



WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
Walled Lake, Michigan

AGENDA
Regular Meeting of the Board of Education
January 11, 2024

Notice

The meeting recognition will begin at 7 p.m. with the Teacher of the Year presentation.

Persons with disabilities needing accommodations for effective participation in the meeting should contact the Superintendent's office at 248-956-2011 to request mobility, visual, hearing, or other assistance.

The public may view this meeting streamed live at
<https://wlcsd.org/board-of-education/livestream/>

Place: Educational Services Center
850 Ladd Road
Walled Lake, MI 48390

7:00 PM

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **PROCLAMATION: Board Member Recognition Month**

3

Each year in January, we like to take time to recognize the selfless members of the Walled Lake Consolidated School District Board of Education. They work tirelessly throughout a six-year term to see that every child within the vast boundaries of Walled Lake Schools receives the very best education possible.

4. **TEACHER OF THE YEAR AWARD RECOGNITION**

Commerce Elementary - Christopher Cooper
Dublin Elementary - Kristin Squires
Glengary Elementary - Laura Locke
Guest Elementary - Shellie Avery-Franz
Hickory Woods Elementary - Elizabeth Roberts
Keith Elementary - Jane Wendyker
Loon Lake Elementary - Eric Gurley
Meadowbrook Elementary - Melanie Mouawad
Oakley Park Elementary - Janine Baur
Pleasant Lake Elementary - Lori Carter
Walled Lake Elementary - Alyssa LeButt
Wixom Elementary - Christine Hubbell

Banks Middle School - Barbara Stachurski
Creek Middle School - David Harper
Geisler Middle School - Meagan Clancy
Smart Middle School - Heather Deddeh

Central High School - David Rogers
Northern High School - Luis Vasquez
Western High School - Anna Murphy

5. **PUBLIC COMMENTARY**

6. **ADMINISTRATIVE COMMENTARY**

7. **BOARD COMMENTARY**

8. CONSENT AGENDA

a. Approval of Minutes

- 1) Proposed November 29, 2023, Special Meeting - Workshop
- 2) Proposed December 7, 2023, Special Meeting - Closed Session(s)
- 3) Proposed December 7, 2023, Regular Meeting
- 4) Proposed December 18, 2023, Special Meeting

b. Personnel Recommendations

- 1) New Hires 4
- 2) Resignation 5

c. Financial Reports - November 2023 6

Disbursements in the amount of \$20,584,592
 Balance Sheet and Statement of Revenues and Expenditures - Unaudited, and
 Investment Schedule

d. Purchases (Under \$50,000)

- 1) Oakland Schools, Illuminate Software, Annual Renewal, \$28,811.13 – 11
 General Fund
- 2) Sideline Sports, WL High Schools and Middle Schools Bleacher Repairs, 12
 \$31,945 – General Fund

e. Head Start Director's Report 14

9. PURCHASES Over \$50,000

- a. Option to Purchase Chromebooks, Hewlett-Packard Financial Services 16
 Company, QTY=900, 46,658.99 – General Fund
- b. District-wide Emergency Evacuation Signs, Fire Safety Displays Co., \$152,200 - 17
 School Safety Grant

10. RESOLUTION: BOARD REVIEW OF HEAD START PROGRAM **29**

In accordance with the federal Head Start Performance Standards, the Walled Lake Consolidated School District Board of Education is the governing body of the District's Head Start program. To comply with all federal contract regulations, Walled Lake Schools' Head Start is requesting the Board review the items listed below and is requesting the Board's approval of the Governing Body Conflict of Interest and Personnel Policy for the 2024-25 School Year. All items were approved by the Head Start Policy Committee.

School Board request for review: - Code of Operations

- Standard of Conduct
- Grievance Procedure

School Board request for approval:

- Personnel Policy
- Governing Body Conflict of Interest

11. BOARD POLICY REVIEW **37**

The Board Policy Committee and Administration have reviewed the proposed Board Policies updates, which are being provided for the Board's review with anticipation of adoption at the regular Board meeting on February 1, 2024. The updated policies are in alignment with the current law.

12. ADJOURNMENT

Notice of Nondiscrimination

In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Walled Lake Consolidated School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, political belief, military service or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information contact the District Compliance Officer, at 248-956-2023.

SCHOOL BOARD MEMBER RECOGNITION MONTH
JANUARY 2024

WHEREAS, the education of our youth is the foundation upon which the economic, social, and intellectual capital of our state is built; and

WHEREAS, locally-elected school boards play an important and vital role in a representative democracy, and decisions made by local boards of education directly influence instruction in Michigan's public schools; and

WHEREAS, local board members contribute hundreds of hours each year leading their districts – whether it is by deliberating important decisions about curriculum; adopting policies; hiring top notch personnel and administrators; listening to staff, parent, and student concerns; or recognizing outstanding programs - board members always keep their eyes on the goal of student achievement; and

WHEREAS, these decisions affect the present and future lives of children, and also set direction to prepare all students to be competitive in a local, state, national, and global 21st Century knowledge economy; and

WHEREAS, local school board members are exceptional people who tackle the enormous job of governing school districts, and demonstrate to the students they serve the high character of civic duty and responsibility that all citizens should engage; and

WHEREAS, Local School Board Member Recognition Month provides an opportunity to build stronger relationships between the thousands of women and men who champion the cause of public education as board members, their schools, and the communities they serve; now, therefore, be it

RESOLVED, that the Michigan State Board of Education, Oakland Schools Board of Education, and the Walled Lake Consolidated School District's administration, staff, and community recognize the many contributions of the Walled Lake Schools' Board of Education for their focus on the well-being and achievement of children and declare January 2024 as School Board Member Recognition Month.

