



WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
Walled Lake, Michigan

AGENDA
Regular Meeting of the Board of Education
February 6, 2025

Notice

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://wlcسد.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. **GOLDEN APPLE AWARDS**

Tammy Hunter and Karen Toovalian

4. **TEXTBOOK RECOMMENDATION - WORLD LANGUAGE**

4

The current World Language materials are a curated list of resources that our teachers have collected and organized throughout the years. No single textbook currently exists in our world language classes. These various materials are not aligned with current best practices/proficiency-based methods in world language instruction and do not align with AP/IB world language standards. This also has resulted in a lack of consistency across our world language programs in WLCSD. Based on the results of the examination of available products and an extensive pilot of two resources throughout the fall, it is the committee's recommendation to adopt *EntreCulturas* for Spanish and French and *InterKulturell* for German by Wayside Publishing, 2024, which includes textbooks, student workbooks, digital resources, training and online support. The cost, which includes a six-year digital license for teachers and students, will be \$468,553.05. This process has been endorsed by Administration and a motion for approval of the textbook adoption will be presented at the March 6, 2025, meeting.

5. **PUBLIC COMMENTARY**

6. **ADMINISTRATIVE COMMENTARY**

7. **BOARD COMMENTARY**

8. **CONSENT AGENDA**

a. Approval of Minutes

1) Proposed January 9, 2025, Special Meeting - Organizational

2) Proposed January 9, 2025, Regular Meeting

b. Personnel Recommendations

1) New Hires

12

2) Retirements

13

c. Financial Reports - December 2024

14

Disbursements in the amount of \$15,356,756

Balance Sheet and Statement of Revenues and Expenditures - Unaudited, and Investment Schedule

d. Head Start Director's Report

19

- 9. **ADMINISTRATIVE APPOINTMENT**
- 10. **AUTHORIZATION: AGREEMENT FOR SCHOOL RESOURCE OFFICERS** **20**
 Commerce Township has been providing School Resource Officers to the District through the Oakland County Sheriff's Office and its Commerce Township Substation. Administration recommends continuing this relationship and entering into a three-year agreement for services beginning with the 2025 calendar year.
- 11. **RESOLUTION: 2024-25 BUDGET AMENDMENTS** **57**
 Administration has evaluated the budget line items, and adjustments have been made to reflect 2024-25 revenues and expenditures more accurately. Administration recommends the 2024-25 budget amendment resolutions be adopted as presented.
- 12. **RESOLUTION: BOARD REVIEW OF HEAD START PROGRAM** **60**
 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: - Policy Council Minutes
 - Standards of Conduct
 - Grievance Procedure
School Board request for approval:
 - Personnel Policy
 - Governing Body Conflict of Interest
- 13. **RESOLUTION: MASB BOARD OF DIRECTORS ELECTION FOR REGIONS 6, 7, and 8**
 The Michigan Association of School Boards (MASB) requests that the Walled Lake Schools Board of Education officially select one candidate each from Regions 6, 7 and 8 for the MASB Board of Directors.
 Candidates:
 Region 6 (One-Year Term)
 TiAnna Harrison, Kalamazoo Public Schools, Kalamazoo County
 Elizabeth O'Dell, St. Joseph County ISD, St. Joseph County
 Region 7 (Three-Year Term)
 Guillermo Z. Lopez, Lansing School District, Ingham County
 Cory McLaughlin, Jefferson Schools, Monroe County
 Jack Temsey, Eaton RESA, Eaton County
 Region 8 (Three-Year Term)
 Jason Babbage, Allen Park Public Schools, Wayne County
 Anisha Hannah, Pontiac School District, Oakland County
 Paul Kolin, Bloomfield Hills Schools, Oakland County
 Roderick Means, Westwood Community School District, Wayne County
 Randel Meisner, Fitzgerald Public Schools, Macomb County
 Scott Wallace, Fraser Public Schools, Macomb County
 Ursula (Wester) Rogers, Romulus Community Schools, Wayne County
 Lisa Valerio-Nowc, Clintondale Community Schools, Macomb County
- 14. **BOARD POLICY ADMINISTRATIVE REGULATIONS UPDATE**
 The following Board Policy Administrative Regulations have been updated and are being provided as informational items prior to the Board Policy website update and notification.
 - 2001 AR Student Fees, Deposits, Fines, and Charges have been updated to reflect the 2025-26 Preschool Program fees prior to the Preschool registration process.
 - 4000 AR Central Office Administrators and Building Administrators Board policy regulations have been updated to reflect administrative changes in the District.
- 15. **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.

Textbook Recommendation for World Language 2024-2025

Current Text and Reasons for Update

*There is currently no textbook used across all world language classrooms which is the reason for choosing a unified world language resource that all of our students grades 6-12 can utilize.

I. Criteria used to eliminate current text:

- Does not provide alignment with AP/IB standards
- Does not provide the resources that meet proficiency-based methods of teaching
- Does not allow for use of digital/interactive resources
- Is not aligned across the district or across middle and high school levels
- Over twenty-five years old

II. Criteria Established for the Updated Textbook

Two curriculum programs were examined based on the following criteria:

- A World Language book (in print and electronic format) published within the last five years
- A textbook that is aligned to current world language practices
- Access to support materials for world language including digital and interactive resources
- Recent copyright
- A variety of instructional strategies meeting a variety of learning styles
- Readability, accuracy and relevance
- Presentation of materials
- Cultural representations
- Supplemental materials including online
- Multiple forms of assessment
- Teacher support materials

III. List of Textbooks Reviewed

Que! Chevere!, T'es Branche?, and Deutsch Aktuell, 2023 by Carnegie Learning
and
EntreCulturas and InterKulturell, 2024 by Wayside Publishing

IV. Rationale

1. Alignment with AP/IB and Proficiency Goals:

- Wayside demonstrated stronger alignment with AP/IB objectives, particularly in speaking and communication skills, which are critical for upper-level courses.
- Its proficiency-based approach ensures students are better prepared for real-world application and AP exams.

2. **Student Engagement:**
 - Feedback indicates students found Wayside materials more engaging, collaborative, and enjoyable, with assessments perceived as less traditional and more interactive.
3. **Cultural and Authentic Resource Integration:**
 - Wayside scored higher in cultural context and practices, which are integral to world language instruction and AP/IB curriculum standards.
4. **Future-Ready Features:**
 - Wayside integrates seamlessly with Google Classroom and has planned updates across all three languages, ensuring content remains current and relevant. Carnegie does not have Google Classroom alignment at this time.
5. **Comprehensive Support:**
 - Both have robust teacher training and resources available, ensuring smooth implementation and effective usage.

While Carnegie offered strengths in vocabulary structure and digital resources, its traditional focus on grammar and summative assessments did not align as well with proficiency-based AP/IB goals. Therefore, selecting Wayside provides a unified, future-oriented approach that aligns with district objectives and student needs.

V. Recommendation

EntreCulturas and InterKulturell, 2024 by Wayside Publishing

VI. Committee Members

Savone, Catherine
 Kattoula, Nancy
 Sylvester, Christina
 Green, Barbie
 Nuzzi, Leila
 Mortiere, Austin
 Janicki, Adam
 Sanchez, Jessica
 Gilson, Nicola
 Vennard, Alexis
 Karadolian, Maral
 Bartlett, Carla
 Vasquez, Luis
 Engler, Christoph
 Smedley, Beth
 Kowalczyk, Kelli
 Bridges, Deonna
 Nelson, Erika



2 Stonewood Drive
Freeport, ME 04032

Phone: (888) 302-2519
Fax: (888) 302-2519
info@waysidepublishing.com
www.waysidepublishing.com
TIN: 27-1825295
[Wayside Publishing W-9](#)

Quote

Quote #: Q-156853
Date: 1/11/2025
Expiration Date: 5/11/2025

Quote To:

Walled Lake Consolidated School District
Attn: Accounts Payable
850 Ladd Road- BLDG D
Walled Lake, MI 48390
US

Ship To:

Walled Lake Consolidated School District
Attn: Cathy Kochanski
849 Ladd Road- BLDG D
West Bloomfield, MI 48382
US

This bundle includes a hardcopy student book per student (based on 36 per teacher for a classroom set), access to the Learning Site, the digital workbook, the digital reader, Nualang and the digital Language for Career Success (Language and Career Success is not includes in Level 4)

This is a 6 year quote with hardcopy workbooks.

Spanish Student Material w/ Hardcopy Workbooks

Quote Overview-

There are 644 Spanish Level 1 students. You want a classroom set of 36 hard copy student books per teacher. You have 12 level 1 teachers x 36 = 432. So you will receive 432 student books and this bundle also includes a digital license per student. I then added 212 digital student licenses for a total of 644. 432 + 212 = 644. I applied this method to each level and each language.

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	LIST PRICE	EXTENDED PRICE
432	9781641596305	EntreCulturas - Spanish 1; Copyright 2026, Student Hardcover Print and Digital	6	\$107,974.08	\$86,378.40
644	9781641596343	EntreCulturas - Spanish 1; Copyright 2026, Student Workbook Print, Replacement Book Only (ISBN:9781641596343)		\$16,100.00	\$12,880.00
212	9781641596312	EntreCulturas - Spanish 1; Copyright 2026, Student Digital Package	6	\$35,172.92	\$28,138.76
478	9781641596558	EntreCulturas - Spanish 2; Copyright 2026, Student Workbook Print, Replacement Book Only (ISBN:9781641596558)		\$11,950.00	\$9,560.00

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	LIST PRICE	EXTENDED PRICE
252	9781641596510	EntreCulturas - Spanish 2; Copyright 2026, Student Hardcover Print and Digital	6	\$62,984.88	\$50,387.40
226	9781641596527	EntreCulturas - Spanish 2; Copyright 2026, Student Digital Package	6	\$37,495.66	\$29,996.98
177	9781641596640	EntreCulturas - Spanish 3; Copyright 2026, Student Workbook Print, Replacement Book Only (ISBN:9781641596640)		\$4,425.00	\$3,540.00
108	9781641596602	EntreCulturas - Spanish 3; Copyright 2026, Student Hardcover Print and Digital (ISBN:9781641596602)	6	\$26,993.52	\$21,594.60
69	9781641596619	EntreCulturas - Spanish 3; Copyright 2026, Student Digital Package (ISBN: 9781641596619)	6	\$11,447.79	\$9,158.37
47	9781641595100	EntreCulturas - Spanish 4; Copyright 2026, Student Workbook Print, Replacement Book Only (ISBN:9781641595100)		\$1,175.00	\$940.00
47	9781641595049	EntreCulturas - Spanish 4; Copyright 2026, Student Hardcover Print and Digital (ISBN:9781641595049)	6	\$11,277.18	\$9,021.65
71	9781944876746	Triangulo Apreciado, 6th Edition, Hardcover Print and Digital (FlexText + Explorer) (ISBN:9781944876746)	6	\$18,628.27	\$14,902.90
Spanish Student Material w/ Hardcover Workbooks TOTAL:					\$276,499.06

This bundle includes a hardcopy Teachers Edition per teacher, access to the Learning Site, the digital workbook, the digital reader, Nualang and the digital Language for Career Success (Language and Career Success is not includes in Level 4)

Spanish Gratis TE's

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	LIST PRICE	EXTENDED PRICE
12	9781641596336	EntreCulturas - Spanish 1; Copyright 2026, Teacher Guide Teacher Hardcover Print and Digital (ISBN: 9781641596336)	6	\$3,151.56	\$0.00
7	9781641596541	EntreCulturas - Spanish 2; Copyright 2026, Teacher Guide Teacher Hardcover Print and Digital	6	\$1,838.41	\$0.00
3	9781641596633	EntreCulturas - Spanish 3; Copyright 2026, Teacher Guide Teacher Hardcover Print and Digital (ISBN:9781641596633)	6	\$787.89	\$0.00
3	9781641595087	EntreCulturas - Spanish 4; Copyright 2026, Teacher Guide Teacher Hardcover Print and Digital (ISBN:9781641595087)	6	\$757.89	\$0.00

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	LIST PRICE	EXTENDED PRICE
3	9781641590136	Triangulo Apreciado, 6th Edition, Teacher Print and Digital Package (SC TE + Teacher FlexText + Student FlexText + Explorer) (ISBN:9781641590136)	6	\$791.10	\$0.00
Spanish Gratis TE's TOTAL:					\$0.00

This bundle includes a hard copy student book per student, access to the Learning Site, the digital workbook, the digital reader and Nualang.

This is a 6 year quote with hardcopy workbooks.

