sincerely,

[Decisionmaker]

C: Coordinator

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3115-F-5 Declining to File Complaint

In some cases, a Complainant may choose, after being advised of his or her rights, not to pursue a complaint. In that case, the applicable coordinator must review the allegations to determine if the District has an independent obligation to investigate, regardless of complainant's request. If the applicable coordinator determines that initiating the grievance procedure is not necessary, a letter substantially similar to this should be sent to the complainant.

To be sent on District letterhead

[Date]

[Name]
[Address]
[City, State, Zip Code]

Re: Declining to File Complaint

Dear [Name]:

On [date], the District received a report alleging that [insert the allegations with specificity].

On [date], we discussed the allegations and you advised that you would not like to file a Complaint or proceed with an investigation. When we spoke, I: (1) offered you the opportunity to file a Complaint, (2) explained the Grievance Process, and (3) offered you supportive measures. I also informed you that you are entitled to Supportive Measures regardless of whether a Complaint is filed. Supportive Measures are provided at no cost to you and are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the District's educational environment or to deter Unlawful Discrimination.

This letter confirms that you declined to file a Complaint. [Option 1: You also declined any Supportive Measures from the District.] [Option 2: You, however, did accept the District's offer of Supportive Measures, which includes [insert Supportive Measures.]

If you have additional information to share about these allegations, would like to discuss Supportive Measures or filing a Complaint, or have other questions, please contact me at [insert contact information].

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Please be reminded that retaliation against any person who makes a report or files a complaint of Unlawful Discrimination, including harassment, or cooperates in the investigation of such a complaint is strictly prohibited. District Policies 3115-3115H further describe the District's prohibition against Unlawful Discrimination and are available at: [Insert Link].

Sincerely,

[Applicable Coordinator]

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3115-F-6 Notice of Availability of Informal Resolution

Before a determination has been made, Districts may, but are not required to, offer an informal resolution process to the parties, if appropriate. An informal resolution process is a voluntary, alternative means of resolving the complaint without a full investigation and adjudication under the grievance process. The informal resolution process is not available to resolve an allegation that an employee engaged in sex-based harassment of a student. This notice informs the parties of the availability of informal resolution and additional information about the process.

District letterhead

On [date], the District received a complaint alleging that [insert name], the Respondent, engaged in unlawful discrimination, harassment, or retaliation in violation of the District's Unlawful Discrimination, Harassment, and Retaliation Policy against [insert name], the Complainant. The complaint alleges that [insert specific allegations].

Before a determination of responsibility has been made, law and District policy permit the District to offer an informal resolution process to the parties, if appropriate. An informal resolution process is a voluntary, alternative means of resolving alleged Unlawful Discrimination without a full investigation and adjudication under the Grievance Process. The informal resolution process is not available to resolve an allegation that an employee engaged in sex-based harassment against a student.

This notice is to inform you of the availability of informal resolution to address the Complaint in this matter and to provide additional information about the process.

During informal resolution, an Informal Resolution Facilitator will work with the Parties to try to facilitate a mutually acceptable resolution of the Complaint. This may involve the use of mediation, restorative justice practices, facilitated discussions, or similar dispute resolution practices, as determined appropriate by the District. If an agreement is reached during informal resolution, it will be reduced to writing and signed by both Parties. The Parties will be bound by the agreement's terms and precluded from resuming the Grievance Process to address the allegations in the Complaint.

The Complainant and Respondent are not required to participate in informal resolution as a condition of enrollment or employment, continued enrollment or employment, or enjoyment of any other right afforded by the District. The District neither encourages nor discourages the use of informal resolution. Participation in the process is voluntary and all Parties must consent in writing to participate in informal resolution. Likewise, a Party may withdraw consent to participate and initiate or resume the Grievance Process at any time before the parties reach agreement through informal resolution. The decision to participate, not participate, or to terminate an informal

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resolution once it has started will not be a factor in any determination made by the Decisionmaker as to whether a policy violation occurred.

Finally, any informal resolution discussions will be kept confidential to the extent permitted by law and may not be introduced as evidence in the Grievance Process should informal resolution be unsuccessful. The District is required, however, to maintain records on any informal resolution and its results and may share those records as permitted or required by law.

I have read and understand the information above and voluntarily agree to participate in the informal resolution process.