**Consent Agenda – January 11, 2024
Personnel Recommendation**

New Hires

Erica Morell

1.0 Counselor
Central High School
Effective 12/4/2023

Rebecca Foster

1.0 Kindergarten
Meadowbrook Elementary
Effective 12/11/2023

Kathleen Murray

1.0 Social Worker
Geisler Middle School
Effective 12/11/2023

**Consent Agenda – January 11, 2024
Personnel Recommendation**

Resignation

Carrie Maki
0.5 Resource Room
Loon Lake Elementary
Effective 12/21/2023



**WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
GENERAL FUND BALANCE SHEET - Unaudited
NOVEMBER 30, 2023**

ASSETS

Cash and Investments	\$ 44,740,275
Accounts Receivable	109,430
Interfund Receivables	152,500
Inventories	35,979
Prepaid Costs	537,505
	<hr/>
TOTAL ASSETS	\$ 45,575,689

LIABILITIES

Accounts Payable	\$ 584,215
Accrued Payroll Liabilities	5,423,455
Deferred Revenue and Other Liabilities	6,105,840
Interfund Payables	4,276,654
	<hr/>
TOTAL LIABILITIES	16,390,164

FUND BALANCE

Prior Year Ending Fund Balance	22,151,548
Current revenues over/(under) expenditures	7,033,977
	<hr/>
TOTAL FUND BALANCE	29,185,525
	<hr/>
TOTAL LIABILITIES & FUND BALANCE	\$ 45,575,689



WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
GENERAL FUND STATEMENT OF REVENUE AND EXPENDITURES - Unaudited
JULY 1, 2023 to NOVEMBER 30, 2023

	PRIOR YEAR ACTUAL JUNE 30, 2023	ORIGINAL BUDGET	YEAR-TO-DATE ACTUAL	% of Budget
REVENUE				
LOCAL SOURCES				
Property and Other Taxes	\$ 31,465,668	\$ 31,299,752	\$ 30,734,880	98%
Tuition and Fees	81,127	66,776	46,195	69%
Interest Earnings	744,670	476,000	524,014	110%
Other Local Revenue	3,538,338	3,301,669	972,660	29%
Total Local Sources	35,829,803	35,144,197	32,277,749	92%
STATE SOURCES	121,607,434	117,094,349	23,346,480	20%
FEDERAL SOURCES	14,219,654	10,013,967	439,319	4%
INTERDISTRICT SOURCES	14,362,917	14,779,476	3,409,789	23%
TOTAL REVENUE	\$ 186,019,808	\$ 177,031,989	\$ 59,473,337	34%
EXPENDITURES				
INSTRUCTION				
Basic Programs				
Elementary Programs	\$ 43,847,380	\$ 42,366,261	\$ 10,409,255	25%
Middle School Programs	17,915,013	16,839,105	4,212,250	25%
High School Programs	24,919,042	22,653,314	5,758,262	25%
Other Basic Programs	1,410,890	1,487,021	643,380	43%
Total Basic Programs	88,092,325	83,345,701	21,023,147	25%
Added Needs				
Special Education	22,411,186	23,055,557	6,686,182	29%
Compensatory Education	4,616,542	4,352,215	1,491,775	34%
Vocational Programs	1,019,768	1,087,714	206,291	19%
Total Added Needs	28,047,496	28,495,486	8,384,248	29%
Adult and Continuing Education	66,159	82,930	25,938	31%
TOTAL INSTRUCTION	116,205,980	111,924,117	29,433,333	26%
SUPPORTING SERVICES				
Pupil Support	16,211,876	16,386,464	4,832,792	29%
Instructional Support	7,865,638	7,665,724	3,058,806	40%
General Administration	715,018	790,302	353,861	45%
School Administration	10,572,717	9,791,761	3,895,008	40%
Business Services	2,562,531	2,436,640	990,814	41%
Operations & Maintenance	13,162,325	13,550,191	5,276,295	39%
Transportation	6,715,323	6,548,794	1,121,522	17%
Central Support Services	4,208,581	4,531,100	1,930,241	43%
Athletics	2,212,171	2,160,436	971,143	45%
TOTAL SUPPORTING SERVICES	64,226,180	63,861,412	22,430,482	35%
COMMUNITY SERVICES/OTHER				
Community Services	221,368	233,911	81,183	35%
Non-voted Debt Service and Leases	1,138,931	1,090,749	491,795	45%
Transfer to Other Funds	91	100	2,567	2567%
TOTAL COMMUNITY SERVICES/OTHER	1,360,390	1,324,760	575,545	43%
TOTAL EXPENDITURES	\$ 181,792,550	\$ 177,110,289	\$ 52,439,360	30%
NET CHANGE IN FUND BALANCE	4,227,258	(78,300)	7,033,977	
BEGINNING FUND BALANCE	17,924,290	22,151,548		
ENDING FUND BALANCE	\$ 22,151,548	\$ 22,073,248		



WALLED LAKE CONSOLIDATED SCHOOL DISTRICT NOTES TO STATEMENT OF REVENUE & EXPENDITURES JULY 1, 2023 to NOVEMBER 30, 2023

REVENUE

- Property taxes are largely collected in the summer. As a result, a large percentage of the budget has been realized.
- Tuition and fees primarily relate to summer activities and fees normally collected at the beginning of the school year.
- Interest earnings are trending ahead of original expectations. The budget will be adjusted later in the year.
- State Sources consist primarily of State aid payments, which are paid from October 2023 through August 2024. We have received two of eleven payments, or 18% as of the end of November. In addition to State Aid, we have several State grants included in this category of revenue.
- Federal programs are reimbursed after expenditures have been incurred and there is often a delay in timing before the revenue is received.

EXPENDITURES

- Teachers have received 6 of 24 pays related to the 2023/2024 contract; therefore, we would expect instructional areas to be at approximately 25% of budget. All other employees have received 10 of 24 pays, or about 42%.
- Other basic programs consist of summer school programs and grant-funded preschool programs.
- Special Education costs are pacing slightly ahead of budget due to wages and fringe benefits. We will review in detail and address in a future budget amendment, if necessary.
- Compensatory Education includes programs to help students who need additional supports, such as reading recovery, at-risk services, bilingual support, etc. This category of costs is slightly ahead of budget due to software costs that are incurred at the beginning of the year.
- Transportation is trending behind budget due to the timing of invoicing. As of November, the District has paid Dean Transportation for services through September.
- Transfers to other funds includes a reimbursement of excess indirect costs charged to the Food Service fund during the prior fiscal year. The budget will be updated with the next amendment.



**WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
DISBURSEMENTS
MONTH ENDING NOVEMBER 30, 2023**

FUND	PAYROLL	ACCOUNTS PAYABLE	TOTAL
General Fund	\$ 12,193,819	\$ 2,249,164	\$ 14,442,983
Athletics	240,423	126,041	366,464
Student Activity Funds	-	88,495	88,495
Food Service Funds	269,542	194,295	463,837
Federal Funds	736,038	149,477	885,515
Capital Project Funds	-	4,051,082	4,051,082
Special Revenue Funds	252,322	33,894	286,216
Debt Service Funds	-	-	-
	<u>\$ 13,692,144</u>	<u>\$ 6,892,448</u>	<u>\$ 20,584,592</u>



**WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
INVESTMENT HOLDINGS AS OF NOVEMBER 30, 2023**

	WEIGHTED AVERAGE MATURITY	MARKET VALUE
GENERAL FUND		
MILAF Cash Management Money Market Fund	n/a	\$ 1,088,642
MILAF Cash Management MAX Class Money Market	n/a	13,946,166
GENERAL FUND TOTAL		15,034,808
DEBT FUNDS		
MILAF Cash Management MAX Class Money Market	n/a	15,391,347
Premium Commercial Money Market	n/a	11,639,966
DEBT FUNDS TOTAL		27,031,313
CAPITAL PROJECTS		
MILAF Cash Management Money Market Fund	n/a	9,195,015
MILAF Cash Management MAX Class Money Market	n/a	3,811,629
U.S. Treasury Bonds/Notes	15.44 months	98,981,224
Premium Commercial Money Market	n/a	4,997,429
CAPITAL PROJECT FUNDS TOTAL		116,985,297
TOTAL INVESTMENTS		\$ 159,051,418



OaklandSchools

Learning today. Transforming tomorrow.

INVOICE

CUST #: 00063290

WALLED LAKE CONSOL SD
850 LADD RD BLDG D
WALLED LAKE, MI 48390

Invoice Number: A0002031
Invoice Date: 12/04/2023
Due Date: Upon Receipt

DATE	DESCRIPTION	AMOUNT
12/01/2023	Illuminate Illuminate Software Period: July 1, 2023 - June 30, 2024 Student Count: 12,131 Cost Per FTE: \$4.75	\$28,811.13
Balance:		\$28,811.13

For questions on this invoice call STACEY LAMB at (248) 209-2003

Cut Here

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Please make checks payable to:
OAKLAND SCHOOLS
ATTN: ACCOUNTS RECEIVABLE
2111 Pontiac Lake Rd
Waterford, MI 48328

Customer Number: 00063290
Invoice Number: A0002031
Due Date: Upon Receipt
Total Amount Due: **\$28,811.13**

To send payments via ACH:
Routing #: 072000096
Bank: Comerica Account #: 1851215846
Please include invoice # or payment reference line.

Total Payment \$ _____



Mr. Dave Watkins
Walled Lake Consolidated Schools
46740 West Pontiac Trail
Walled Lake, MI 48390

September 29, 2023

Dear Mr. Watkins

Enclosed is the information resulting from our recent bleacher inspections at the Walled Lake Consolidated Schools.

We trust that you will find this information and format to be helpful and informative. Sideline Sports (formerly H & H Enterprises) has been providing quality bleacher service to the spectator industry for over three decades. We serviced hundreds of school districts and numerous colleges and universities throughout the Midwest. We are confident that we have the experience and the expertise to properly service your specific spectator seating needs.

As a follow-up, we will contact you for your feedback and to answer any questions that you might have. We are known nationally as the "Bleacher People" and you can visit our website at www.bleacherpeople.com, e-mail me at doug@bleacherpeople.com, or feel free to contact us at (616) 846-8972.

We look forward to continuing to be of service to you and the Walled Lake Consolidated Schools.

Sincerely,

Douglas Bourdo

Douglas Bourdo



Quotation Summary:

September 29, 2023

Mr. Dave Watkins
Walled Lake Consolidated Schools
46740 West Pontiac Trail
Walled Lake, MI 48390

<u>Reference/Location</u>	<u>Quote</u>
Western HS – Main Gymnasium	2,574.00
Western HS – Auxiliary Gymnasium	899.00
Western HS – Football Stadium	3,900.00
Western HS – Pool Bleachers	438.00
Central HS – Main Gymnasium	3,916.00
Central HS – Auxiliary Gymnasium	976.00
Central HS – Football Stadium	6,457.00
Northern HS – Main Gymnasium	4,343.00
Northern HS – Auxiliary Gymnasium	732.00
Northern HS – Football Stadium	3,872.00
James R. Geisler MS – Main Gymnasium	1,026.00
Sarah Banks MS – Main Gymnasium	998.00
Walnut Creek MS – Main Gymnasium	1,004.00
Clifford H. Smart MS – Main Gymnasium	810.00

Project Total \$ 31,945.00

The provided 'General Conditions' are a part of these quotations.

Note: *These quotations are based on work being performed in conjunction with similar work in the district or the metropolitan area. Additional charges will apply if purchased as a stand-alone project.*

Accept all listed quotes with one PO and signature (or accept each quote separately using the quote sheet included with the inspection reports)

By: Douglas Bourdo Date: 09/29/23

Accepted: _____ Date: _____ P.O. # _____

Head Start Director's Report

December 14, 2023

Enrollment:

- We currently have 48 students, (20 males, 28 females) enrolled.
- 3 year-olds: 28, 4 year-olds: 20

- Actual enrollment by ethnicity and race:
 - Ethnicity: Hispanic or Latino Origin: 6
 - Non-Hispanic/Non-Latino Origin: 42
 - Race:
 - American Indian or Alaskan Native: 0
 - Asian: 0
 - Black or African American: 16
 - White: 24
 - Bi-Racial or Multi-Racial: 8

- Languages Spoken:
 - English: 43 Arabic: 4 Ukrainian: 2
 - Spanish: 2 French: 1 Russian: 1
 - Armenian: 1 Chaldean: 4 Albanian: 2

- We have 5 children on the waitlist.
- Total of 4 children considered over income.
- Average Daily Attendance is 82%. *We have had many illnesses this month as well as a few transportation issues.