**French Student Material w/
Hardcopy Workbooks**

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	LIST PRICE	EXTENDED PRICE
197	9781641596305	EntreCulturas - Spanish 1; Copyright 2026, Student Hardcover Print and Digital	6	\$49,238.18	\$39,390.15
197	9781641596343	EntreCulturas - Spanish 1; Copyright 2026, Student Workbook Print, Replacement Book Only (ISBN:9781641596343)		\$4,925.00	\$3,940.00
166	9781641596558	EntreCulturas - Spanish 2; Copyright 2026, Student Workbook Print, Replacement Book Only (ISBN:9781641596558)		\$4,150.00	\$3,320.00
108	9781641596510	EntreCulturas - Spanish 2; Copyright 2026, Student Hardcover Print and Digital	6	\$26,993.52	\$21,594.60
58	9781641596527	EntreCulturas - Spanish 2; Copyright 2026, Student Digital Package	6	\$9,622.78	\$7,698.34
85	9781641596640	EntreCulturas - Spanish 3; Copyright 2026, Student Workbook Print, Replacement Book Only (ISBN:9781641596640)		\$2,125.00	\$1,700.00
85	9781641596602	EntreCulturas - Spanish 3; Copyright 2026, Student Hardcover Print and Digital (ISBN:9781641596602)	6	\$21,244.90	\$16,995.75
32	9781641595100	EntreCulturas - Spanish 4; Copyright 2026, Student Workbook Print, Replacement Book Only (ISBN:9781641595100)		\$800.00	\$640.00
32	9781641595049	EntreCulturas - Spanish 4; Copyright 2026, Student Hardcover Print and Digital (ISBN:9781641595049)	6	\$7,678.08	\$6,142.40

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	LIST PRICE	EXTENDED PRICE
16	9781942400356	APprenons, 2nd Edition, Hardcover Print and Digital (FlexText + Explorer) (ISBN:9781942400356)	6	\$4,197.92	\$3,358.40
French Student Material w/ Hardcopy Workbooks TOTAL:					\$104,779.64

French Gratis TE's

This bundle includes a hardcopy Teachers Edition per teacher, access to the Learning Site, the digital workbook, the digital reader and Nualang.

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	LIST PRICE	EXTENDED PRICE
6	9781641596336	EntreCulturas - Spanish 1; Copyright 2026, Teacher Guide Teacher Hardcover Print and Digital (ISBN: 9781641596336)	6	\$1,575.78	\$0.00
3	9781641596541	EntreCulturas - Spanish 2; Copyright 2026, Teacher Guide Teacher Hardcover Print and Digital	6	\$787.89	\$0.00
3	9781641596633	EntreCulturas - Spanish 3; Copyright 2026, Teacher Guide Teacher Hardcover Print and Digital (ISBN:9781641596633)	6	\$787.89	\$0.00
3	9781641595087	EntreCulturas - Spanish 4; Copyright 2026, Teacher Guide Teacher Hardcover Print and Digital (ISBN:9781641595087)	6	\$757.89	\$0.00
3	9781942400981	APprenons, 2nd Edition, Multi-Year Teacher Print and Digital Package (SC TE + Teacher FlexText + Student FlexText + Explorer) (ISBN:9781942400981)	6	\$887.82	\$0.00
French Gratis TE's TOTAL:					\$0.00

This bundle includes a hard copy student book per student, access to the Learning Site, the digital reader and Nualang.

German Student Material

This is a 6 year quote with hardcopy workbooks.

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	LIST PRICE	EXTENDED PRICE
119	9781641595117	InterKulturell - German 1; Copyright 2025, Student Hardcover Print and Digital (ISBN:9781641595117)	6	\$32,427.50	\$25,942.00
119	9781641595179	InterKulturell - German 1; Copyright 2025, Student Workbook Print and Digital (ISBN:9781641595179)		\$4,462.50	\$3,570.00
59	9781641595186	InterKulturell - German 2; Copyright 2025, Student Hardcover Print and Digital (ISBN:9781641595186)	6	\$16,077.50	\$12,862.00

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	LIST PRICE	EXTENDED PRICE
59	9781641595247	InterKulturell - German 2; Copyright 2025, Student Workbook Print and Digital (ISBN:9781641595247)		\$2,212.50	\$1,770.00
67	9781641596695	InterKulturell - German 3/4; Copyright 2026, Student Hardcover Print and Digital	6	\$18,257.50	\$14,606.00
6	9781942400417	Neue Blickwinkel, 2nd Edition, Hardcover Print and Digital (FlexText + Explorer) (ISBN:9781942400417)	6	\$1,690.92	\$1,352.76
German Student Material TOTAL:					\$60,102.76

German Gratis TE's

This bundle includes a hardcopy Teachers Edition per teacher, access to the Learning Site, the digital reader and Nualang.

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	LIST PRICE	EXTENDED PRICE
4	9781641595155	InterKulturell - German 1; Copyright 2025, Teacher Hardcover Print and Digital (ISBN:9781641595155)	6	\$1,102.48	\$0.00
3	9781641595223	InterKulturell - German 2; Copyright 2025, Teacher Hardcover Print and Digital (ISBN:9781641595223)	6	\$826.86	\$0.00
3	9781641596732	InterKulturell - German 3/4; Copyright 2026, Teacher Hardcover Print and Digital	6	\$826.86	\$0.00
3	9781641590129	Neue Blickwinkel, 2nd Edition, Teacher Print and Digital Package (SC TE + Teacher FlexText + Student FlexText + Explorer) (ISBN:9781641590129)	6	\$887.82	\$0.00
German Gratis TE's TOTAL:					\$0.00

Shipping and Taxes

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	LIST PRICE	EXTENDED PRICE
1		Shipping and Handling		\$27,171.59	\$27,171.59
1		Sales Tax		\$0.00	\$0.00
Shipping and Taxes TOTAL:					\$27,171.59

TOTAL:	\$468,553.05
---------------	--------------

Notes:
 Products labeled InterKulturell - German 3-4 Intermediate; Copyright 2026, in this quote will not be available for fulfillment until Spring 2025. Orders may be placed now, with delivery scheduled after this date.

For questions or assistance, please contact your Account Manager.

Return Policy Notice:

Distributor Purchases: Returns must be initiated through our Return Authorization process within 60 days of delivery.
School/District Purchases: Returns must be initiated through our Return Authorization process within 30 days of delivery.
Please view our full [returns policy](#) and follow the return authorization process to begin a return.

For any other inquiry, visit Customer Service at support.waysidepublishing.com.

Click below to read our complete Privacy Policy: <https://www.waysidepublishing.com/privacy-policy>

**Consent Agenda – February 6, 2025
Personnel Recommendations**

New Hires

Madison Donberger

1.0 Social Worker
Traveler
Effective 1/6/2025

Jennifer Humitz

1.0 Social Worker
Hickory Woods Elementary
Effective 1/6/2025

Kathy Kirby

1.0 Grade 4
Loon Lake Elementary
Effective 1/15/2025

**Consent Agenda – February 6, 2025
Personnel Recommendations**

Retirements

Teresa Wenson-Mazer

1.0 Grade 2

Keith Elementary

Effective 1/10/2025



**WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
GENERAL FUND BALANCE SHEET - Unaudited
DECEMBER 31, 2024**

ASSETS

Cash and Investments	\$ 50,911,734
Accounts Receivable	107,170
Interfund Receivables	2,762,062
Inventories	17,727
Prepaid Costs	258,551
	<hr/>
TOTAL ASSETS	\$ 54,057,244

LIABILITIES

Accounts Payable	\$ 840,820
Accrued Payroll Liabilities	2,485,364
Deferred Revenue and Other Liabilities	6,877,245
Interfund Payables	4,504,115
	<hr/>
TOTAL LIABILITIES	14,707,544

FUND BALANCE

Prior Year Ending Fund Balance	31,265,585
Current revenues over/(under) expenditures	8,084,115
	<hr/>
TOTAL FUND BALANCE	39,349,700
	<hr/>
TOTAL LIABILITIES & FUND BALANCE	\$ 54,057,244



WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
GENERAL FUND STATEMENT OF REVENUE AND EXPENDITURES - Unaudited
JULY 1, 2024 to DECEMBER 31, 2024

	PRIOR YEAR ACTUAL JUNE 30, 2024	ORIGINAL BUDGET	YEAR-TO-DATE ACTUAL	% of Budget
REVENUE				
LOCAL SOURCES				
Property Taxes	\$ 33,526,262	\$ 33,116,869	\$ 34,761,798	105%
Tuition and Fees	86,299	56,310	64,442	114%
Interest Earnings	1,272,296	765,000	779,697	102%
Other Local Revenue	3,173,505	2,892,538	1,597,338	55%
Total Local Sources	38,058,362	36,830,717	37,203,275	101%
STATE SOURCES	127,636,168	127,194,773	34,897,791	27%
FEDERAL SOURCES	10,516,449	6,615,702	273,500	4%
INTERDISTRICT SOURCES	15,588,499	15,901,085	7,797,160	49%
TOTAL REVENUE	\$ 191,799,478	\$ 186,542,277	\$ 80,171,726	43%
EXPENDITURES				
INSTRUCTION				
Basic Programs				
Elementary Programs	\$ 40,960,998	\$ 42,123,873	\$ 13,951,521	33%
Middle School Programs	16,703,884	17,241,312	5,987,734	35%
High School Programs	22,375,584	22,921,664	7,367,590	32%
Other Basic Programs	1,395,451	1,419,762	824,866	58%
Total Basic Programs	81,435,917	83,706,611	28,131,711	34%
Added Needs				
Special Education	25,488,399	27,890,962	10,310,335	37%
Compensatory Education	5,680,383	6,560,903	2,534,207	39%
Vocational Programs	1,128,850	1,215,390	348,756	29%
Total Added Needs	32,297,632	35,667,255	13,193,298	37%
Adult and Continuing Education	83,960	127,545	37,650	30%
TOTAL INSTRUCTION	113,817,509	119,501,411	41,362,659	35%
SUPPORTING SERVICES				
Pupil Support	18,496,162	19,896,498	6,642,142	33%
Instructional Support	8,022,348	9,007,577	3,431,209	38%
General Administration	873,969	899,138	439,105	49%
School Administration	9,881,217	10,486,298	4,709,360	45%
Business Services	2,557,632	2,789,377	1,206,776	43%
Operations & Maintenance	13,985,226	15,204,861	7,215,667	47%
Transportation	6,758,943	6,831,892	1,965,944	29%
Central Support Services	4,503,942	6,114,018	3,395,840	56%
Athletics	2,406,372	2,496,922	1,114,826	45%
TOTAL SUPPORTING SERVICES	67,485,811	73,726,581	30,120,869	41%
COMMUNITY SERVICES/OTHER				
Community Services	286,093	301,755	115,758	38%
Non-voted Debt Service and Leases	1,093,351	1,206,028	488,325	40%
Transfer to Other Funds	2,678	100	-	0%
TOTAL COMMUNITY SERVICES/OTHER	1,382,122	1,507,883	604,083	40%
TOTAL EXPENDITURES	\$ 182,685,442	\$ 194,735,875	\$ 72,087,611	37%
NET CHANGE IN FUND BALANCE	9,114,036	(8,193,598)	8,084,115	
BEGINNING FUND BALANCE	22,151,549	31,265,585		
ENDING FUND BALANCE	\$ 31,265,585	\$ 23,071,987		



WALLED LAKE CONSOLIDATED SCHOOL DISTRICT NOTES TO STATEMENT OF REVENUE & EXPENDITURES JULY 1, 2024 to DECEMBER 31, 2024

REVENUE

- Property taxes are largely collected in the summer. The budget will be amended to incorporate the increase in the taxable value of properties, as well as the additional millage approved by voters in the November 2024 election, which is resulting in increased revenue.
- Tuition and fees primarily relate to summer activities. Budgets will be updated with amendment.
- Interest earnings continue to be strong this year so far; the budget will be monitored and amended during the year.
- State Sources consist primarily of State aid payments, which are paid from October 2024 through August 2025. We have received three of eleven payments, or 27% as of the end of December.
- 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 8 of 24 pays related to the 2024/2025 contract; therefore, we would expect instructional areas to be at approximately 33% of budget. All other employees have received 12 of 24 pays, or about 50%.
- Other basic programs consist primarily of summer programming, which are largely funded with grant funds.
- Special Education costs are pacing slightly ahead of budget. This will be addressed in the upcoming budget amendment.
- 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 because grant budgets were approved by the granting agencies after the original budgets were approved. Working budgets will be adjusted to match the grants to reflect the most recent budgets approved by the State in the grant applications.
- Transportation is trending behind budget due to the timing of invoicing. As of the end of the current reporting period, the District has paid Dean Transportation for services through October.
- Central Support Services is trending over budget due to the accounting associated with the new lease for computer servers. Under Governmental Accounting Standards Board ("GASB") Statement No. 87, the District has recorded the leased equipment as an expense and an offsetting revenue for the lease proceeds. We have incurred 100% of this budgeted transaction.



**WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
DISBURSEMENTS
MONTH ENDING DECEMBER 31, 2024**

FUND	PAYROLL	ACCOUNTS PAYABLE	TOTAL
General Fund	\$ 11,339,290	\$ 1,185,030	\$ 12,524,320
Athletics	77,052	25,082	102,134
Student Activity Funds	-	33,198	33,198
Food Service Funds	272,429	174,893	447,322
Federal Funds	404,263	234	404,497
Capital Project Funds	-	1,599,355	1,599,355
Special Revenue Funds	220,920	23,810	244,730
Debt Service Funds	-	1,200	1,200
	<u>\$ 12,313,954</u>	<u>\$ 3,042,802</u>	<u>\$ 15,356,756</u>



**WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
INVESTMENT HOLDINGS AS OF DECEMBER 31, 2024**

	WEIGHTED AVERAGE MATURITY	MARKET VALUE
GENERAL FUND		
MILAF Cash Management Money Market Fund	n/a	\$ 1,149,889
MILAF Cash Management MAX Class Money Market	n/a	14,755,233
Michigan CLASS Money Market Fund	n/a	6,122,972
GENERAL FUND TOTAL		22,028,094
DEBT FUNDS		
MILAF Cash Management MAX Class Money Market	n/a	14,595,423
Premium Commercial Money Market	n/a	20,081,564
DEBT FUNDS TOTAL		34,676,987
CAPITAL PROJECTS		
MILAF Cash Management Money Market Fund	n/a	6,825,778
MILAF Cash Management MAX Class Money Market	n/a	6,670,388
MILAF Term Investment pool	6.62 months	17,485,000
Commercial Paper	8.5 months	7,026,887
U.S. Treasury Bonds/Notes	8.62 months	76,890,866
Premium Commercial Money Market	n/a	7,392,451
CAPITAL PROJECT FUNDS TOTAL		122,291,370
TOTAL INVESTMENTS		\$ 178,996,451

Head Start Director's Report

January 14, 2025

Enrollment:

- We currently have 48 students, (16 males, 32 females) enrolled.
- 3 year-olds: 28, 4 year-olds: 20, 5 year-olds: 0
- 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: 2
 - Black or African American: 13
 - White: 26
 - Bi-Racial or Multi-Racial: 6
- Languages Spoken:
 - English: 42 Arabic: 4 Ukrainian: 1
 - Spanish: 3 French: 1 ASL: 1
 - Armenian: 1 Chaldean: 7 Urdu: 2
- We have no children on the waitlist.
- We have 1 child considered over income.
- Average Daily Attendance is 85%.