_____
Print Name

_____ _____
Signature of Party Date

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DEANNA LYNN KAHLER
[redacted]

PROFILE: Compassionate educator seeking a full-time teaching position in a lower elementary classroom. I enjoy helping others and take great pride in inspiring and encouraging children.

EDUCATION: Concordia University, December 2025
Master of Science in Curriculum & Instruction
4.0 GPA
PreK – 3rd Grade Certification

Oakland University, Rochester, Mich.
Bachelor of Arts in Communication Arts, Minor in Psychology
Departmental Honors

RELEVANT EXPERIENCE:

Student Teacher / Instructional Paraprofessional, Prevail Academy 8/2025 – Present
- Work with Section 31a students individually and in small groups on reading and math skills
- Utilize Reading Mastery curriculum to teach letter sounds and build reading skills
- Serve as substitute teacher for first and second grade classrooms
- Solo taught a class of first grade students math, ELA, science, social studies and moral focus lessons
- Used Heggerty to teach phonemic awareness, such as blending, segmenting, substituting, rhyming and identifying beginning, medial and ending sounds
- Prepared, reviewed and annotated weekly lesson plans
- Administered assessments, graded work and entered grades
- Learned and administered Aimsweb testing to track student reading progress
- Attended Behavior Support Meetings (BSP) with dean and parents and created BSP plans for high-needs students
- Successfully communicated with parents and staff
- Set up classroom at the beginning of the school year

Lead Preschool Teacher, Utica Community Schools 10/2022 – 6/2025
- Taught preschool and nursery school students math, literacy and social-emotional skills using Creative Curriculum
- Incorporated art, science, and music and movement into lessons and activities
- Worked one-on-one with students to help guide learning and develop fine motor skills
- Oversaw all aspects of classroom setup, lesson plan development and learning activities
- Offered praise and emotional support to foster children's growth and development
- Took anecdotal notes and perform ongoing daily assessments to evaluate developmental level and guide future learning activities
- Conducted screeners to determine skills and readiness for kindergarten
- Supervised and provided direction to assistant teacher
- Developed monthly newsletter and weekly parent email updates to keep families informed

School Age Child Care Director, Utica Community Schools, Edustaff 8/2023 – 6/2025
- Oversaw before-school childcare program
- Developed lesson plans and activities for children ages 5-12

- Ensured all licensing requirements were met
- Led and participated in games and activities with the kids
- Monitored children and environment for safety

Assistant/Lead Teacher, Crown of Life Church & Preschool 2021- 2022
- Taught simple math, writing, reading and science concepts to students ages 3-5
- Wrote lesson plans and developed projects
- Offered encouragement and praise to help boost students' self-esteem and guide them in completing projects and assignments
- Performed assessments to evaluate developmental level
- Wrote, edited and created layout for weekly preschool newsletter

Freelance Writer, 2013-2021
- Wrote articles, blog posts, corporate announcements and other materials for various companies and websites to help educate and inspire readers
- Brainstormed story ideas, performed research and interviewed sources
- Edited social media posts and promoted content on social media platforms

Writer / Publications Editor, McCann Worldgroup Detroit, 2014-2015
- Helped establish new team and launch first company newsletter
- Wrote and edited employee newsletter articles, press releases, internal announcements and executive messages
- Developed story lineups and production schedules
- Managed content and performed basic newsletter layout
- Assisted with project management tasks

SKILLS & ACHIEVEMENTS:

- Child Development Associate (CDA), 2022
- Excellent oral and written communication
- Ability to organize and monitor details
- Proficient in Microsoft Office
- Golden Key National Honor Society
- Authored children's book, *A Rare Gem*

REFERENCES: Available upon request

January 1, 2026

Dear Sir or Madam,

Teaching is something I have always dreamed of doing, and I am excited to share that I recently received my Master of Science in Curriculum & Instruction (MSCI) with lower elementary certification. As a result, I am now looking for a full-time teaching position and would love to work at Clintondale Community Schools.

In my current position as a substitute teacher and instructional paraprofessional at Prevail Academy, I look forward to the difference I can make in a child's life, whether working with students individually, in a small group, or as a whole class. As a former Lead Preschool Teacher for Utica Community Schools, I have successfully taught, encouraged and inspired young children in a classroom setting and helped build the foundational skills needed for Kindergarten. Throughout the years, I have worked as a writing tutor, community education computer instructor, online ESL teacher, and School Age Child Care (SACC) Director. I also served as a student teacher in a first-grade classroom.