Education:

- Classrooms participated in MTSS tier 1 intervention activities
- Visits from the local librarian
- Picture day

Disabilities:

- There are currently 6 enrolled children who received services in the month of November
- One child was evaluated for special services this month

Home visits/Conferences:

- 0 home visits completed this month.
- Conferences conducted in December

Staffing Training:

- Staff received training on Cultural Diversity & Responsiveness in Early Childhood and participated in MTSS meetings

Staffing: We have no new staff this month

Parent Training: Parents received training on neuroscience, co-regulation tips, using a calm corner, Head Start 101

Volunteers: We have had 22 volunteers this month with a total of 51.13 volunteer hours

Respectfully Submitted,
Sarah Davey

Hewlett-Packard Financial Services Company

December 7, 2023

Ms. Tawana Berman
WALLED LAKE CONSOLIDATED SCHOOL DISTRICT

Lease: No. P25579 by and between WALLED LAKE CONSOLIDATED SCHOOL DISTRICT, as “Lessee”, and Hewlett-Packard Financial Services Company (“HPFSC”), as lessor (“Master Lease”).

Schedule(s): P25579

Effective Date: 12/01/2023

HPFSC is pleased to offer the following option to purchase all of the equipment (“Equipment”) leased to Lessee under the above-referenced Schedule(s) for an aggregate purchase price of USD \$ 46,658.99 (“Purchase Price”) plus all sales taxes and subject to the additional terms and conditions set forth below. Upon Lessee’s signature and return to HPFSC for receipt thirty (30) days from the date of this letter, this offer shall be a binding contract.

The exercise of this option is subject to the following:

1. Lessee is not in default under the Schedule(s) or any other agreement between Lessee and HPFSC.
2. Lessee will pay the past due rent under the Schedule(s), plus any personal property or other taxes and additional amounts which accrue through the Effective Date and become due under the Schedule(s) (“Amounts Due”).
3. Effective upon receipt by HPFSC of the Purchase Price, sales taxes and Amounts Due, the Equipment will no longer be subject to the Schedule(s) and title to the Equipment will pass to Lessee “AS-IS, WHERE-IS, WITH ALL FAULTS” and without representation or warranty of any kind whatsoever, including without limitation, warranties of merchantability or fitness for particular purpose, except that HPFSC represents and warrants that it shall transfer good and marketable title to the Equipment purchased hereunder, free and clear of any liens or encumbrances created by or through HPFSC; provided, however, that the terms and conditions of the Schedule(s) and Master Lease that expressly survive termination thereof shall remain in full force and effect with respect to the Equipment purchased.
4. Upon receipt by HPFSC of this letter signed by Lessee, HPFSC shall invoice Lessee for the Purchase Price and sales taxes for net 30 days payment. Amounts Due will be separately invoiced and due pursuant to the Master Lease and Schedule(s). All unpaid invoices are subject to any late charges, fees or interest as stated in the Master Lease or Schedule(s).
5. In the event that Lessee does not sign, return and perform this letter agreement within the time periods stated herein, the Schedule(s) shall continue in full force and effect.
6. HPFSC may initiate signature to this letter agreement or other related agreements by electronic means through DocuSign or any other commercial electronic signature provider (any such document, an “Electronic Document”) to an electronic mail address Lessee has identified to HPFSC. If HPFSC first sends and HPFSC and/or Lessee thereafter sign an Electronic Document then HPFSC and Lessee agree that: (1) The Electronic Document will be enforceable in accordance with its terms; (2) The Electronic Document will be deemed to be (i) a “writing” or “in writing” and (ii) an “original” when printed from HPFSC’s electronic files or records established and maintained in the normal course of business; (3) The parties will not contest the validity or enforceability of the Electronic Document; (4) The Electronic Document will be admissible as evidence in any judicial proceeding the same as if it was an ink-signed document; (5) Each party will use commercially reasonable security measures to protect and record signatures to and delivery of Electronic Documents only by identifiable authorized persons; and (6) Each party will be responsible for (i) any unauthorized access to or processing of Electronic Documents within its own organization and (ii) the failure of its security measures.

If you do not wish to sign an Electronic Document electronically, you may notify HPFSC in writing and thereafter HPFSC will not use Electronic Documents with Lessee as stated. You may also return this signed acceptance via facsimile to 908-547-6774, mail or scanned email attachment sent to Rodney.Minick@hpe.com.

Should you have any questions or if I can be of further assistance, please do not hesitate to contact me at 908-288-9201.

Hewlett-Packard Financial Services Company

Rodney Minick

Rodney Minick
Portfolio Specialist

The Lessee, by its undersigned authorized representative, hereby accepts and agrees to the above-stated option and terms of this letter.
By: _____
Print Name: _____
Print Title: _____
Phone Number: _____
Date: _____, 2023



FIRE SAFETY DISPLAYS CO
 313-274-7888 FAX 313-274-9277
 www.firesafetydisplays.com
 20422 VAN BORN RD.
 DEARBORN HEIGHTS, MI 48125
 sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Contact Name	BILL CHATFIELD
	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
SLV-BK	VENDOR 024552 ELEMENTARY SCHOOLS "EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS COMMERCE ELEMENTARY (8)	8	215.00	1,720.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS COMMERCE ELEMENTARY (27)	27	120.00	3,240.00	
SLV-BK	SUBTOTAL "EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS DUBLIN ELEMENTARY FIRST FLOOR (9) SECOND FLOOR (4)	13	215.00	2,795.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX			Total		



FIRE SAFETY DISPLAYS CO

313-274-7888 FAX 313-274-9277

www.firesafetydisplays.com

20422 VAN BORN RD.

DEARBORN HEIGHTS, MI 48125

sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO	Contact Name	BILL CHATFIELD
WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS DUBLIN ELEMENTARY FIRST FLOOR (23) SECOND FLOOR (15)	38	120.00	4,560.00	
	SUBTOTAL			7,355.00	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS GLENGARY ELEMENTARY (9)	9	215.00	1,935.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS GLENGARY ELEMENTARY (23)	23	120.00	2,760.00	
	SUBTOTAL			4,695.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX			Total		



FIRE SAFETY DISPLAYS CO
 313-274-7888 FAX 313-274-9277
 www.firesafetydisplays.com
 20422 VAN BORN RD.
 DEARBORN HEIGHTS, MI 48125
 sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Contact Name	BILL CHATFIELD
	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS GUEST ELEMENTARY (9)	9	215.00	1,935.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS GUEST ELEMENTARY (24)	24	120.00	2,880.00	
	SUBTOTAL			4,815.00	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS HICKORY WOODS ELEMENTARY (9)	9	215.00	1,935.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS HICKORY WOODS ELEMENTARY (34)	34	120.00	4,080.00	
	SUBTOTAL			6,015.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX			Total		