Education:

- Visits from the local librarian
- Spirit Week
- Family Conferences
- MTSS Intervention

Disabilities:

- There are currently 3 enrolled children who received services in the month of December

Home visits/Conferences:

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

Staffing Training:

- Staff participated in Book Study and in MTSS meetings

Staffing: We have no new staff

Parent Training: No new parent training this month

Volunteers: We have had 63 volunteers this month with a total of 133.5 volunteer hours

Respectfully Submitted,
Sarah Davey

AGREEMENT FOR SCHOOL RESOURCE OFFICERS

This Agreement is made and entered into as of the _____ day of _____, 2025, by and between the CHARTER TOWNSHIP OF COMMERCE, 2009 Township Drive, Commerce Township, MI 48390 ("Township") and WALLED LAKE CONSOLIDATED SCHOOLS, 850 Ladd Road, Building D, Walled Lake, MI 48390 (hereinafter referred to as "District").

Article 1: Recitals

Section 1.1 The District is a public school district and as such does not maintain its own law enforcement agency.

Section 1.2 The Township is a Michigan charter township which contracts with the County of Oakland and the Oakland County Sheriff for law enforcement services to be provided to the Township. The contract is known as the "Oakland County Sheriff's Office 2024-2027 Law Enforcement Services Agreement with the Charter Township of Commerce" as the same may be from time to time amended ("Sheriff Contract") a copy of which is attached as Exhibit 1.

Section 1.3 The Sheriff Contract includes an "SRO Addendum" which the parties agree to execute prior to this Agreement becoming effective ("Addendum") a copy of which is attached as Exhibit 2. Except to the extent provided by this Agreement, the terms of the Sheriff Contract, including the Addendum, shall govern the placement of school resource officers within the District. The primary purpose of this Agreement is to allocate the costs of the school resource officers placed within the District pursuant to Section IV.3.c. of the Addendum. The parties agree that the Township would not contract for school resource officers but for the District and that the school resource officers are only required within the District during the time school is in session, which is approximately seventy-five percent (75%) of the year. The remaining time, the school resource officers will be available for general laws enforcement services within the Township. It is the intent of the parties to allocate the costs of school resource officers between the parties accordingly.

Section 1.4 The District desires that law enforcement Services be provided to it by the Township acting by and through the Oakland County Sheriff's Office and its Commerce Township Substation ("OCSO") pursuant to MCL 380.11a(4), MCL 42.18 and the Urban Cooperation Act, PA 7 of 1967. "Services" means those services defined in the Addendum.

Section 1.5 The Township agrees to have the OCSO provide Services and associated equipment to the District in accordance with the Sheriff Contract and the following terms and conditions. To the extent there is a conflict between the terms of the Sheriff Contract and this Agreement, the Sheriff Contract shall control.

Article 2: Parties' Rights and Responsibilities

Section 2.1 In addition to general law enforcement services provided throughout the Township, the Township shall provide the Services defined herein to the District in the form of

three (3) school resource officers (“District Services”) consistent with the terms of the Sheriff Contract.

Section 2.2 The points of contact for the administration of this Agreement are the same as those set forth in Section VIII of the Addendum (each a “Primary Contact Person”).

Section 2.3 The District will designate any school resource officer assigned to the District a “school official” as provided in the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and the provisions of the Addendum, including in particular Section VI “Records and Information Sharing”, shall apply.

Section 2.4 Patrol vehicles shall be provided pursuant to the Sheriff Contract to each school resource officer assigned to the District subject to the terms and conditions of the Sheriff Contract.

Section 2.5 Law enforcement services provided by the OCSO for private persons, organizations and events are not covered by this Agreement. If the District requests law enforcement services for events, parades, footraces and/or traffic control at the District's events, such services shall be provided only pursuant to the terms of the Sheriff Contract or a separate contract with the Oakland County Sheriff's Office. The District shall be solely responsible for any additional costs for services associated with events under this Section if requested by the District.

Section 2.6 School resource officers assigned to the District pursuant to the Sheriff Contract shall primarily serve the District. When not serving the District due to the District's school schedule (ex. summer break), school resource officers shall provide law enforcement services to the general Township consistent with the Sheriff Contract. It is anticipated that approximately 75% of the time school resource officers will be dedicated to the District and approximately 25% of the time those officers will serve the Township.

Article 3: Compensation and Payment

Section 3.1 The school resource officer costs are set forth in the Sheriff Contract and will be billed by the County to the Township. Those costs shall be apportioned between the District and Township in the following manner:

a. The District shall be responsible for seventy-five percent (75%) of the cost to the Township of providing each school resource officer contemplated by this Agreement as identified in Exhibit A to the Sheriff Contract as “School Resource Officer – Marked Vehicle” or as the same may be identified in any future Sheriff Contract. The District shall be responsible for one hundred percent (100%) of overtime costs (Exhibit C to the Sheriff Contract), holiday pay (Exhibit B to the Sheriff Contract), and any additional hours which are approved in advance by the District as well as that which is not approved in advance, but which arise out of services performed on the District's behalf. This includes overtime incurred due to late calls, report writing, court appearances, emergencies (including, but not limited to, unanticipated and last-minute position fill-in scheduling decisions if applicable), special events, or holiday pay overtime. The District shall additionally be one hundred percent (100%) responsible for all additional costs and fees set forth in the Sheriff Contract associated with any school resource officer including, but not limited to, training costs

specific to school resource officers and all payments required to the Oakland County Safer Communities Fund.

b. The Township shall be responsible for twenty-five percent (25%) of the cost to the Township of providing each school resource officer contemplated by this Agreement as identified in Exhibit A to the Sheriff Contract as “School Resource Officer – Marked Vehicle” or as the same may be identified in any future Sheriff Contract. The Township shall be responsible for one hundred percent (100%) of overtime costs, holiday pay, and additional hours which arise out of services performed on the Township’s behalf not related to the District. This includes overtime incurred due to late calls, report writing, court appearances, emergencies (including, but not limited to, unanticipated and last-minute position fill-in scheduling decisions if applicable), special events, or holiday pay overtime.

c. The District understands and agrees that there may be days or times when the OCSO, in its sole discretion and judgment, may be unable to assign a school resource officer to provide District Services under the Sheriff Contract on account of the prioritization of law enforcement resources to best serve the citizens of Oakland County (e.g. emergencies where deputies are needed elsewhere, etc.). The District agrees to discharge, release, and waive any claim against the OCSO and Township that arise in connection with, or as a result of, any alleged failure to assign a school resource officer to provide District Services under this Agreement.

Section 3.2 The Township shall invoice the District quarterly for District Services costs identified in Section 3.1 of this Agreement to be paid in advance. The invoices shall include any additional costs incurred in the prior quarter, such as holiday and overtime costs. The invoices shall be mailed prior to the first day of the first month of the quarter beginning with _____.

Section 3.3 The District shall pay undisputed amounts within each invoice within thirty (30) days of receipt. If the District disputes any invoiced amount, the dispute, including a detailed reason for the dispute and any supporting documentation, shall be sent to the Township's Treasurer, the Township’s Primary Contact Person, and OCSO Primary Contact Person as identified in this Agreement within thirty (30) days of the date of the invoice containing the disputed amount. If the disputed amount is not resolved within thirty (30) days following notice to the Township’s Primary Contact Person and Township Treasurer, then the Township may terminate this Agreement as provided for in Section 5.2.

Section 3.4 Upon District's request, the Township shall provide it with the financial records supporting all invoices sent to District. The Township may redact and/or withhold such records for all purposes listed as exemptions under Michigan’s Freedom of Information Act unless the parties agree to a confidentiality agreement as may be authorized by law.

Section 3.5 Each year, the Township shall endeavor to provide to the District by February 1 an estimate of the District's costs, based upon the Sheriff Contract then in effect, of the District Services for each subsequent calendar year. On or before May 1 of each year, the District will inform the Township if it is not willing to continue this Agreement for the next fiscal year.

Article 4: Availability of Funds

Provision of District Services is conditioned upon the availability of government funds appropriated or allocated for such District Services. If funds are not allocated and available for continuance of the District Services, either party may terminate this Agreement at the end of the period for which funds are available. The party failing to receive the necessary funds shall notify the other party at the earliest possible time of the District Services that will or may be affected by the shortage of funds. No penalty shall accrue to either party in the event this provision is exercised, and neither party shall be obligated or liable for any further payments due or for any damages as a result of termination under this Article. The foregoing notwithstanding, the District shall be responsible for funding any school resource officer listed in the Township's Sheriff Contract consistent with this Agreement until such time as the Township is no longer responsible under the Sheriff Contract for paying the OCSO for that officer ("Obligated Pay Period"). By way of example, and without limitation, if the Township has a two-year contract with the OCSO for law enforcement services and that contract includes three (3) school resource officers but the District decides it only needs one (1) officer, then the District shall continue to pay for the other two officers until such time as the Township is no longer required to do so under its Sheriff Contract. The Township agrees to use best efforts to mitigate and/or avoid the costs associated with school resource officers included in its Sheriff Contract which are no longer requested by the District.

Article 5: Term

Section 5.1 Except as otherwise provided, this Agreement shall remain in full force and effect from the date of execution of this document to December 31, 2027. After the initial term, if not otherwise terminated, this Agreement shall automatically renew for additional one year periods starting on each January 1 thereafter and ending on each December 31, subject to termination by either party upon written notice delivered to the other party at least forty-five (45) days before the end of the current contract year. This Agreement may be terminated without cause by either party upon forty-five (45) days written notice to the other party.

Section 5.2 Should a party commit a breach or default under this Agreement, and should such breach or default not be corrected within ten (10) days after receipt by the party of written notice from the non-breaching party specifying the breach or default, this Agreement may be terminated without further notice by the non-breaching party.

Section 5.3 In the event that this Agreement is terminated by the District pursuant to this Article, the District shall be responsible for costs of any school resource officer during the Obligated Pay Period as applicable.

Article 6: Confidentiality

All information that is identified as confidential or proprietary information and is submitted by either party to the other in connection with District Services performed under this Agreement shall be kept confidential by the receiving party to the extent permitted by State law.

Article 7: Ownership of Law Enforcement Vehicles and Equipment

All law enforcement vehicles, equipment and supplies used in the performance of this Agreement shall remain the property of the OCSO consistent with the Sheriff Contract. The OCSO shall, to the extent provided for in the Sheriff Contract, be responsible for any damages or injuries caused to the vehicles, equipment and supplies used in the performance of this Agreement unless caused by the District or the District's employees or agents or contractors. Under no circumstances shall the Township be responsible for such damages or injuries.

Article 8: Personnel

Section 8.1 No party shall be entitled to any of the benefits that the other party provides for its employees, nor shall it be subject to or covered by the other party's employee handbooks, collective bargaining agreements, or other personnel policies.

Section 8.2 No party shall be responsible for covering any other party under any workers' compensation or unemployment insurance plans.

Section 8.3 No party shall have any authority or right to obligate any other party in any way whatsoever. Each party shall identify itself as an independent contractor and shall not hold itself out as an employee or agent of any other party. The District acknowledges that the OCSO is an independent contractor of the Township under the Sheriff Contract and that in any writing or any other communication prepared by, for, or at the direction of the District, the District shall not state, suggest, or imply that any employment status or employment relationship exists between any Sheriff's Deputy and the District.

Article 9: Removal of Officer from District

The removal of a school resource officer from the District shall be in accord with, and subject to, the Sheriff Contract.

Article 10: Liability

It is understood that each party shall be responsible for any claims made against that party. With respect to claims that arise from the performance of this Agreement, each party shall seek its own legal representation and bear the costs associated with such representation. Except as otherwise provided in this Agreement, neither party shall have any right under any legal principle to be indemnified by the other party or any of its employees or agents in connection with any claim. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the parties. Nothing in this Agreement shall be construed as a waiver of the privileges and immunities as provided by law afforded to the parties. The parties expressly reserve all privileges and immunities as provided by law.

The parties agree that this Agreement does not transfer, delegate, or assign to the Township any civil or legal responsibility, obligation, duty of care, or liability associated with the ownership,

maintenance, or operation of the District. The District is solely and exclusively responsible for any costs, obligations, and civil liabilities associated with owning and operating the District.

Article 11: Governmental Immunity

Neither the District nor the Township waive their governmental immunity by entering into this Agreement and each party fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this Agreement.