In addition to teaching, I have more than 20 years of professional experience in the communications field as a writer and editor. These skills serve me well when creating lesson plans, helping students with reading and writing, and communicating with parents and families.

I believe my diverse background and experience — as well as my drive to make a difference in young children's lives — make me an excellent candidate for a teaching position with Clintondale Community Schools. Please refer to my attached resume for further details about my background and qualifications.

Thank you for your consideration. I look forward to hearing from you soon!

Sincerely,

Deanna Kahler

STATE OF MICHIGAN

State Board of Education Department of Education

STANDARD TEACHING CERTIFICATE

awarded to

DEANNA LYNN KAHLER

In accordance with Michigan Compiled Laws and Administrative Rules, the holder of this certificate is authorized to teach in any Michigan school all subjects and grades indicated

PK-3 LOWER ELEMENTARY EDUCATION (ZO)

Glenn Maleyko

Glenn M. Maleyko, Ph.D.
Superintendent of Public Instruction

Issue Date: 12/19/2025
Expiration Date: 06/30/2030
License Number: [redacted]

Certification requirements are subject to change. The certificate holder is responsible for being knowledgeable about current and revised regulations. It is the responsibility of the certificate holder to maintain a valid appropriate certification by meeting the requirements for certificate renewal as prescribed by statute and/or the State Board of Education.

MICHIGAN CODE OF EDUCATIONAL ETHICS

The following ethical standards address the professional educator's commitment and responsibility to (and for):

Code of Ethics	https://www.michigan.gov/-/media/Project/Websites/mde/educator_services/prof_practices/code_of_ethics.pdf
The Profession	Trust in the educational system depends upon a level of professional conduct and responsibility that may be higher than required by law. This entails holding one and others to the same ethical standards.
Professional Competence	Commitment to the highest levels of professional and ethical practice, including demonstration of the knowledge, skills and dispositions required for professional competence.
To Students	A primary obligation to treat students with dignity and respect, including promoting the health, safety and well-being of students by establishing and maintaining appropriate verbal, physical, emotional and social boundaries.
The School Community	Promotion of positive relationships and effective interactions with all members of the school community, while maintaining professional boundaries.
Ethical Use of Technology	Consideration of the impact of consuming, creating, distributing and communicating information through all technologies. Vigilance to ensure that appropriate boundaries of time, place and role are maintained when using electronic communication.

ADVISORY TO EDUCATOR

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to : use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged educator certificate, or a certificate of another person.

TO BE EMPLOYED AS AN EDUCATOR IN MICHIGAN THE EDUCATOR OATH MUST BE SIGNED, NOTARIZED, AND SUBMITTED TO YOUR EMPLOYER. THIS IS AN OFFICIAL CERTIFICATE ONCE SIGNED AND NOTARIZED.

EDUCATOR OATH - STATE OF MICHIGAN

I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of educator according to the best of my ability.

Educator Signature

This certificate was subscribed and sworn to before me, along with picture identification, on _____

Notary Print Name

Notary Signature

Commission Expires: _____ Notary Seal

EMPLOYERS MUST VERIFY EDUCATOR CERTIFICATIONS AT: https://mdoe.state.mi.us/MOECS/PublicCredentialSearch.aspx

35100 Little Mack, Clinton Township, Michigan 48035-2633
Phone: (586) 791-6300 · Fax: (586) 791-6786
HYPERLINK "http://www.clintondaleschools.net"
www.clintondaleschools.net

BOARD OF EDUCATION
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Superintendent
Kenneth Janczarek

To: Members of the Board of Education
From: Kenneth Janczarek, Superintendent
Date: February 6, 2026
Subject: Recommendation for hire -McGlinnen Principal – Jamie Lampasona

Dear Members of the Clintondale Community Schools Board of Education,

It is my recommendation that the Board of Education approve the appointment of Jamie Lampasona as Principal of McGlinnen Elementary School.

The selection process for this position was thorough and deliberate, consisting of three rounds of interviews designed to assess leadership capacity, instructional knowledge, and alignment with district priorities. Ms. Lampasona distinguished herself at each stage of the process through her depth of experience, clarity of vision, and demonstrated commitment to student success.

Ms. Lampasona has dedicated 19.5 years of service to Clintondale Community Schools, serving as both a classroom teacher and a behavior coach. Throughout her career, she has consistently demonstrated strong instructional leadership, effective relationship-building with staff and families, and a deep understanding of the academic and behavioral needs of students. She brings extensive knowledge of the district's adopted curriculum and has played an active role in supporting its implementation with fidelity.