FIRE SAFETY DISPLAYS CO
 313-274-7888 FAX 313-274-9277
 www.firesafetydisplays.com
 20422 VAN BORN RD.
 DEARBORN HEIGHTS, MI 48125
 sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Contact Name	BILL CHATFIELD
	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS KEITH ELEMENTARY (10)	10	215.00	2,150.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS KEITH ELEMENTARY (30)	30	120.00	3,600.00	
	SUBTOTAL			5,750.00	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS LOON LAKE ELEMENTARY (12)	12	215.00	2,580.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS LOON LAKE ELEMENTARY (26)	26	120.00	3,120.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX				Total	



FIRE SAFETY DISPLAYS CO
 313-274-7888 FAX 313-274-9277
 www.firesafetydisplays.com
 20422 VAN BORN RD.
 DEARBORN HEIGHTS, MI 48125
 sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Contact Name	BILL CHATFIELD
	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
	SUBTOTAL			5,700.00	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS MEADOW BROOK ELEMENTARY (12)	12	215.00	2,580.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS MEADOW BROOK ELEMENTARY (31)	32	120.00	3,840.00	
	SUBTOTAL			6,420.00	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS OAKLEY PARK ELEMENTARY (10)	10	215.00	2,150.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS OAKLEY PARK ELEMENTARY (25)	25	120.00	3,000.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX				Total	



FIRE SAFETY DISPLAYS CO
 313-274-7888 FAX 313-274-9277
 www.firesafetydisplays.com
 20422 VAN BORN RD.
 DEARBORN HEIGHTS, MI 48125
 sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO	Contact Name	BILL CHATFIELD
WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
	SUBTOTAL			5,150.00	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS PLEASANT LAKE ELEMENTARY (9)	9	215.00	1,935.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS PLEASANT LAKE ELEMENTARY (33)	33	120.00	3,960.00	
	SUBTOTAL			5,895.00	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS WIXOM ELEMENTARY (9)	9	215.00	1,935.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX				Total	



FIRE SAFETY DISPLAYS CO
 313-274-7888 FAX 313-274-9277
 www.firesafetydisplays.com
 20422 VAN BORN RD.
 DEARBORN HEIGHTS, MI 48125
 sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Contact Name	BILL CHATFIELD
	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS WIXOM ELEMENTARY (28)	28	120.00	3,360.00	
	SUBTOTAL			5,295.00	
SLV-BK	MIDDLE SCHOOL "EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS SARAH BANKS MIDDLE SCHOOL FIRST FLOOR (14) SECOND FLOOR (4)	18	215.00	3,870.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS SARAH BANKS MIDDLE SCHOOL FIRST FLOOR (30) SECOND FLOOR (26)	56	120.00	6,720.00	
	SUBTOTAL			10,590.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX			Total		



FIRE SAFETY DISPLAYS CO
 313-274-7888 FAX 313-274-9277
 www.firesafetydisplays.com
 20422 VAN BORN RD.
 DEARBORN HEIGHTS, MI 48125
 sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO	Contact Name	BILL CHATFIELD
WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS JAMES GEISLER MIDDLE SCHOOL FIRST FLOOR (9) SECOND FLOOR (4)	13	215.00	2,795.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS JAMES GEISLER MIDDLE SCHOOL FIRST FLOOR (34) SECOND FLOOR (29)	63	120.00	7,560.00	
	SUBTOTAL			10,355.00	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS CLIFFORD H SMART MIDDLE SCHOOL (16)	16	215.00	3,440.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX			Total		



FIRE SAFETY DISPLAYS CO
 313-274-7888 FAX 313-274-9277
 www.firesafetydisplays.com
 20422 VAN BORN RD.
 DEARBORN HEIGHTS, MI 48125
 sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO	Contact Name	BILL CHATFIELD
WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS CLIFFORD H SMART MIDDLE SCHOOL (53)	53	120.00	6,360.00	
	SUBTOTAL			9,800.00	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS WALNUT CREEK MIDDLE SCHOOL FIRST FLOOR (12) SECOND FLOOR (4)	18	215.00	3,870.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS WALNUT CREEK MIDDLE SCHOOL FIRST FLOOR (31) SECOND FLOOR (2)	33	120.00	3,960.00	
	SUBTOTAL			7,830.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX			Total		



FIRE SAFETY DISPLAYS CO

313-274-7888 FAX 313-274-9277

www.firesafetydisplays.com

20422 VAN BORN RD.

DEARBORN HEIGHTS, MI 48125

sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Contact Name	BILL CHATFIELD
	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
SLV-BK	HIGH SCHOOL "EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS CENTRAL HIGH SCHOOL FIRST FLOOR (24) SECOND FLOOR (9)	33	215.00	7,095.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS CENTRAL HIGH SCHOOL FIRST FLOOR (55) SECOND FLOOR (33)	88	120.00	10,560.00	
	SUBTOTAL			17,655.00	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS NORTHERN HIGH SCHOOL FIRST FLOOR (26) SECOND FLOOR (14)	40	215.00	8,600.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX			Total		



FIRE SAFETY DISPLAYS CO
 313-274-7888 FAX 313-274-9277
 www.firesafetydisplays.com
 20422 VAN BORN RD.
 DEARBORN HEIGHTS, MI 48125
 sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO	Contact Name	BILL CHATFIELD
WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS NORTHERN HIGH SCHOOL FIRST FLOOR (50) SECOND FLOOR (42)	92	120.00	11,040.00	
	SUBTOTAL			19,640.00	
SLV-BK	"EMERGENCY EVACUATION PLAN" IN SLIM LINE 12" x 19" VERTICAL BLACK FRAME CORRIDOR EVACUATION DISPLAYS OUTDOOR EDUCATIONAL CENTER (7)	7	0.00	0.00	
D7-BK	"EMERGENCY EVACUATION PLAN" 9 1/2" x 12" BLACK BORDER FRAME CLASS ROOM EVACUATION DISPLAYS OUTDOOR EDUCATIONAL CENTER (4)	4	120.00	480.00	
	SUBTOTAL			480.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX			Total		