Article 12: Insurance

Each party shall purchase and maintain, at its sole expense, its own insurance. The OCSO maintains its own insurance pursuant to the Sheriff Contract. Each party shall provide insurance coverage for the OCSO to the extent required by the Sheriff Contract.

Article 13: Compliance with Civil Rights Laws

Neither the District nor Township shall discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, marital status, or disability unrelated to the individual's ability to perform the duties of a particular job or position. The District and the Township also shall not exclude any student from participation, deny the benefits of, or discriminate against any student with respect to any educational program or activity on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, marital status, or disability. Breach of this Article by any party within the state of Michigan shall constitute a material breach of this Agreement and the non-breaching party shall be entitled to terminate this Agreement. This Agreement may be terminated if any party or any party's subcontractors or suppliers appear in the register compiled in accordance with MCLA 423.322. All parties shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations, which shall be deemed to include, but not be limited to, the Elliott-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act. The foregoing notwithstanding, the District acknowledges that the OCSO is an independent contractor of the Township over which the Township has no control of its actions regarding employment or participation of any student in any OCSO program.

Article 14: Notice

All notices, demands or other writings permitted or required by the terms of this Agreement shall be provided pursuant to the terms of Section VIII of the Addendum.

Article 15: Entire Agreement

This Agreement shall constitute the entire agreement between the parties except to the extent the Sheriff Contract applies. Any prior understanding, agreement, or representation of any kind

preceding the date of this Agreement shall not be binding upon any party except to the extent incorporated in this Agreement.

Article 16: Attorney Review

The parties represent that they have carefully read this Agreement and have had the opportunity to review it with an attorney. The parties affirmatively state that they understand the contents of this Agreement and sign it as their free act and deed.

Article 17: Modification of Agreement

Any modifications of this Agreement or additional obligation assumed by any party in connection with this Agreement shall be binding only if evidenced in a writing signed by each party or any authorized representative of each party.

Article 18: Partial Invalidity

The partial invalidity of any portion of this Agreement shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by all parties subsequent to the expunction of the invalid provision provided the invalid provision does not substantially alter the Agreement or make execution impractical.

Article 19: Absence of Waiver

The failure of any of the parties to this Agreement to insist on the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any such terms and conditions, shall not be construed as thereafter waiving such terms and conditions, which shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

Article 20: Assignment

The rights and obligations of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation or other entity without the prior, express and written consent of the other party. In the event of a proper assignment, this Agreement shall be binding upon and inure to the benefits of the parties' successors and assigns.

Article 21: No Third Party Benefit

The provisions of this Agreement are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity. This Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation and/or any other right in favor of any other person or entity.

Article 22: Consent to Personal Jurisdiction

The District and the Township acknowledge that this Agreement shall be deemed to have been executed in the State of Michigan and hereby consent to the exercise of general personal jurisdiction over them by the appropriate courts in the State of Michigan. Any action on a controversy that arises under this Agreement shall be brought in Oakland County or the appropriate venue in the State of Michigan, which the District and the Township agree is a reasonably convenient place for trial of the action.

{The remainder of this page is left intentionally blank}

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date(s) indicated below:

**CHARTER TOWNSHIP OF
COMMERCE**

**WALLED LAKE CONSOLIDATED
SCHOOLS**

By: _____
Larry E. Gray
Supervisor

By: _____
Michael Lonze
Superintendent

EXHIBIT 1

**OAKLAND COUNTY SHERIFF'S OFFICE
2025-2027 LAW ENFORCEMENT SERVICES AGREEMENT WITH
THE CHARTER TOWNSHIP OF COMMERCE**

This Agreement is made and entered into between the **Charter Township of Commerce**, a constitutional and municipal corporation and political subdivision of the State of Michigan, located within Oakland County, whose address is **2009 Township Drive Commerce Twp., MI 48390** ("Public Body"), the COUNTY OF OAKLAND, a constitutional and municipal corporation and political subdivision of the State of Michigan, whose address is 1200 North Telegraph Road, Pontiac, Michigan 48341 ("County"), and the OAKLAND COUNTY SHERIFF, a Michigan constitutional officer, whose address is 1200 N. Telegraph Road, Pontiac, Michigan 48341, Bldg. #38 East ("Sheriff").

INTRODUCTION

Whereas, the Public Body is authorized to provide Law Enforcement Services within the Public Body; and

Whereas, the OCSO is authorized to provide Law Enforcement Services within Oakland County, but absent an agreement such as this, has only a limited responsibility to provide Law Enforcement Services within the Public Body; and

Whereas, the OCSO and the Public Body may enter into an agreement where the OCSO would provide additional Law Enforcement Services and ancillary services within the Public Body; and

Whereas, the Public Body desires to contract with the OCSO for such additional Law Enforcement Services; and

Whereas, the OCSO is agreeable to providing additional Law Enforcement Services within the Public Body under the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of these premises and the mutual promises, representations, and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. **Definitions**. The following words, when printed with the first letter capitalized, shall be defined and interpreted as follows, whether used in the singular or plural, nominative or possessive case, and with or without quotation marks:

1.1 **"Agreement Documents"** means the following documents, which are included and incorporated into this Agreement:

- 1.1.1 **Exhibit A:** Sheriff's Deputies and County Agents contracted for and to be assigned to the Public Body
- 1.1.2 **Exhibit B:** Holiday Pay
- 1.1.3 **Exhibit C:** Hourly Rates
- 1.1.4 **Exhibit D:** Request for Supplemental Law Enforcement Services

1.1.5 **SRO Addendum:** Addendum Agreement between the Public Body, School, and OCSO if the Public Body is contracting with the OCSO for any School Resource Officer(s). This Addendum applies and becomes effective if signed by all Parties.

1.2 **"Oakland County Sheriff's Office ('OCSO')"** means the County and the Sheriff jointly.

1.3 **"Claims"** means any alleged losses, claims, complaints, demands for relief or damages, suits, causes of action, proceedings, judgments, deficiencies, liability, penalties, litigation, costs, and/or expenses of any kind which are imposed upon, incurred by, or asserted against a Party.

1.4 **"County Agent"** means any and all County officials elected or appointed to a County office, and any and all County employees, managers, departments, divisions, volunteers, representatives, and agents. County Agent also includes any person who was a County Agent anytime during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected and in that capacity.

1.5 **"Public Body Agent"** means any and all Public Body officials elected or appointed to a Public Body office, and any and all Public Body employees, managers, departments, divisions, volunteers, representatives, and agents. Public Body Agent also includes any person who was a Public Body Agent anytime during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity.

1.6 **"Public Body Liaison"** means the chief elected official of the Public Body (i.e., City Mayor or Township Supervisor) or such other individual as designated in writing by the Public Body Liaison to act in this capacity for all purposes under this Agreement.

1.7 **"OCSO Liaison"** means the Sheriff's Deputy who is designated by the Sheriff to maintain all lines of communication with the Public Body Liaison. The OCSO Liaison will generally be the commanding officer of the Sheriff's Deputies contracted for and assigned to provide Law Enforcement Services under this Agreement.

1.8 **"Law Enforcement Services"** means the prevention and detection of crime and the enforcement of the general criminal and traffic laws of the State of Michigan, as provided for by state statutes and Public Body ordinances, and will also include providing road patrol, criminal apprehension, the necessary supervision of Sheriff's Deputies, responding to matters concerning public safety, a breach of the peace and traffic crashes, and any and all other governmental law enforcement functions that are authorized by law, as limited by and to the extent of the numbers and ranks of Sheriff's Deputies contracted for and assigned to provide Law Enforcement Services under this Agreement. Law Enforcement Services does not include any activity not authorized by law. Law Enforcement Services also does not include the services of any OCSO specialized unit or division such as its Marine Safety Unit and Investigative and Forensic Services Division, which the OCSO uses to provide services on a County-wide basis, unless expressly stated to the contrary herein. Nevertheless, the OCSO will continue to provide the services of its specialized units and divisions at no additional charge to the Public Body, to the same extent that the OCSO continues to provide these services at no additional charge to all other communities within Oakland County.

- 1.9 **“School Resource Officer” or “SRO”** means a Sheriff’s Deputy who is designated to perform Law Enforcement Services primarily on a school’s premises.
- 1.10 **“Sheriff’s Deputy”** means any Major, Captain, Lieutenant, Sergeant, Deputy II, Detective, School Resource Officer, or any other person of any rank, classification, or title who, pursuant to state law, is a sworn deputy of the Sheriff.
2. **Law Enforcement Services in Accordance with Exhibit A.** The Sheriff will assign Sheriff’s Deputies in the numbers and ranks shown in **Exhibit A** to provide Law Enforcement Services within Public Body’s corporate limits, including all private roads.
3. **No Warranty, Promise, or Guarantee.** The Sheriff will make every reasonable effort to provide Law Enforcement Services to Public Body, following generally accepted standards for police protection, with the levels of staff provided for in **Exhibit A**. However, this Agreement shall not be interpreted to include any warranty, promise, or guarantee, either express or implied, direct or indirect, or of any kind whatsoever in favor of the Public Body or any other person that the OCSO's provision of Law Enforcement Services under this Agreement will result in any specific reduction or prevention of criminal activity within the Public Body or any other performance-based outcome.
4. **Sole Purpose of Agreement.** The sole and exclusive purpose of this Agreement is for the OCSO to provide Law Enforcement Services and other ancillary services in and for the Public Body with the levels of staff provided for in **Exhibit A**. Except as otherwise expressly provided for in this Agreement, this Agreement does not create any specific, direct or indirect obligation, duty, promise, benefit, or special right to the OCSO's Law Enforcement Services in favor of or to the benefit of any particular person beyond that of the OCSO's or any Sheriff’s Deputy’s law enforcement duty, as established under existing law, to the general public. OCSO and its Agents, including any Sheriff’s deputy, are not obligated under this Agreement in any way to undertake any special activity or duty on behalf of the Public Body or provide any particular or specific service or benefit for the Public Body or its Agents. For the avoidance of doubt, the OCSO has no obligation to perform administrative inspections (ex. marihuana facility inspections) that are unrelated to an active criminal or civil infraction investigation.
5. **Mutual Aid.** Except as otherwise expressly provided for in this Agreement, the Sheriff’s Deputies contracted for and assigned to provide Law Enforcement Services under this Agreement will work, during those hours that the Public Body is being charged, only on Public Body-related Law Enforcement Services. However, any of these Sheriff’s Deputies may be absent from the Public Body, at the Public Body’s expense, to provide Mutual Aid. “Mutual Aid” means when a Sheriff’s Deputy is temporarily called to the aid of another community due to an emergency or other exceptional circumstance, or because a Sheriff’s Deputy possesses a special skill or qualification temporarily needed in another community.
6. **Sheriff’s Deputy’s Hours.** Unless otherwise stated herein, each Sheriff’s Deputy assigned to provide Law Enforcement Services under this Agreement will provide eighty (80) hours of Law Enforcement Services for the Public Body during a biweekly period.
- 6.1 **Times Spent Outside Public Body Included in Hours Charged.** Except as otherwise provided herein, the below time periods (paragraphs 6.1.1 through 6.1.6) spent outside the

Public Body's corporate limits will be included in and counted toward the eighty (80) hours of Law Enforcement Services for the biweekly period that it occurred.

- 6.1.1 Travel time, on a daily basis, to or from the OCSO in Pontiac, Michigan, at the beginning or end of any shift by any Sheriff's Deputy, if that Sheriff's Deputy's shift begins or ends in Pontiac;
 - 6.1.2 Attendance (not to exceed an average of 100 hours per Sheriff's Deputy per calendar year) at any OCSO authorized or required training session, function, or meeting;
 - 6.1.3 Provision of any Mutual Aid;
 - 6.1.4 Appearance in any court or at any meeting with any other law enforcement agency in connection with any prosecution or court appearance related to the Law Enforcement Services provided under this Agreement;
 - 6.1.5 Performance of any Public Body-related Law Enforcement Services that takes any Deputy outside the Public Body's corporate limits (e.g., transporting and booking an arrestee at the Oakland County Jail, transporting a person for medical attention, investigating a crime, etc.); and
 - 6.1.6 Any approved period of annual leave, sick leave, holiday leave, personal leave or any other approved, paid leave (except any paid disciplinary leave, worker's compensation, and/or long-term disability leave extending beyond a period of five (5) working days) granted to any Sheriff's Deputy in accordance with applicable OCSO policies, procedures, and/or employment contracts.
- 6.2 If a position is labeled as "w/fill" (with fill) in the exhibits, the OCSO will, at no additional cost to the Public Body, provide a substitute person for that position (i.e., a "fill-in") to provide services to the Public Body whenever a contracted position "w/fill" is absent from the Public Body during any 80 hour biweekly period for only the reasons specified in paragraph 6.1.6 above. For the avoidance of doubt, the OCSO has no obligation to provide a substitute person to the Public Body whenever a "w/fill" position is absent from the Public Body during any 80 hour biweekly period for any of the reasons or circumstances provided in paragraphs 6.1.1 through 6.1.5.
- 6.3 If a position is labeled as "no fill" or is not labeled as "w/fill" in the exhibits, the OCSO has no obligation to provide a substitute person to the Public Body whenever that position is absent from the Public Body during any 80 hour biweekly period for any of the reasons or circumstances provided in paragraphs 6.1.1 through 6.1.6 above.
7. **Shift Assignments.** Except as provided in the SRO Addendum (if applicable) and subject to the Sheriff's right to consolidate the assigned shifts of Sheriff's Deputies to concentrate Law Enforcement Services to meet particular priorities or needs, the Sheriff will assign shifts to Sheriff's Deputies/County Agents contracted for under this Agreement to provide the broadest possible coverage of Law Enforcement Services and ancillary services to the Public Body.