In addition to her instructional expertise, Ms. Lampasona is a proven leader within the district. She is highly respected by colleagues, has a strong understanding of district systems and expectations, and has demonstrated the ability to lead collaboratively while holding high expectations for teaching, learning, and student behavior. Her long-standing commitment to Clintondale Community Schools and her familiarity with the McGlinnen community position her well to provide stability, continuity, and strong leadership moving forward.

Based on the interview process, her professional background, and her demonstrated leadership within the district, I am confident that Jamie Lampasona will serve McGlinnen Elementary School with integrity, effectiveness, and a continued focus on student achievement and growth.

I respectfully recommend approval of this appointment.

Sincerely,

Kenneth Janczarek
Superintendent
Clintondale Community Schools

Jamie Lampasona
[redacted]

November 14, 2025

Human Resources
Clintondale Community Schools
35100 Little Mack
Clinton Township, MI 48035

Dear Members of the Hiring Committee,

I am writing to express my interest in the Elementary School Administrator position with **Clintondale Community Schools**. With nearly two decades of experience as an elementary educator, a strong background in behavior intervention and restorative practices, and a completed Master of Science in Educational Leadership, I am eager to bring my skills, leadership, and passion for student success to your administrative team.

Throughout my career in Clintondale Community Schools, I have demonstrated a consistent commitment to building safe, inclusive, and academically rigorous environments for students. As a K–5 Behavior Coach, I collaborate with staff, students, and families to create positive behavior systems that support the whole child. I lead restorative practice initiatives, develop individualized behavior plans, implement multi-tiered intervention supports, and coach teachers on classroom management strategies that promote engagement and reduce disruptions. These experiences have strengthened my ability to analyze student needs, provide targeted support, and lead teams toward meaningful outcomes.

As a fifth-grade teacher, I have taken on numerous leadership roles that extend beyond my classroom. Serving as the chair of the Math Committee on the Guided Coalition Team, I work collaboratively to analyze schoolwide data, establish achievement goals, and guide instructional practices that raise student performance. Additionally, my involvement in PLCs, the Curriculum Committee, and the Behavior Rubric Committee has equipped me with a deep understanding of curriculum alignment, assessment, and systems-level decision-making. I take pride in helping create structures and supports that enhance instruction, strengthen school culture, and improve student growth.

What drives my work is a belief that every child deserves to feel seen, valued, and capable of success. I approach challenges with a solution-focused mindset, communicate openly and collaboratively with families and staff, and prioritize decisions that align with the needs of students. I am confident that these strengths combined with my leadership training and extensive experience supporting teachers prepare me to be a positive and effective administrator.

I would welcome the opportunity to further discuss how my background and vision align with the goals of **Clintondale Community Schools**. Thank you for considering my application. I look forward to the possibility of contributing to your school community.

Sincerely,
Jamie Lampasona

JAMIE LAMPASONA

[redacted]

PROFESSIONAL SUMMARY

Compassionate educational leader with 18+ years of experience strengthening school culture, supporting staff, and improving student outcomes. Skilled in MTSS, PBIS, restorative practices, trauma-informed instruction, SEL, and crisis response. Experienced in data-driven decision making, staff coaching, and fostering safe, inclusive learning environments. Completing an M.S. in Educational Leadership to transition into an Assistant Principal role.

CORE LEADERSHIP COMPETENCIES

- School Culture & Climate Leadership
- PBIS / MTSS Behavior Systems
- Trauma-Informed & SEL Practices
- Restorative Practices & Conflict Resolution
- Staff Coaching & Professional Development
- Crisis Response & Safety Protocols
- Data-Driven Decision Making
- Attendance Improvement & Engagement
- Family & Community Collaboration
- Equity & Inclusive Practices

EDUCATION

M.S., Educational Leadership (Administration), Western Governors University — Nov 11, 2025

M.A.T., Reading Specialist / At-Risk Reading, Saginaw Valley State University — Apr 2009

B.S., Elementary Education, Western Michigan University — Dec 2005 (Minors: Social Studies, Science, Mathematics)

Michigan Teaching Certificate — K–5 All Subjects, K–8 Self-Contained, 6–8 Science, 6–8 Social Studies