FIRE SAFETY DISPLAYS CO
 313-274-7888 FAX 313-274-9277
 www.firesafetydisplays.com
 20422 VAN BORN RD.
 DEARBORN HEIGHTS, MI 48125
 sales@firesafetydisplays.com

QUOTE

Date	QUOTE #
12/29/2023	3047309 A A

BILL TO WALLED LAKE CONSOLIDATED SCHOOL DISTRICT ATTN; ACCOUNTS PAYABLE 850 LADD RD BUILDING D WALLED LAKE,, MICHIGAN 48390	Contact Name	BILL CHATFIELD
	Phone Number	248-956-3060
	Fax	
	E-Mail Address	WilliamChatfield@wlcsd.org

P.O. No.		Rep	JOB NUMBER		
			WAL1928 -1 WALLED LAKE ELEMENTARY		
Item	Description	Qty	Cost Each	Total	
SUR- ADMIN	ADMINISTRATIVE TIME,SURVEY,REVIEW,PRODUCTION TIME ESTIMATED JOB TO BE COMPLETION BY JULY OR SOONER. INCLUDED OUR PDFS OF EACH BUILDING FLOOR PLANS WITH NORTH UP AND INSULATION PLANS NOTE 25% DEPOSIT TO START 50% DEPOSIT RECEIVES 3% DISCOUNT ON TOTAL COST OF APPROVED DISPLAYS BALANCE UPON FINAL DELIVERY	120	115.00	13,800.00	
PLEASE SEND P.O. TO MACOX@FIRESAFETYDISPLAYS.COM-WE ALSO ACCEPT VISA, MC & AMEX			Total	\$152,200.00	

--PRODUCT WARRANTY AND DISCLAIMER--

All our displays/identification signage carry a six month warranty against defective materials only. The F.S.D.C produces Evacuation Displays and Identification Signs based on information supplied to our company and will not be held responsible for the accuracy of the information that is supplied to us. No other warranties, expressed or implied, are made in reference to this product. The customer assumes all risk and liability arising from the use of this product. The customer agrees to indemnify the F.S.D.C. and save the F.S.D.C. harmless from any and all claims, damage or causes or action that the F.S.D.C. may incur as a result of furnishing the product to the customer. Any artwork designs or products produced by the F.S.D.C. are strictly for graphic presentation and the customer has final approval for which he or she must sign approved with name, title, and date. This proposal will be honored 90 days from the above date of this proposal.



**Walled Lake Head Start
Policy Committee Code of Operations**

Article I: Name of Organization

The name of this group shall be the Walled Lake Head Start Policy Committee.

Article II: Purpose

To assist in providing a comprehensive child development program for families enrolled in the Walled Lake Head Start program and to ensure that as an integral part of this program, the child's family and community will be involved in accordance with the Head Start philosophy.

Article III Goals

To work with the Walled Lake Head Start Staff and the Walled Lake School Board to plan, coordinate and approve policies according to the national Head Start performance standards and to assist in establishing goals for the Head Start program and the development of a plan to meet those goals. Also, to serve as a link between Head Start parents and the community.

Article IV: Rules

The rules contained in Roberts Rules of Order shall govern the committee in all cases to which they are applicable.

Article V: Membership

Section 1: Selection of Membership

At least 51% of the policy committee officers must be parents of Head Start children currently enrolled in the Walled Lake Head Start program. Parent members of the policy committee are nominated from the Parent committee and elected annually by the Parent Committee.

The remainder of the membership shall be composed of community representatives, which must not exceed 49% of the membership. Community representative members of the Policy Committee are selected by staff and approved annually by the Policy Committee. A community representative may be a former Head Start parent, business owner, school board member or a district resident.

Family Members of Head Start Staff can serve as a voting member of the policy committee as long as it is determined by the rest of the committee not to be a conflict of interest. If the policy committee determines a vote on a particular subject is a conflict of interest they have the right to request that the family member abstain from voting. .

Section 2: Length of Membership:

All parents of currently enrolled children of the Walled Lake Head Start program may serve on the committee from November of the current program year to November of the next program year.

Although outgoing parents from the policy Committee may not have children in the Head Start program at the beginning of the next year, it is important that parents complete their term and continue in a policy making role until the new parents are elected and seated. With approval of

the committee, parents of former Head Start children may continue to serve on the Policy Committee as community representatives.

No person may serve on the Walled Lake Head Start Policy Committee for more than three consecutive or non-consecutive years unless voted otherwise by the current policy committee.

Section 3: Voting Rights of Members;

All members (both Head Start parents and community representatives) are entitled to one vote per motion. Alternates have one vote per motion in the absence of their elected representative.

The chairperson may vote only in case of a tie. Members must be present to vote.

Section 3a: E-voting:

All members are entitled to vote electronically (email, etc.) if not in attendance or in an urgent situation when a meeting is not able to take place.

An e-vote of the Walled Lake Head Start Policy Committee may be used in lieu of a full Parent Policy Committee meeting. As part of the e-vote poll, a motion will be presented to the members for approval. The full committee may vote to approve by replying to the email. If there is no reply to the email, assent will be assumed, and counted as approval.

Section 4: Size

The Walled Lake Head Start Policy Committee shall be composed of not less than 3 and not more than 12 members.

Section 5: Quorum

Attendance of 3 persons shall constitute a quorum at the Walled Lake Head Start Policy Committee.

Article VI: Officers

Section 1: Officers Positions

- a. Chairperson
- b. Vice Chairperson
- c. Secretary
- d. Policy Council Representatives/Alternate

Section 2: Election of Officers/Term/Vacancies

The committee membership shall elect their officers annually before November 30th. All interested members of the Policy Committee may run for office. Parents may nominate themselves or be nominated by other members. All officers' positions are to be held until new officers are elected the next program year. Should any officer's position on the Policy Committee become vacant during the program year, an announcement of the vacancy will be made to the total membership of the Policy Committee and an election will take place as soon as possible. A member must be present at the election meeting to be elected to an office. Elected officers missing three consecutive meetings will forfeit their position.