8. **OCSO Records.** All OCSO policies, procedures, employment contracts, etc. that may be applicable to this Agreement will be made available by the Sheriff for inspection by the Public Body Liaison at the OCSO, by appointment during OCSO's regular business hours.
9. **Overtime.** Subject to the Sheriff's sole discretion and judgment as to the county-wide prioritization of resources and law enforcement needs, additional services beyond the 80 hours per biweekly period for each Sheriff's Deputy and County Agent contracted for under this Agreement, as provided for in **Exhibit A**, may be made available by the Sheriff to the Public Body on an overtime basis.
 - 9.1 **When Public Body Approval Needed.** Except for overtime incurred due to late calls, report writing, court appearances, emergencies (including, but not limited to, unanticipated and last-minute position fill-in scheduling decisions), or holiday pay overtime as shown in **Exhibit B**, all other overtime charges incurred by any Sheriff's Deputy and/or County Agent contracted for under this Agreement, which are charged to the Public Body, shall be approved, in advance, in writing, by the Public Body Liaison.
 - 9.2 **Invoice for Overtime.** Overtime charges at the "Overtime Hourly Rates" shown in **Exhibit C** will be invoiced to the Public Body and paid at the yearly rate in which they were performed by County. Overtime charges will be in addition to any amounts otherwise due and owing under the terms of this Agreement. However, in the unlikely event that the OCSO is able to provide additional Law Enforcement Services beyond the 80 hours per biweekly period, as requested by the Public Body, without the OCSO actually incurring any direct or indirect obligation to pay any overtime premium to any Sheriff's Deputy as a result, then those additional hours of Law Enforcement Services that the OCSO does not incur any overtime obligation will be calculated and invoiced in accordance with regular OCSO rates.
 - 9.3 **Holiday Pay.** All holiday pay charges to the Public Body will be calculated and invoiced in accordance with **Exhibit B**.
10. **No Assignment/Delegation/Subcontract.** The Public Body shall not assign, delegate, subcontract, or otherwise, transfer, promise, commit, or lend any of the OCSO's or Sheriff's Deputy's services, duties, or obligations under this Agreement to any other public or private person, corporation, entity, or organization of any kind unless and to the extent permitted in the SRO Addendum, if applicable, or if it is expressly authorized in writing by the OCSO.
11. **Additional Law Enforcement Services.** If the Public Body perceives the need for any additional Law Enforcement Services beyond those contracted for in **Exhibit A**, the Public Body will address such concerns for additional Law Enforcement Services to the Sheriff by completing and submitting to the Sheriff a REQUEST FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES form included in this Agreement as **Exhibit D**. If the Public Body purchases or otherwise obtains a special event insurance policy or other similar insurance policy for the special event described in the form in **Exhibit D**, that is completed and submitted to the Sheriff, the County of Oakland and OCSO, including County Agents, shall be named as additional insureds on the insurance policy.
12. **Public Body's Payment Obligations.** The Public Body will pay the OCSO for all services

provided pursuant to this Agreement at the Sheriff's Deputies' and County Agents' annual rates set by the Oakland County Board of Commissioners shown in **Exhibit A**. The Public Body further agrees to reimburse the OCSO for any and all additional hours of work, overtime, and holiday pay costs incurred by the OCSO in providing services to the Public Body under the terms of this Agreement.

12.1 **Rate Increase for Year 2027**. The rates for the years 2025 and 2026 are provided in the Exhibits. For year 2027, the rates shall increase from the year 2026 rates by six percent (6%) plus the Consumer Price Index as published by the Michigan State Tax Commission in year 2025 pursuant to Oakland County Board of Commissioners Resolution #2024-4635.

12.2 **Invoice**. For every month during which any services are provided to the Public Body under the terms of this Agreement, the OCSO will prepare and send to the Public Body an invoice that sets forth the amount due for each Sheriff's Deputy's hours of Law Enforcement Services and County Agent's hours provided during that period, plus any charges for any additional hours of work, overtime, and holiday pay, as provided for herein, during that billing period. All overtime charges and additional/supplemental Law Enforcement Services will be itemized and designated for the reason(s) incurred. The Public Body agrees to pay to the County the full amount due on any such invoice within 30 days of the invoice date.

12.3 **Option for Evenly Distributed Payments**. Public Body may pay the total cost of the Agreement evenly (equal payments) over the term of this Agreement pursuant to Oakland County Board of Commissioners Resolution #2024-4635. If Public Body wants to exercise this payment option, it must make arrangements with the County's Fiscal Services Division.

13. **Failure to Pay**. If the Public Body, for any reason, fails to pay the County any monies due under this Agreement, the following remedies shall be available to the County on an ongoing basis:

13.1 **Setoff or Retention of Municipal Funds**. The Public Body agrees that, unless expressly prohibited by law, the County or the County Treasurer, at their sole option, shall be entitled to offset or retain the amount due from any other Public Body funds that are in the County's possession for any reason. Funds include but are not limited to the Delinquent Tax Revolving Fund ("DTRF"). Any setoff or retention of funds by the County shall be deemed a voluntary assignment of the amount due by the Public Body to the County. The Public Body waives any Claims against the County or County Agents for any acts related to the County's offsetting or retaining such amounts. This subsection shall not limit the Public Body's legal right to dispute whether the underlying amount retained by the County was actually due and owing under this Agreement.

13.2 **Interest Charges**. If the County chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay the County any amounts due and owing the County under this Agreement, the County shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to the County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.

- 13.3 **Other Rights/Remedies.** The County may pursue or exercise any and all other legal rights or remedies against the Public Body to secure reimbursement of any overdue amounts.
- 13.4 **Costs and Expenses for Securing Payment.** If the County pursues any legal action in any court to secure payment, the Public Body agrees to pay all costs and expenses, including attorney's fees and court costs incurred by the County in the collection of any amount owed by the Public Body.
14. **Independent Contractor Status.** Neither the OCSO nor any Sheriff's Deputy or County Agent, by virtue of this Agreement or otherwise, shall be considered or claimed to be an employee of the Public Body. At all times and for all purposes under the terms of this Agreement, the OCSO's legal status and relationship to the Public Body shall be that of an independent contractor. The Public Body also agrees that in any writing or any other communication prepared by, for, or at the direction of the Public Body, the Public Body shall not state, suggest, or imply that any employment status or employment relationship exists between any Sheriff's Deputy/County Agent and the Public Body.
15. **OCSO is Sole and Exclusive Employer of Sheriff's Deputies.** The Public Body and the OCSO agree and warrant that, at all times and for all purposes relevant to this Agreement, the OCSO shall remain the sole and exclusive employer of all Sheriff's Deputies and County Agents.
16. **Terms and Conditions of Employment for Sheriff's Deputies.** This Agreement does not create, change, modify, supplement, supersede, or otherwise affect or control, the terms or conditions of employment of any Sheriff's Deputy/County Agent with the OCSO, any applicable OCSO employment or union contract, and any OCSO rules, regulations, hours of work, shift assignments, orders, policies, procedures, directives, ethical guidelines, etc., which shall, solely and exclusively, govern and control the employment relationship between the OCSO and any Sheriff's Deputy/County Agent and the conduct and actions of any Sheriff's Deputy/County Agent.
- 16.1 **Examples.** To illustrate, but not otherwise limit, this Agreement does not in any way limit, modify, control, or otherwise affect:
- 16.1.1 The complete and unilateral discretion of the Sheriff to either continue or revoke the deputization of any Sheriff's Deputy or any other person who, in the Sheriff's sole judgment, he does not believe is qualified or otherwise fit to be a Sheriff's Deputy.
- 16.1.2 The OCSO's sole and exclusive right, obligation, responsibility, and discretion to employ, compensate, assign, reassign, transfer, promote, reclassify, discipline, demote, layoff, furlough, or discharge any Sheriff's Deputy/County Agent or pay any and all Sheriff's Deputy's/County Agent's wages, salaries, allowances, reimbursements, compensation, fringe benefits, or otherwise decide any and all such terms and conditions of employment and make any and all employment decisions that affect, in any way, the employment of any Sheriff's Deputy/County Agent with the OCSO, subject only to its collective bargaining agreements.

16.1.3 The Sheriff's sole and exclusive right, obligation, and responsibility to determine, establish, modify, or implement any and all operational policies, procedures, orders, rules, regulations, ethical guidelines, and any other judgment, policy or directive that, in any way, governs or controls any activity of any Sheriff's Deputy/County Agent, any necessary Sheriff's Deputy's/County Agent's training standards or proficiencies, any level or amount of required supervision, any standards of performance, any sequence or manner of performance, and any level of experience, training, or education required for any Sheriff's Deputy/County Agent performing any OCSO duty or obligation under the terms of this Agreement.

17. **No Public Body Control of Sheriff's Deputies.** Neither the Public Body nor any Public Body Agents shall provide, furnish, or assign any Sheriff's Deputy or County Agent with any job instructions, job descriptions, job specifications, or job duties, or in any manner attempt to control, supervise, train, or direct any Sheriff's Deputy or County Agent in the performance of any Law Enforcement Services or other services under the terms of this Agreement. Except as expressly provided for under the terms of this Agreement, no Sheriff's Deputy or County Agent, while acting under the terms of this Agreement, shall perform any services directly or otherwise be available to perform any other work or assignments for the Public Body or Public Body Agents, and no Sheriff's Deputy or County Agent shall be otherwise employed or utilized in any manner by the Public Body.
18. **Sheriff's Deputies Paid by OCSO.** The OCSO shall remain solely and exclusively responsible for the payment of all Sheriff's Deputies' and County Agents' wages, compensation, overtime wages, expenses, fringe benefits, pension or retirement benefits, travel expenses, mileage allowances, training expenses, transportation costs, and/or other allowances or reimbursements of any kind, including, but not limited to, workers' disability compensation, unemployment compensation, Social Security Act protection(s) and benefits, any employment taxes, and/or any other statutory or contractual right or benefit based, in any way, upon any Sheriff's Deputy's or County Agents' status as an employee of the OCSO.
19. **Sheriff's Deputies Shall Not Be Paid by Public Body.** Except as expressly provided otherwise in this Agreement, the Public Body shall not grant, give, allow, pay, reimburse, compensate, or otherwise provide any wages, fringe benefits, privileges, gifts, equipment, automobiles, personal property, supplies, benefits, or any other thing of value, either directly or indirectly, to any individual Sheriff's Deputy or County Agent. Any consideration, monetary or otherwise, paid directly to the County, and any personal property, automobiles, or any portable equipment (e.g., mobile telephones, computers, laptops, tablets, etc.) supplied, provided, or leased directly to the County shall not, for any purpose of this Agreement, be interpreted as being provided by the Public Body, either directly or indirectly, to any individual Sheriff's Deputy or County Agent.
20. **Sheriff's Deputies' Expenses Paid by OCSO.** Except as expressly provided otherwise in this Agreement, the OCSO is solely and exclusively responsible for providing Sheriff's Deputies and County Agents with all tools, automobiles, radios, communications equipment (including mobile telephones), firearms, and any and all other equipment that the OCSO, in its sole judgment, deems required or beneficial for the completion of any OCSO's duty under the terms of this Agreement. The OCSO shall also be solely and exclusively responsible for any and all Sheriff's Deputy's and County Agent's professional expenses, licenses, uniform or equipment costs, insurance, supplies, etc.

20.1 **Exception for Papers Bearing Public Body's Name.** Any stationery, notices, forms, Public Body ordinance appearance tickets, and other papers that are required to bear the name of the Public Body will be supplied to the OCSO by the Public Body at the Public Body's sole cost and expense.

20.2 **Public Body's Request for Special Equipment.** In the event that the Public Body wants any special or additional personal property or equipment to be provided, at Public Body expense or otherwise, to any Sheriff's Deputy or County Agent assigned to the Public Body, the Public Body shall direct such requests to the OCSO, which shall solely decide whether such personal property or special equipment shall be provided. Except as expressly provided otherwise in this Agreement, any and all such equipment to be provided by the Public Body shall be provided directly and exclusively to the OCSO pursuant to a separate, written lease agreement between the Public Body and the County. No personal property, supplies, or other equipment, nor the use thereof, shall be provided or made available by the Public Body directly to any Sheriff's Deputy or County Agent, except through a written lease as provided for in this subsection.

21. **Public Body Substation.** The Public Body may, in its discretion and in such locations and circumstances as it decides, provide suitable office space, office equipment, all required office utilities, and related supplies and facilities (e.g., desks, chairs, copying machines, fax machines, typewriters, permanently installed telephones, lockers, locker room facilities, uniform changing areas, etc.) in Public Body-owned or leased buildings to the OCSO for use by Sheriff's Deputies/County Agents assigned to the Public Body, which shall be referred to as a "Public Body Substation." The OCSO may provide or supplement any existing desks, chairs, copying machines, fax machines, etc. located in the Public Body Substation with OCSO personal property and equipment.