ADMINISTRATIVE & LEADERSHIP EXPERIENCE

Behavior Coach, Robbie Hall Parker Elementary School, Clintondale Community Schools (2022–Present)

- Lead building-wide behavior systems (PBIS, MTSS Tier 2/3, CICO, restorative practices, SEL programs).
- Collaborate with administration to analyze data and support school improvement efforts.
- Coach teachers in trauma-informed practices, behavior management, and classroom systems.
- Serve on Crisis Team and Threat Assessment Team to ensure safety protocols.
- Support IEP and 504 behavioral planning and intervention alignment.
- Lead family engagement efforts related to behavior and attendance.
- Mentor new staff and lead professional learning.

Elementary Teacher, Robbie Hall Parker Elementary School, Clintondale Community Schools (2006–2022)

- Created inclusive learning environments using PBIS, SEL, and restorative practices.
- Delivered differentiated instruction using AVMR, workshop models, and MTSS.
- Collaborated with multidisciplinary teams to support diverse learners.
- Served on PBIS, Attendance, and leadership teams.
- Built strong relationships with families to improve engagement and achievement.

SPECIALIZED TRAINING & CERTIFICATIONS

- STARR Commonwealth Certified Trauma Trainer
- Restorative Practices
- Leader In Me (Covey Foundation)
- Calm Classroom
- AVMR Math
- Zones of Regulation
- Positivity Project
- PBIS Schoolwide Systems
- Check-In/Check-Out
- Attendance Network / Data Analysis
- ASSIST Training
- Crisis Team Member
- Threat Assessment Team Member



2SRY-Z3JH-JBAD

Western Governors University

THE BOARD OF TRUSTEES OF WESTERN GOVERNORS UNIVERSITY,
UPON THE RECOMMENDATION OF THE FACULTY, HAS CONFERRED UPON

Jamie Campasona

THE DEGREE OF

Master of Science
Educational Leadership

WITH ALL THE RIGHTS, HONORS, AND PRIVILEGES THERETO APPERTAINING.
IN WITNESS WHEREOF, THE SEAL OF THE UNIVERSITY AND THE SIGNATURES AS AUTHORIZED BY
THE BOARD OF TRUSTEES, WESTERN GOVERNORS UNIVERSITY, ARE HEREUNTO AFFIXED,
THIS ELEVENTH DAY OF NOVEMBER, IN THE YEAR TWO THOUSAND AND TWENTY-FIVE.

Scott D. Pulsipher
UNIVERSITY PRESIDENT



Joseph Fuller
CHAIR, BOARD OF TRUSTEES

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Phone: (586) 791-6300 · Fax: (586) 791-6786
HYPERLINK "http://www.clintondaleschools.net"
www.clintondaleschools.net

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Superintendent
Kenneth Janczarek

To: Members of the Board of Education
From: Kenneth Janczarek, Superintendent
Date: February 6, 2026
Subject: Recommendation for hire -Parker Assistant Principal – Tommy Brooks

Dear Members of the Clintondale Community Schools Board of Education,

It is my recommendation that the Board of Education approve the hire of Tommy Brooks as Assistant Principal of Parker Elementary School.

The district conducted a rigorous and comprehensive three-round interview process to identify the most qualified candidate for this leadership position. Throughout each stage of the process, Mr. Brooks consistently demonstrated strong instructional leadership skills, a clear understanding of elementary school operations, and a student-centered approach to decision-making. His responses reflected a thoughtful and collaborative leadership style, as well as a deep commitment to supporting both students and staff.

Mr. Brooks brings a wealth of K–12 educational experience that will greatly benefit Parker Elementary School as the building continues its focused efforts on improving academic performance and overall student achievement. His background includes experience working in K-12 settings, supporting instructional improvement, and partnering with teachers and administrators to implement effective teaching and learning practices. This experience positions him well to contribute meaningfully to Parker's ongoing academic initiatives and improvement efforts.

In addition, Mr. Brooks demonstrated a strong understanding of the importance of building relationships with students, staff, and families. His approach aligns with the district's expectations for leadership that fosters a positive school culture while maintaining high academic expectations. Mr. Brooks' leadership will support the continued growth and development of both students and staff at Parker Elementary School.

Mr. Brooks will be a valuable asset to Parker Elementary School and to Clintondale Community Schools. His experience, leadership skills, and commitment to continuous improvement will support the district's goals and contribute positively to the educational environment.