Section 3: Duties of Officers

Chairperson:

Conducts all meetings. With the help of parents and staff, plans meeting topics and agendas. Leads orderly discussions and may appoint committees to carry out specific assignments. May vote only in the case of a tie. Calls special meetings when necessary.

Vice Chairperson:

Attends all meetings. Assists the chairperson with duties. Acts as chairperson in the event of the chairperson’s absence or at the request of the chairperson.

Secretary:

Attends all meetings. Takes minutes and ensures sign in sheets are completed by everyone attending the meeting. Assists in receiving and handling all mail addressed to the committee. Ensures that all committee members receive a copy of all agendas, minutes, pertinent calendars, etc....

Policy Council Representatives/Alternate:

Attends all meetings, as well as monthly Policy Council meetings. Serves as a link between the two groups. Reports all Policy Council happenings to the Policy Committee.

Article VII: Amendments

Changes to the Walled Lake Head Start Policy Committee Code of Operations must be voted on and approved by a quorum. In order to change the Code of Operations, the quorum of members needed for a regular meeting must be met. Any amendments must conform to the Performance Standards guidelines and/or other federal, state, and local rules. All Policy Committee members must be notified in writing before amendments are made, unless the change was voted on at a meeting

Amended 11/8/23
Date

Reviewed/Revised 11/8/23
Date

Accepted 11/8/23
Date



**EARLY CHILDHOOD SERVICES
STANDARDS OF CONDUCT AGREEMENT**

As a staff member, consultant, contractor or volunteer in the Early Head Start/Head Start Program,
I, _____, agree to abide by the Standards of Conduct outlined in
the Head Start Performance Standards 1302.90 (1) as listed below:

1. I will implement positive strategies to support children’s well-being and to prevent and address challenging behavior;
2. I will not maltreat or endanger the health or safety of children, including:
 - (A) Use corporal punishment;
 - (B) Use isolation to discipline a child;
 - (C) Bind or tie a child to restrict movement or tape a child’s mouth;
 - (D) Use or withhold food as a punishment or reward;
 - (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
 - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - (G) Physically abuse a child;
 - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family; or,
 - (I) Use physical activity or outdoor time as a punishment or reward;
3. I will respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
4. I will comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members ;
5. I will ensure no child is left alone or unsupervised while under my care.

Furthermore, I understand that any violation of this policy will result in disciplinary action, up to and including immediate dismissal.

I have read and understand the above. I have been given the opportunity to ask questions.

Signature

Date

Walled Lake Head Start Grievance Procedure for Parent and Community

Parents or Guardians of currently enrolled Head Start children and community Residents shall follow these procedures when making complaints or grievances about Head Start Staff, policies and/or procedures.

LEVEL I **Written grievances shall be:**

- Signed by the Grievant(s) or advocate.
- Specific and related to only the issues at hand. Grievance complaints may be one (1) or more.

Level II **Verbal grievances shall be:**

- Voiced directly by the Grievant and/or advocate and not passed on by second or third parties.
- Made directly to the programs, classroom teacher and/or director.
- Followed up with alleged violations in writing by Grievant and/or advocate and signed by the Grievant(s).

33

Level III

- Resolution to any grievance should be obtained within five (5) days of the occurrence. This is to be handled by the classroom teacher unless otherwise directed by the program director.

Level IV

- If no resolution is obtained within the first five (5) days at level of the occurrence, than the program director shall assume responsibility of handling the grievance within five (5) days.

Level V

- If no resolution is obtained at Level II the grievance will be directed to the center parent group at the next scheduled parent meeting.

Level VI

A copy of the grievance shall be filed with the Walled Lake Head Start director, at which time she/he will determine Policy Council's involvement. Within five (5) days of receipt of the grievance, the department director shall meet with the Grievant to discuss the grievance(s).

If no resolution can be determined the Policy Council will intervene and make the final determination in cooperation with the Grievant.

All written documentation will be maintained by the individual program along with documentation at the grantee level. All copies of documentation will be maintained at OLHSA.

WALLED LAKE HEAD START PROGRAM



Personnel Policy

Walled Lake Head Start program staff abides by the Walled Lake School District Personnel Policy procedures as defined in the district Board manual. Policies and Procedures may also be dictated by the Board and agreed upon through the Union.



WALLED LAKE HEAD START
Governing Body Conflict of Interest

Relates to Head Start Program Performance Standard(s) 1301.2

Overall Purpose of Governing Body Policies:

The agency must ensure that the governing body is composed of members that can carry out the legal and fiscal responsibilities of the organization to oversee the Early Head Start and Head Start programs without a conflict of interest. The governing body's duties consist of monitoring results and data on school readiness. The agency's governing body may establish advisory committees to provide effective governance.

(a) Composition

Purpose:

The governing body's composition is outlined in the Head Start Act Sec. 642(c)(1)(B) to ensure that members from a variety of backgrounds are present to provide fiscal and legal responsibility at the Head Start agency. Agency procedures are aimed at reducing conflict of interest for members of the governing body.

Procedure:

1. The agency requires that the governing body consists of the Walled Lake Consolidated School District School Board. This Board is elected by members of the district community.

(b) Duties and Responsibilities

Purpose:

The governing body's duties and responsibilities are outlined in the Head Start Act Sec. 642(c)(1)(E) to ensure members are performing all duties related to fiscal and legal responsibility at the Head Start agency while monitoring results and data related to school readiness goals.

Procedure:

1. Governing body members have fiscal and legal responsibility to administer and oversee Head Start programs including maintaining federal funds. They approve all major financial expenditures of the agency and the agency's operating budget. They also select an independent financial auditor to report serious financial policies to the governing body, unless a state auditor is assigned as required by any state laws. They also monitor the progress of audit findings.
2. The governing body adopts practices that allow for active and educated governance of the EHS/Head Start program including the full participation in planning,

development, and assessment of Head Start programs including following Impasse Policies (see HSPPS 1301.6).

3. The governing body ensures the compliance with state, federal, tribal and local laws. They are also responsible for reviewing and approving the established recruitment, selection, and enrollment criteria for children, and reviewing program proposals for funding and amendments. These items would be received from Head Start Staff and approved by the Parent Policy Committee.
4. Head Start staff provides the governing body with Policy Committee approved monthly reports that include the following items:
 - a. Director's Dashboard Reports (health and school readiness programmatic information, enrollment reports, & meal counts)
 - b. Monthly Head Start Budgets, financial statements, and annual audits
 - c. ACF Informational Memorandums & ACF Program Instruction
 - d. Program Information Reports (PIR)
 - e. Annual self-assessments, community wide strategic planning, and Head Start needs assessments

These reports are prepared monthly and are shared with the governing body and reviewed at each of their board meetings. With this information the governing body is able to make informed decisions about Head Start program planning and policies.