21.1 **Benefit to Public Body.** The Public Body acknowledges that it benefits from providing a Public Body Substation because it would give its residents a specific location within the Public Body to report criminal activity and seek Law Enforcement Services, and it would minimize the amount of time that Sheriff's Deputies would spend outside the Public Body because, without a substation, the Sheriff's Deputies will begin and end their Law Enforcement Services work shifts at the main OCSO law enforcement complex in Pontiac, MI instead of within the Public Body.

21.2 **Mutual Agreement Required for Provision and Use of Public Body Substation.** The Public Body's provision of any Public Body Substation and the use of any Public Body Substation by the OCSO will be by mutual agreement and consent of the Parties. Under no circumstances will the Public Body be obligated under the terms of this Agreement to provide any Public Body Substation, nor shall the OCSO be obligated to use any such Public Body Substation if offered. If the Public Body decides that it will offer to provide the OCSO with a Public Body Substation, and the OCSO agrees to use such facilities, the following terms and conditions shall apply:

21.2.1 **Revocable, Nonexclusive License.** Use of the Public Body Substation shall be deemed to be a Public Body grant of a revocable, nonexclusive license over that portion of such Public Body premises for use by the OCSO for providing services under this Agreement.

- 21.2.2 **Maintenance and Utilities.** The Public Body will be responsible for maintenance of the premises, which includes: any necessary repairs, improvements, installation and maintenance of all necessary security locks, devices and fire safety devices and safety precautions, reconstruction, custodial services, including rubbish and trash removal, and also includes the provision of utilities required to operate the facility for the purposes of this license, including, but not limited to, heat, air conditioning, power, and water (but excluding any monthly telephone charges for any permanently installed Public Body Substation telephones), at no cost to the OCSO.
- 21.2.3 **Duration of License.** Use of any Public Body Substation license shall end upon the termination or expiration of this Agreement as provided herein. Any Substation License shall also be terminable, at any time and for any reason, by the Public Body, the County, or the Sheriff.
- 21.2.4 **Waiver of Subrogation.** Sheriff's Deputies will use due care in their use of any Public Body Substation. The Public Body agrees that the Public Body and the Public Body's insurance carrier will waive all rights of subrogation against the County for any loss or damage to the Public Body Substation premises or property which is owned or insured by the Public Body. The Public Body will provide the County with a certificate of insurance that contains the following language: "The Public Body and the Insurance Carrier named herein agree to waive all rights of subrogation against Oakland County for any loss or damage to premises or property owned by or insured by the Public Body." The Public Body will provide this Certificate of Insurance to: Attn. Sheriff Fiscal Officer, Oakland County Sheriff's Office, County Service Center, Bldg. #38 East, 1200 N. Telegraph Road, Pontiac, Michigan 48341-1044, by the effective date of this Agreement. All certificates of insurance are subject to approval by the Oakland County Office of Risk Management.
22. **No Transfer, Delegation, or Assignment of Public Body's Duties.** Except as expressly provided for in this Agreement, this Agreement does not, and is not intended to, transfer, delegate, or assign to the County, the Sheriff, any Sheriff's Deputy, or any County Agent any civil or legal responsibility, obligation, duty of care, or liability associated with any governmental function delegated or entrusted to the Public Body under existing law.
23. **Communications With Public Body Liaison.** The Public Body Liaison may contact the OCSO Liaison to request, advise, or otherwise make the OCSO aware of any particular law enforcement needs and services within the Public Body, or to provide other relevant information. The Public Body Liaison may also bring to the Sheriff's attention any concerns that the Public Body may have regarding the assignment of any Sheriff Deputy/County Agent to the Public Body. The Sheriff shall provide the Public Body Liaison an opportunity to interview and meet any command officers before they are assigned to the Public Body. However, the Sheriff's decision on the assignment of any Sheriff's Deputy/County Agent shall be final. The OCSO Liaison will keep the Public Body Liaison reasonably informed regarding Public Body-related Law Enforcement Services, unless such communication would interfere with an ongoing criminal investigation or prosecution, and advise the Public Body Liaison, as soon as practicable, of any changes in any Sheriff's Deputy/County Agent contracted for and assigned to perform Law Enforcement Services or other services under the terms of this Agreement.

24. **Allegations of Improper Conduct of Sheriff's Deputy.** If the Public Body learns of any act or allegation involving any Sheriff's Deputy/County Agent that is contrary to the terms and conditions of this Agreement, or any other questionable or improper acts or omissions, the Public Body will promptly notify and provide the Sheriff with any and all information that it has regarding the matter. The Public Body will also promptly deliver to the Sheriff written notice and copies of any complaint, charge, or any other allegation of wrongdoing, whether civil or criminal in nature, that the Public Body becomes aware of regarding any Sheriff's Deputy/County Agent. The Public Body agrees to cooperate with the OCSO in any investigation conducted by the Sheriff into the character and fitness of any Sheriff's Deputy/County Agent.
25. **Responsibility of Claims.** Except for the Public Body's insurance obligations set forth in this Agreement, liability for acts or omissions of a Party remain with that Party and will not be transferred, assigned, or assumed by the other Party. Each Party will be responsible for its own acts or omissions and the acts or omissions of its employees or agents. OCSO shall not be responsible under any circumstance for the acts or omissions of the Public Body or Public Body Agents. Public Body shall have no right against OCSO for indemnification, contribution, subrogation, or any other right to be reimbursed by OCSO for any claim that arises out of the services performed under this Agreement. For any claims that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including any attorney fees.
26. **Reservation of Rights.** This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, obligation, duty or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for any Party. The OCSO reserves to itself any rights and obligations relating to the provision of Law Enforcement Services and any ancillary services. This Agreement does not, and is not intended to, diminish, delegate, divest, impair, or contravene any constitutional, statutory, or other legal right, privilege, power, obligation, duty, capacity, immunity, or character of office of the Sheriff, the County, the Sheriff's Deputies, or County Agents. Further, this Agreement does not, and is not intended to, create, grant, modify, or supersede in any manner, any right, privilege, benefit, or any other term or condition of employment, of any kind or nature whatsoever, for any County Agent, Sheriff's Deputy or any Sheriff's Deputy's agent, representative, or union.
27. **Term.** Subject to Section 29 (Resolutions Required), this Agreement will become effective at 12:00:00 A.M., January 1, 2025, and shall remain in effect until it expires without any further act or notice, at 11:59:59 P.M. on December 31, 2027. Upon the expiration of this Agreement, all further obligations of the OCSO to provide services to the Public Body under the terms of this Agreement shall end.
28. **Termination.** Any Party may terminate this Agreement before its expiration by providing written notice to all other Parties at least ninety (90) days prior to the proposed termination date, which must be clearly stated in the written notice. Upon the termination of this Agreement, all further obligations of the OCSO to provide services to the Public Body under the terms of this Agreement shall end. In the event that the Public Body terminates this Agreement or elects not to enter into a subsequent agreement because it decides to establish its own police department, the Public Body will consider for employment in its police department any Sheriff's Deputy who may be laid off by the OCSO as a result of this decision, but in no event will the Public Body be obligated to hire any such Sheriff's Deputy.

29. **Resolutions Required.** This Agreement and any subsequent amendments shall not become effective prior to the approval by concurrent resolutions of the County Board of Commissioners and the Public Body's governing body. The approval and terms of this Agreement shall be entered in the official minutes and proceedings of the County Board of Commissioners and the Public Body's governing body, and shall also be filed with the office of the Clerk for the County and the Public Body. In addition, this Agreement and any subsequent amendments shall be filed with the Secretary of State for the State of Michigan by the OCSO, and shall not become effective or implemented prior to its filing with the Secretary of State.
30. **New Agreement Required to Continue Law Enforcement Services Beyond Expiration Date.** If the Public Body wishes to enter into a new agreement for Law Enforcement Services upon the expiration of this Agreement, it will notify the OCSO, in writing, of this intent no later than July 31, 2027. This section does not obligate the OCSO or the Public Body to continue any Agreement for any Law Enforcement Services beyond the expiration of this Agreement unless a new contract is fully executed by the Parties.
31. **Survival of Terms and Conditions.** The following terms and conditions will survive and continue in full force beyond the termination or expiration of this Agreement (or any part thereof) until the terms and conditions are fully satisfied or expire by their nature: Section 1 (Definitions), Section 3 (No Warranty, Promise, or Guarantee), Section 12 (Public Body's Payment Obligations), Section 13 (Failure to Pay), Section 15 (OCSO is Sole and Exclusive Employer of Sheriff's Deputies), Section 16 (Terms and Conditions of Employment for Sheriff's Deputies), Section 22 (No Transfer, Delegation, or Assignment of Public Body's Duties), Section 24 (Allegations of Improper Conduct of Sheriff's Deputy), Section 25 (Responsibility of Claims), Section 26 (Reservation of Rights), Section 30 (New Agreement Required to Continue Law Enforcement Services Beyond Expiration Date), Section 31 (Survival of Terms and Conditions), Section 32 (Notices), Section 33 (Governing Law), Section 34 (Captions and Contract Language), Section 35 (Waiver), Section 36 (Binding Affect), Section 38 (Cumulative Remedies), Section 39 (Severability), and Section 40 (Entire Agreement).
32. **Notices.** The Parties will send all correspondence and written notices required or permitted by this Agreement to each signatory to this Agreement, or any signatory's successor in office, by first class mail to the addresses shown in this Agreement. Except as otherwise provided for herein, all correspondence or written notices shall be considered delivered to a Party as of the date that such notice is deposited with sufficient postage with the U.S. Postal Service.
33. **Governing Law.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced, and governed under the laws of the State of Michigan.
34. **Captions and Agreement Language.** The section numbers, subsection numbers, and captions contained in this Agreement are intended for the convenience of the reader, are not intended to have any substantive meaning, and shall not be interpreted to limit or modify any substantive provisions of this Agreement. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not construed strictly for or against any Party. In this Agreement, for any noun or pronoun, use of the singular or plural form, use of the

nominative possessive, or objective case, and any reference to gender (masculine, feminine, and neuter) shall mean the appropriate form, case, or gender as the context requires.

35. **Waiver**. Waiver of any term or condition under this Agreement must be in writing and notice given pursuant to this Agreement. No failure or delay by any Party in exercising any right, power, or privilege hereunder shall operate as a waiver thereof. No written waiver, in one or more instances, shall be deemed or construed as a continuing waiver of any term or condition of this Agreement. No waiver by any Party shall subsequently affect its right to require strict performance of this Agreement.
36. **Binding Affect**. This Agreement shall be binding upon the County, the Sheriff, and the Public Body to the extent permitted by law, upon their successors and assigns, and upon all persons acting by, through, under, or in concert with any of them.
37. **Amendments**. This Agreement shall not be changed or supplemented orally. This Agreement may be amended only by concurrent resolutions of the County Board of Commissioners and the Public Body's governing body following the procedures set forth in Section 29 (Resolutions Required).
38. **Cumulative Remedies**. A Party's exercise of any remedy shall not preclude the exercise of any other remedies, all of which shall be cumulative. A Party shall have the right, in its sole discretion, to determine which remedies are to be exercised and in which order.
39. **Severability**. If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms or conditions shall remain in full force and effect.
40. **Entire Agreement**. This Agreement, including all of the Agreement Documents, represents the entire agreement and understanding between the Parties regarding the OCSO's provision of Law Enforcement Services and other ancillary services to the Public Body. This Agreement supersedes all other prior oral or written understandings, communications, agreements, or contracts between the Parties in any way related to the subject matter hereof.

IN WITNESS WHEREOF, Larry Gray, Supervisor of the **Charter Township of Commerce**, hereby acknowledges that they have been authorized by a resolution of the Public Body's governing body (a certified copy of which is attached) to execute this Agreement on behalf of the Public Body and hereby accepts and binds the Public Body to the terms and conditions of this Agreement on this _____ day of _____, 2024.

WITNESSES:

THE CHARTER TOWNSHIP OF COMMERCE
a Michigan Municipal Corporation

BY: _____

Larry Gray
Supervisor

BY: _____

Melissa Creech
Clerk

IN WITNESS WHEREOF, DAVID T. WOODWARD, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners (a certified copy of which is attached) to execute this Agreement on behalf of the County of Oakland and hereby accepts and binds the County of Oakland to the terms and conditions of the Agreement on this _____ day of _____, 2024.

WITNESS:

COUNTY OF OAKLAND, a Michigan
Municipal Corporation

BY: _____

DAVID T. WOODWARD
Chairperson, Oakland County Board
of Commissioners

IN WITNESS WHEREOF, MICHAEL J. BOUCHARD, in his official capacity as the Oakland County Sheriff, a Michigan Constitutional Officer, hereby accepts and binds the County of Oakland to the terms and conditions of the Agreement on this _____ day of _____, 2024.