Sincerely,

Kenneth Janczarek
Superintendent
Clintondale Community Schools

Tommy C. Brooks, Ed.s
[redacted]

Educational Vision

All children can and will learn when the curriculum and climate are culturally responsive to the students in which it serves, inclusive in design, and implemented to accommodate all students. A successful environment can be achieved through high expectations, clear goals, and collaboration amongst stakeholders.

Certification

- Michigan Administrator Certificate
- Educational Specialists (Central office certification)

Education

2022- Present Wayne State University Detroit, Michigan
Educational Doctorate
K-12 Supervision

2017-2021 Wayne State University Detroit, Michigan
Educational Specialist
Central Office Administration

2014-2017 Wayne State University Detroit, Michigan
Master of Education
Educational Leadership

2007-2013 Michigan State University East Lansing, Michigan
Bachelor of Arts
Elementary Education

Experience

K-5 Principal
2025-Present
Ann Visger Preparatory Academy (River Rouge School District)
- Analyzed schoolwide data to identify instructional gaps, behavior trends,

sub-group needs; used findings to drive strategic action steps
- Provided descriptive feedback based on observation
- Increased teacher capacity in identifying intervention strategies
- Led staff to develop school-wide Positive Behavior Intervention Systems," (PBIS).
- Designed and facilitated high-quality professional development on literacy, math, small- group instruction, data- driven teaching, and classroom management.

K-8 Principal
2024-2025
Martin Luther King Education Center Academy
- Led staff to develop school-wide Positive Behavior Intervention Systems," (PBIS).
- Led staff to develop and implement a school-wide no bullying program.
- Collectively worked with staff to increase the graduation rate by 10%
- Provided descriptive feedback based on observation
- Increased teacher capacity in identifying intervention strategies

High School Principal
2023-2024
Jalen Rose Leadership Academy
- Led staff to increase reading and math proficiency from the bottom 10th percentile to the 40th percentile as measured by the NWEA assessment.
- Supervised and evaluated a faculty of over 40 staff members
- Championed the implementation of SEL program and restorative justice practices
- Led a comprehensive school continuous improvement plan that improved state standardized test scores by 10%

High School Principal/ K-12 District Administrator
2021- 2023
Bradford Academy High School
- Led staff to increase reading and math proficiency from the bottom 5th percentile to the 50th percentile as measured by the NWEA assessment.
- Helped the school meet enrollment goals each year, as well as increase attendance by 12%. .
- Collectively worked with staff to increase the graduation rate by 10%.
- Analyzed and utilized all summative, formative, and common assessment data for the improvement of curriculum for instruction and achievement.
- Established and maintained efficient procedures and effective controls for the expenditure of school funds in accordance with the adopted budget, subject to the direction and approval of the district.

K-8 Principal
2018- 2021
Dove Academy of Detroit Detroit, Michigan
- Developed, implemented, and sustained eight strategic community partnerships.

- Led staff to increase enrollment from 475 pupils to 525 pupils
- Utilized demographic, achievement and perception data on a consistent basis to inform school-wide systems and processes as well as decision making.
- Established and maintained efficient procedures and effective controls for the expenditure of school funds in accordance with the adopted budget, subject to the direction and approval of the district.
- Demonstrated cultural proficiency and used culturally relevant routines

K-8 Instructional Coach
2017-2018

University Yes Academy Detroit, Michigan

- Provided descriptive feedback based on observation
- Increased teacher capacity in identifying intervention strategies
- Increased teacher content knowledge by acting as content expert
- Demonstrated cultural proficiency and uses culturally relevant routines •

Supported the successful implementation of essential knowledge, skills and learning

Grade 3 Teacher/ Math Lead
2015-2017
August-August

Michigan Technical Academy Detroit, Michigan

- Implemented Project- based learning in all subject areas
- Created rigorous and engaging curriculum for all subjects
- Supported teachers in finding standards based resources to increase the effectiveness of student learning in Mathematics
- Demonstrated cultural proficiency and used culturally relevant routines

Grade 5 Teacher
2013-2015
August-August

Brenda Scott Academy for Theatre and Arts Detroit, Michigan

- Created rigorous and engaging curriculum for all subjects
- Created and implemented individualized learning plans
- Facilitated and implemented small group instruction
- Demonstrated cultural proficiency and uses culturally relevant routines
- Facilitated weekly grade level meetings as well as professional learning communities