5. The governing body reviews Head Start grant programmatic and fiscal provision progress including implementation of corrective action plans.
6. The governing body approves personnel policies on how the agency hires, evaluates, terminates, and compensates employees including the Head Start Director, and any other person in an equivalent position with the agency. They also develop procedures on selection of Policy Committee members.
7. The governing body develops, adopts, and updates written standards and formal procedures regarding conflict of interest for governing body members, Head Start employees, and consultants. They also investigate complaints when necessary.

(c) Advisory Committees

Purpose:

As the governing body finds it practical and necessary, they may create advisory committees to manage key accountabilities related to Head Start program governance and improvement.

Procedure:

1. The advisory committee's structure, supervision, and communication are to be set up so the governing body still has fiscal and legal responsibility for the Head Start program.
2. The appropriate HHS official must be notified about the advisory committee's creation.

Walled Lake Consolidated School District District Board Policy Adoption

January 11, 2024, Regular Board Meeting Review

February 1, 2024, Regular Board Meeting Proposed Adoption

Board Policy 6003 – Safety and Security

November 20, 2023, MJ School Policy Services Update 16.15

Threat Assessment and Suicide Intervention

The Superintendent will develop a threat assessment and suicide intervention protocol aimed at addressing situations which may pose a threat to the health, safety, and welfare of themselves or the school community. The goal of the threat assessment and suicide intervention process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to any student or staff member being assessed.

The Board expects that the Superintendent will maintain security and administrative regulations and processes that are subject to periodic review with the Board including:

- A responsible single point of contact/School Safety Liaison
- Regular and periodic training of staff

2001 - Admission and Enrollment

June 14, 2023, MJ School Policy Services Update 15.01

Home Schooled Students The Superintendent will attempt to accommodate students who are home schooled and have a desire to take non-essential elective classes in the School District in a manner consistent with the law. The Superintendent may develop administrative regulations as needed for the implementation of this policy. MCL 380.1561; MCL 388.1766b.

2007 – Health and Safety

June 14, 2023, MJ School Policy Services Update 15.03

Epinephrine Auto-Injectors (Epi-Pens) and Opioid Antagonists The District will notify the parent(s) or legal guardian of any student who has an incident on school grounds or at a school-related activity that appears to require an epi-pen injection or opioid antagonist. In the case of a believed opioid related overdose for a student, the School District will also call 911. The School District will acquire or purchase and maintain at least two functioning epinephrine auto-injectors (epi-pens) and at least one functioning opioid antagonist for and at each school building it operates. Properly trained School District personnel or authorized contractors will administer an opioid antagonist to any individual on school grounds who is believed to be having an opioid-related overdose, an epi-pen injection to any individual on school grounds who is believed to be having an anaphylactic reaction, or an epi-pen injection to any student who has a prescription on file at the school. ~~The District will notify the parent(s) or legal guardian of any student to whom the District administers an epi-pen injection or opioid antagonist on school grounds or at a school-related activity.~~

In the case of a believed opioid-related overdose for a student, the School District will also encourage the parent(s) or legal guardian(s) to seek treatment for the student from a substance use disorder services program licensed under [part 62 of the Public Health Code, 1978 PA](#).

Walled Lake Consolidated School District District Board Policy Adoption

January 11, 2024, Regular Board Meeting Review

February 1, 2024, Regular Board Meeting Proposed Adoption

~~368. The School District will also call 911 when a student is believed to be having an opioid-related overdose.~~

The purpose of this policy is to comply with sections [1178](#), [1179](#), and 1179b of the [Revised School Code](#). This policy is not intended, and should not be construed, to create or grant any rights or remedies to any person. The Superintendent will promulgate administrative regulations for implementing this policy consistent with the requirements of the [Revised School Code](#), which regulations will incorporate, by reference, the Michigan Department of Education's Medication Administration Guidelines.

2007 – Health and Safety

June 14, 2023, MJ School Policy Services Update 15.04

Physical Examinations and Screenings Annual notice will be given to parents of any health or physical examinations or screenings as required by law. ~~Parents will be given the opportunity to opt-out their students from all physical examinations and screenings.~~

Walled Lake Consolidated School District District Board Policy Adoption

January 11, 2024, Regular Board Meeting Review

February 1, 2024, Regular Board Meeting Proposed Adoption

3003 - Instruction

June 14, 2023, MJ School Policy Services Update 15.06

Homebound Instruction The School District will provide homebound and hospitalized instruction to qualified students in a manner that is consistent with federal/state law and other applicable guidance. The Superintendent may develop administrative regulations as needed to implement this policy.

4002 – Employment Considerations

June 14, 2023, MJ School Policy Services Update 15.07

Discrimination and Harassment The Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment in employment on the basis of race, color, national origin, religion, sex, marital status, pregnancy status, genetic information, disability, age, or any other illegal grounds. See, also, Policy [8007]

5003 – Purchasing

June 14, 2023, MJ School Policy Services Update 15.11

State/Federal Grants and Awards The Superintendent will promulgate legally compliant administrative regulations concerning expenditures of funds received through state/federal grants and awards. The Superintendent shall establish and maintain effective internal control over financial grants and awards that provide reasonable assurance that the program and funds are managed in compliance with applicable statutes, regulations, and the terms and conditions of the awards.

5006 – Risk Management

June 14, 2023, MJ School Policy Services Update 15.12

The Board seeks to minimize risk in all School District operations. This requires planning that takes into account the safety of students, employees and the public, the protection of School District property, and avoidance of financial loss or liability.

The Superintendent is responsible for establishing a risk management program. The program will include means for identifying, eliminating, reducing, or transferring risk, and may provide for the purchase of insurance, if necessary.

In the event of an injury to students, staff, or any visitor to school grounds, a School District provided form shall be completed by the appropriate staff member in a manner dictated by the Superintendent.