WITNESS:

OAKLAND COUNTY SHERIFF, a Michigan
Constitutional Officer

BY: _____

MICHAEL J. BOUCHARD,
Oakland County Sheriff

EXHIBIT A

**SHERIFF'S DEPUTIES AND COUNTY AGENTS
CONTRACTED FOR AND TO BE ASSIGNED TO PUBLIC BODY**

Rank of Sheriff's Deputies/ County Agents Contracted	Number of Sheriff's Deputies/ County Agents Contracted	Annual Rate for each Sheriff's Deputy/ County Agent to Public Body in 2025	Annual Costs 2025	Annual Rate for each Sheriff's Deputy/ County Agent to Public Body in 2026	Annual Costs 2026	Annual Rate for each Sheriff's Deputy/ County Agent to Public Body in 2027*	Annual Costs 2027*
Major		\$266,154		\$290,374		\$316,798	
Captain		\$243,694		\$265,870		\$290,064	
Lieutenant	1	\$218,932	\$218,932	\$238,855	\$238,855	\$260,591	\$260,591
Patrol Sergeant	3	\$197,156	\$591,468	\$215,097	\$645,291	\$234,671	\$704,013
Detective Sergeant	1	\$204,833	\$204,833	\$223,473	\$223,473	\$243,809	\$243,809
Deputy II (with fill)		\$204,460		\$223,066		\$243,365	
Deputy II (no-fill/no vehicle)	2	\$164,028	\$328,056	\$178,955	\$357,910	\$195,239	\$390,478
Deputy II (no-fill) Shared Vehicle	26	\$172,600	\$4,487,600	\$188,307	\$4,895,982	\$205,443	\$5,341,518
Deputy II (no-fill) Dedicated Marked Vehicle		\$187,116		\$204,144		\$222,721	
School Resource Officer – Marked Vehicle	3	\$187,116	\$561,348	\$204,144	\$612,432	\$222,721	\$668,163
Detective – Unmarked Vehicle	4	\$180,102	\$720,408	\$196,491	\$785,964	\$214,372	\$857,488
Sheriff Administrative Specialist	1	\$97,523	\$97,523	\$106,397	\$106,397	\$116,079	\$116,079
Financial Services Tech I		\$89,982		\$98,170		\$107,104	
Building Front desk PTNE Deputies		\$29.32 per hour		\$31.99 per hour		\$34.90 per hour	
PTNE Office Support Clerk Senior		\$26.39 per hour		\$28.79 per hour		\$31.41 per hour	
TOTAL	41		\$7,210,168		\$7,866,304		\$8,582,139

NOTE: The OCSO will not assign any trainees to perform the duties of any Sheriff's Deputy contracted for and assigned to perform Law Enforcement Services under this Agreement.

PTNE (Part-Time Not Exempt) County Agents are billed on an hourly basis and will not exceed 1,000 hours annually. The PTNE County Agents' hours worked may vary.

* 2027 Rates are subject to change based on CPI. Actual Rates to be determined by November 2025. CPI as provided by Michigan State Tax Commission.

EXHIBIT B

HOLIDAY PAY

Rank of Sheriff's Deputies/County Agents Contracted	<u>Regular Holiday Pay</u>	<u>Regular Holiday Pay – Not Worked¹</u>	<u>Holiday Overtime²</u>	<u>Overtime</u>	<u>Additional Charges</u>
Major	<u>INCLUDED</u>	<u>INCLUDED</u>	<u>NOT ELIGIBLE</u>	<u>NOT ELIGIBLE</u>	<u>NO</u>
Captain	<u>INCLUDED</u>	<u>INCLUDED</u>	<u>NOT ELIGIBLE</u>	<u>NOT ELIGIBLE</u>	<u>NO</u>
Lieutenant	<u>INCLUDED</u>	<u>OPTIONAL³</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>YES</u>
Patrol Sergeant	<u>INCLUDED</u>	<u>OPTIONAL</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>YES</u>
Detective Sergeant	<u>INCLUDED</u>	<u>OPTIONAL</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>YES</u>
Deputy II (with fill)	<u>INCLUDED</u>	<u>INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NO</u>
Deputy II (no-fill/no vehicle)	<u>INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>YES</u>
Deputy II (no-fill) Shared Vehicle	<u>INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>YES</u>
Deputy II (no-fill) Dedicated Marked Vehicle	<u>INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>YES</u>
School Resource Officer – Marked Vehicle	<u>INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>YES</u>
Detective – Unmarked Vehicle	<u>INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>YES</u>
Sheriff Administrative Specialist	<u>INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>YES</u>
Financial Services Tech I	<u>INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>NOT INCLUDED</u>	<u>YES</u>

NOTE: As used above, "INCLUDED" or "NOT INCLUDED" mean whether or not these costs are included in the monthly charges shown in **Exhibit A**

¹ Billed using the Regular Hourly Rate indicated in **Exhibit C**. "INCLUDED" is calculated using 5 paid leave days in lieu of 3 holidays. In December, communities with No-Fill Deputies will be charged for 2 days (16 hours) at the Regular Hourly Rate.

² Billed using the Overtime Hourly Rate indicated in Exhibit C.

³ "OPTIONAL" means that it will depend on the OCSO's holiday schedule, the individual's work schedule, and the collective bargaining agreement.

EXHIBIT C

OVERTIME

Rank of Sheriff's Deputies Contracted	Regular Hourly Rate 2025	Overtime Hourly Rate 2025	Regular Hourly Rate 2026	Overtime Hourly Rate 2026	Regular Hourly Rate 2027*	Regular Hourly Rate 2027*
Major	NA	NA	NA	NA	NA	NA
Captain	NA	NA	NA	NA	NA	NA
Lieutenant	\$74.12	\$111.19	\$80.86	\$121.30	\$88.22	\$132.34
Patrol Sergeant	\$67.17	\$100.76	\$73.28	\$109.93	\$79.95	\$119.93
Detective Sergeant	\$67.17	\$100.76	\$73.28	\$109.93	\$79.95	\$119.93
Deputy II (with fill)	\$54.98	\$82.47	\$59.98	\$89.97	\$65.44	\$98.16
Deputy II (no-fill/no vehicle)	\$54.98	\$82.47	\$59.98	\$89.97	\$65.44	\$98.16
Deputy II (no-fill) Shared Vehicle	\$54.98	\$82.47	\$59.98	\$89.97	\$65.44	\$98.16
Deputy II (no-fill) Dedicated Marked Vehicle	\$54.98	\$82.47	\$59.98	\$89.97	\$65.44	\$98.16
School Resource Officer – Marked Vehicle	\$54.98	\$82.47	\$59.98	\$89.97	\$65.44	\$98.16
Detective – Unmarked Vehicle	\$54.98	\$82.47	\$59.98	\$89.97	\$65.44	\$98.16
Sheriff Administrative Specialist	\$46.89	\$70.33	\$51.15	\$76.73	\$55.81	\$83.71
Financial Services Tech I	\$43.26	\$64.89	\$47.20	\$70.80	\$51.49	\$77.24
Building Front Desk PTNE Deputies	\$29.32	\$43.98	\$31.99	\$47.98	\$34.90	\$52.35
PTNE Office Support Clerk Senior	\$26.39	\$39.58	\$28.79	\$43.18	\$31.41	\$47.11

* 2027 Rates are subject to change based on CPI. Actual Rates to be determined by November 2025. CPI as provided by Michigan State Tax Commission.

EXHIBIT D

COMMERCE TOWNSHIP REQUEST FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES

TO: MICHAEL J. BOUCHARD, Oakland County Sheriff
OAKLAND COUNTY SHERIFF'S OFFICE
1200 N. Telegraph Road, Bldg. 38 East
PONTIAC, MI 48341-1044
Phone: (248)858-5001; Fax: (248)858-1806

FROM: NAME, Title (or designated representative)
PUBLIC BODY
ADDRESS CITY, MI Z I P
Phone: (248) XXX-XXXX; FAX (248) XXX-XXXX

The Public Body, pursuant to the **2025-2027 Law Enforcement Services Agreement** between the Public Body, the Sheriff, and Oakland County, requests that the Sheriff provide the numbers and ranks of Sheriff's Deputies for the periods of time indicated below, to provide supplemental Law Enforcement Services for the following:

SPECIAL EVENT DESCRIPTION: _____

DATE OF SPECIAL EVENT: _____

LOCATION: _____

DURATION OF REQUESTED DEPUTY SERVICES: Start _____ End _____

NUMBER(s) and RANK(s) of SHERIFF'S DEPUTIES requested:

Number(s) of SHERIFF'S DEPUTIES Requested	Rank(s) of SHERIFF'S DEPUTIES Requested	Rate

The Public body understands that it will be billed using the current overtime rate(s) set by OCSO for the deputies providing the supplemental Law Enforcements Services. The Public Body will pay the OCSO for all supplemental Law Enforcement Services that are provided. If the Public Body purchases or otherwise obtains a special event insurance policy or other similar insurance policy for the special event described above in this attachment form, the County of Oakland and OCSO, including County Agents, shall be named as additional insureds on the insurance policy. The undersigned acknowledges and affirms that he or she has been authorized by the [NAME OF PUBLIC BODY] to initiate this request and bind the [PUBLIC BODY] to reimburse Oakland County for the costs incurred in response to preparing to or assigning the above Number(s) and Rank(s) of Sheriff's Deputies to provide the requested Law Enforcement Services.

Name, Title
(or designated representative) Date: _____

Reviewed and Approved by: _____ [Captain] Date: _____

47 Gaia Piir, Sheriff Fiscal Officer Date: _____

EXHIBIT 2

SRO ADDENDUM

SCHOOL RESOURCE OFFICER (SRO) AGREEMENT BETWEEN OAKLAND COUNTY, OAKLAND COUNTY SHERIFF, WALLED LAKE CONSOLIDATED SCHOOLS, AND THE CHARTER TOWNSHIP OF COMMERCE

I. PARTIES

This SRO Agreement (“SRO Agreement”) is made and entered into by and between the **WALLED LAKE CONSOLIDATED SCHOOLS** (“School”), whose address is 850 Ladd Road, Building D Walled Lake, MI 48390, **THE CHARTER TOWNSHIP OF COMMERCE**, a constitutional and municipal corporation and political subdivision of the State of Michigan, located within Oakland County, whose address is **2009 Township Drive Commerce Twp., MI 48390** (“Public Body”), and the **COUNTY OF OAKLAND** (“County”), a Michigan Constitutional and Municipal Corporation, whose address is 1200 North Telegraph Road, Pontiac, Michigan 48341. In this SRO Agreement, the County is also represented by the **OAKLAND COUNTY SHERIFF, MICHAEL J. BOUCHARD** (“Sheriff”), in his official capacity as a Michigan Constitutional Officer, whose address is 1200 North Telegraph Road, Bldg. 38 East, Pontiac, Michigan 48341. In this SRO Agreement, the County and the Sheriff are collectively referred to as the Oakland County Sheriff’s Office (“OCSO”). The OCSO, Public Body, and School may be individually referred to as a “Party” or collectively referred to as the “Parties.”

II. PURPOSE

The purpose of this SRO Agreement is to establish and define the rights, responsibilities, and obligations of the Parties regarding OCSO’s placement of one or more School Resource Officer(s) (“SRO”) in a School’s location. The objective of placing SRO in School is to foster a safe, supportive learning environment for all students and to promote strong partnership and communication between school administration and law enforcement.

This SRO Agreement is an exhibit to the Law Enforcement Services Agreement (“LES Agreement”) between the OCSO and the Public Body, the terms of which are fully incorporated herein by reference. To the extent there is a conflict between the terms and conditions set forth in the LES Agreement and this SRO Agreement, the terms in the SRO Agreement take precedence and shall apply.

III. TERM AND TERMINATION

This SRO Agreement is effective when signed by the Parties, by and through their duly authorized representatives, and remains in effect from January 1, 2025 through December 31, 2027, unless terminated early as hereinafter set forth.

Any Party may terminate this SRO Agreement for any reason by providing at least forty-five (45) days advance written notice of termination to the non-terminating Parties.

IV. GENERAL ROLES AND RESPONSIBILITIES OF PARTIES

1. OCSO Responsibilities:

- A.** OCSO will place one or more School Resource Officer(s) (SRO) on School premises to provide Law Enforcement Services. SRO will be a sworn Oakland County Sheriff's Deputy. The specific number(s) and rank(s) of SRO assigned to the School is set forth in the LES Agreement.
- B.** The Sheriff will select and provide appropriate oversight of the SRO, via Sheriff's chain of command. The selection of SRO is at the sole discretion of the Sheriff, and the specific person serving as SRO may change from time to time, as determined by the Sheriff.
- C.** OCSO will provide SRO with any required law enforcement equipment.

2. School Responsibilities:

- A.** The School will name "County of Oakland and its Agents" as additional insureds and certificate holders on its Commercial General Liability insurance policy, which must carry a minimum per occurrence coverage of \$5 million. The School will provide OCSO with evidence of such insurance upon OCSO's request and before OCSO provides Services under this SRO Agreement. The School's policy(s) of insurance shall be on a primary, non-contributory basis with any other insurance or self-insurance carried by the OCSO. The insurance company(s) issuing the policy(s) shall have no recourse against the OCSO for subrogation (policy endorsed written waiver), premiums, deductibles, or assessments under any form. All policies shall be endorsed to provide a written waiver of subrogation in favor of the OCSO. Any and all deductibles or self-insured retentions shall be assumed by and be at the sole risk of the School.
- B.** The School will provide SRO with a secure workspace on School premises for SRO to perform Law Enforcement Services under this SRO Agreement.
- C.** The School will ensure that its staff fully communicate and cooperate with SRO. The School will hold regular meetings at mutually agreeable intervals with SRO and key School staff to discuss topics relevant for providing Law Enforcement Services under this SRO Agreement. The School will advise OCSO if it desires SRO to attend and/or participate in any other meetings (e.g., school-parent

safety meetings).

- D. The School will include SRO in all threat-assessments and, as applicable, inquiries about a student's access to dangerous instrumentalities and firearms, and behavioral assessments involving suicidal ideation, suicidal behavior, and/or belief of harm to self or others.
- E. The School will grant SRO free and open access to all premises, areas, and spaces on School property.
- F. The School will provide SRO with any required school equipment (e.g., school software programs, school radio, school key card, etc.). The School will submit a list of the specific equipment to OCSO and must receive written approval from OCSO before providing to SRO. School-provided equipment will be returned to School at the end of this SRO Agreement or earlier upon the School's request. School-provided equipment is provided to SRO at the School's sole risk and expense, including any expenses for maintaining, general wear and tear, and replacing the equipment.

3. Public Body Responsibilities:

A. The Public Body will pay the County for the Services provided by OCSO under this SRO Agreement at the rates set forth in the LES Agreement and in accordance with the terms set forth in this SRO Agreement and the LES Agreement. The Public Body will also pay for training in accordance with Section VII below, any additional hours of work, overtime, and holiday pay costs incurred by OCSO in providing Services. Charges are not intended to result in any net financial gain or profit for County, but to offset all costs incurred by County in providing the Services.

B. Public Body, as part of the consideration for the value it receives for the Services provided under this Agreement, will pay \$1 per student (not to exceed a total of \$5,000), per calendar year, to be applied to Oakland County's Safer Communities Fund, which will be used in accordance with the public purpose of that fund.

C. If Public Body requires the School to pay for or reimburse the Public Body for paying for the Services and other costs described in this SRO Agreement, Public Body is solely responsible for contracting with and collecting payment from the School.

D. Public Body agrees to the following: (i) Public Body wants the OCSO to provide the Services described in this SRO Agreement to the School; (ii) Public Body is provided with valid and sufficient consideration for its duties and obligations under this SRO Agreement; (iii) Public Body discharges, releases, and waives any and all claims and defenses against the OCSO asserting that this SRO Agreement lacks sufficient consideration.

V. SRO's HOURS AND POLICY MATTERS

1. **Per OCSO policy, SRO shall not be involved in enforcing school discipline.** SRO will only provide Law Enforcement Services at the School, as determined and directed by the Sheriff. For the purposes of this SRO Agreement, "Law Enforcement Services" or "Services" means the prevention and detection of crime and the enforcement of the criminal and traffic laws of this state. Examples of Law Enforcement Services for an SRO may include, but are not limited to:

- Crime prevention, investigation, and apprehension.
- Participating in threat assessments and behavioral assessments involving suicidal ideation, suicidal behavior, or belief of harm to self or others to provide a law enforcement perspective.
- Responding to an emergency or non-emergency involving public safety or a breach of peace.
- Handling requests for calls for service in and around School property.
- Responding to unauthorized persons on School property.
- Serving as liaisons between the School and other police agencies or investigative units.

Per OCSO policy, the administration of student discipline, including student code of conduct violations and student misbehavior, is the responsibility of school administrators unless the violation or misbehavior involves criminal conduct for which law enforcement intervention is required, as determined and directed by the Sheriff.

2. Subject to the LES Agreement, each SRO will provide 80 hours of Law Enforcement Services for the School during a biweekly period at the locations agreed to by the Sheriff. Subject to the LES Agreement, each SRO will work an 8-hour shift Monday through Friday, as determined by Sheriff after discussing with and receiving input from the School. SRO may work additional hours, if requested by the School, Public Body, and authorized by the Sheriff, or as required by a situation and authorized by the Sheriff. Public Body will pay County for any additional hours that the SRO works at the rates set forth in the LES Agreement. School understands that the SRO is a "no-fill" position as set forth in the LES Agreement.
3. SRO is an employee of OCSO. SRO will report to, receive job instructions from, and be supervised by the Sheriff's chain-of-command. The School may provide feedback or information to SRO, but may not direct or otherwise attempt to control SRO under any circumstance. The School may communicate to OCSO regarding SRO's performance by contacting the OCSO Point of Contact listed in this Agreement.

4. SRO must follow all OCSO policies, including policies involving searches, arrests, and the use of body cameras. The School will allow SRO to use body cameras on school property in a manner that complies with OCSO policy.
5. School and Public Body understand and agree that there may be days or times when the Sheriff, in his sole discretion and judgment, may be unable to assign SRO to provide services under this SRO Agreement on account of the prioritization of law enforcement resources to best serve the citizens of Oakland County (e.g., emergencies where deputies are needed elsewhere, etc.). The School and Public Body agree to discharge, release, and waive any claim against OCSO that arise in connection with, or as a result of, any alleged failure to assign SRO to provide Law Enforcement Services under this SRO Agreement.

VI. RECORDS AND INFORMATION SHARING

1. The School will designate SRO as a "school official" as provided in the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. SRO may be provided access to student records information maintained by the School only as needed by the SRO to perform their duties as a SRO. SRO may also be granted access to student records information in the event of an emergency threatening the health or safety of a student or other individual. SRO may only re-disclose student records information consistent with FERPA.
2. Records created or maintained by SRO belong to OCSO and shall not be considered student records - even when such records may serve the dual purpose of enforcing school rules - and are not subject to the same prohibitions of access or disclosure by SRO as those regulated under FERPA. OCSO has sole management and control over such records. Upon the School's request, OCSO may grant the School access to OCSO records and will process such requests in accordance with the Michigan Freedom of Information Act.

VII. SRO TRAINING REQUIREMENTS AND FUNDING OBLIGATION

SRO shall receive such training as is necessary to permit the SRO to effectively advance the School's educational mission in the context of their duties as SRO. Training topics, goals, objectives, and attendance shall be determined jointly by the School and Sheriff. Public Body agrees to pay the OCSO for SRO to receive a minimum of 40 hours of SRO-specific training per calendar year along with any other necessary training determined by the OCSO.

VIII. POINTS OF CONTACT

The points of contact for the administration of this SRO Agreement are indicated below. All notices or other written communications shall be addressed as indicated below or as specified by a subsequent written notice delivered by the Party whose address or authorized representative has changed.

Notices or other written communications required by or related to this SRO Agreement shall be in writing and shall be delivered in one of the following manners:

1. In person;
2. By certified registered mail, return receipt requested, with all postage or charges prepaid; or
3. By electronic mail from an e-mail account for a point of contact indicated below to an e-mail account for a point of contact indicated below.

For the School:

Dr. Michael Lonze
Superintendent
850 Ladd Road, Building D
Walled Lake, MI 48390
248-956-2000

For the OCSO:

Gaia Piir
Sheriff's Fiscal Officer
1200 N. Telegraph Road, Bldg. 38E
Pontiac, MI 48341
piirg@oakgov.com
248-858-5512

For the Public Body:

Larry Gray
Supervisor
2009 Township Drive
Commerce Twp., MI 48390

IX. SPECIAL EVENTS

If the School desires additional Law Enforcement Services for a special event that is beyond those contracted for in this SRO Agreement, the School or Public Body may submit to the Sheriff and Public Body a Request for Supplemental Law Enforcement Service Form (attached to the LES Agreement). The Sheriff, subject to the terms of this SRO Agreement, may assign deputies for the special event in the Sheriff's sole discretion. The Public Body agrees to pay the applicable Hourly Overtime Rate or Holiday Overtime Rate listed in the LES Agreement for each deputy assigned.

In addition to and without limiting any of the School's other insurance obligations, if the School purchases or otherwise obtains a special event insurance policy or other similar insurance policy for a special event, the School shall name the "County of Oakland and its Agents" as additional insureds and certificate holders on the insurance policy and comply with all of the requirements and obligations in paragraph IV, 2, A. (above).

X. NO ASSIGNMENT

No Party may assign, delegate, or subcontract any of its duties, obligations, or rights under this SRO Agreement without the prior written consent of the other Parties.

XI. LIABILITY

Except for the School's insurance obligations set forth in this SRO Agreement, liability for acts or omissions of a Party remain with that Party and will not be transferred, assigned, or assumed by the other Party. Each Party will be responsible for its own acts or omissions and the acts or omissions of its employees or agents. OCSO shall not be responsible under any circumstance for the acts or omissions of the School, School employees, or School agents. Neither the School nor Public Body will have any right against OCSO for indemnification, contribution, subrogation, or any other similar right to be reimbursed by OCSO for any claim that arises out of the Services performed under this SRO Agreement.

For any claims that may arise from the performance of this SRO Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including any attorney fees.

The School and Public Body agree that this SRO Agreement does not transfer, delegate, or assign to the OSCO any civil or legal responsibility, obligation, duty of care, or liability associated with the ownership, maintenance, or operation of the School. The School is solely and exclusively responsible for any costs, obligations, and civil liabilities associated with owning and operating the School.

XII. NO WARRANTY AND NO SPECIAL RIGHT TO LAW ENFORCEMENT SERVICES

There is no warranty, promise, or guaranty, either express or implied, of any kind whatsoever, in favor of the School or Public Body, their agents, or any person attending the School or on School property, that the Services provided by OCSO under this SRO Agreement will result in any specific reduction or prevention of any criminal activity at the School or any other performance-based outcome.

There is no obligation, duty, promise, benefit, or special right of any kind whatsoever in favor of the School or Public Body, their agents, or any person attending the School or on School property to any Law Enforcement Services. OCSO and its agents, including any Sheriff's deputy, are not obligated under this SRO Agreement in any way to undertake any special activity or duty on behalf of the School or Public Body or to provide any particular or specific service or benefit for the School or Public Body, their agents, or any person attending the School or on School property.

The Services provided under this Agreement are strictly limited to those governmental law enforcement functions authorized by law and are exclusively governmental activities and functions of the type and nature that would be normally supported by tax dollars. This SRO Agreement simply acknowledges and intends to address the unusual circumstances and increased law enforcement needs created by the School and the corresponding increased financial and resource burden on government law enforcement agencies created by the School.

XIII. ENTIRE AGREEMENT AND AMENDMENTS

This SRO Agreement and the LES Agreement, to the extent the LES Agreement is referenced or described in this SRO Agreement, are the complete and exclusive agreement between the Parties with respect to the subject matter thereof and supersedes all prior negotiations, representations, proposals, agreements, and other communications between the Parties either oral or written with respect to the subject matter thereof.

This SRO Agreement may only be amended by a written document signed by the Parties, by and through their duly authorized representatives.

XIV. SIGNATURES

Each individual signing this SRO Agreement certifies by their signature that they are authorized to sign this SRO Agreement on behalf of the Party for whom they are signing and by doing so does hereby bind the Party to the terms of this SRO Agreement.

The Parties, by and through their duly authorized representatives, sign their names as evidence of their approval of this SRO Agreement and promise to be bound.

FOR THE COUNTY:

David Woodward
Chairperson, Oakland County Board of Commissioners

Date

FOR THE SHERIFF:

Michael Bouchard
Oakland County Sheriff

Date

FOR THE SCHOOL:

Dr. Michael Lonze
Superintendent

Date

FOR THE PUBLIC BODY:

Larry Gray
Supervisor of the **Charter Township of Commerce**, hereby acknowledges that they have been authorized by a resolution of the Public Body's governing body to execute this Agreement on behalf of the Public Body and hereby accepts and binds the Public Body to the terms and conditions of this Agreement

Date

**RESOLUTION FOR ADOPTION
BOARD OF EDUCATION
of the
WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
2024-25 GENERAL FUND BUDGET REVISION (A1)**

RESOLVED, that this resolution shall be the general appropriation of the Walled Lake Consolidated School District for the fiscal year 2024-25.

A RESOLUTION to make appropriations; and to provide for the expenditures of appropriation; and to provide for the disposition of all income received by June 30, 2025.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the GENERAL FUND of the Walled Lake Consolidated School District for the fiscal year 2024-25 is as follows:

REVENUE		
Local	\$	41,346,671
State		123,508,166
Federal		6,476,465
Interdistrict Sources		16,373,572
Proceeds from Financing		626,879
TOTAL REVENUE		\$ 188,331,753
Audited Fund Balance, July 1, 2024		31,265,585
Fund Balance Available to Appropriate		\$ 31,265,585
Total Available to Appropriate - General Fund		\$ 219,597,338

**RESOLUTION FOR ADOPTION
BOARD OF EDUCATION
of the
WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
2024-25 GENERAL FUND BUDGET AMENDMENT (A1) (CONT.)**

EXPENDITURES

INSTRUCTION

Basic Programs	\$	82,831,749
Added Needs		37,088,062
Adult Education		210,711

SUPPORT SERVICES

Pupil		20,183,918
Instructional Staff		9,278,543
General Administration		993,029
School Administration		10,298,606
Business Services		2,659,039
Operations and Maintenance		16,174,187
Transportation		6,957,182
Other Central Services		5,923,041
Community Services		328,675
Athletics		2,443,765
Debt Service		1,082,093
Transfers Out		100

Grand Total Appropriated - General Fund

\$ 196,452,700

BE IT FURTHER RESOLVED, that the estimated unappropriated Fund Balance of \$ 23,144,638 be utilized for 2024-25 contingencies and future budget considerations.

BE IT FURTHER RESOLVED, that no Board of Education member nor employee of the School District shall expend any funds nor obligate the expenditure of any funds, except pursuant appropriations made by the Board of Education, and in keeping with the budgetary policy statement hitherto adopted by the Board of Education. Changes in the amount appropriated by the Board of Education shall require approval by the Board of Education.

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

**RESOLUTION FOR ADOPTION
BOARD OF EDUCATION
of the
WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
2024-25 SCHOOL SERVICE FUND BUDGET REVISION (A1)**

A RESOLUTION to make appropriations; and to provide for the expenditures of appropriation; and to provide for the disposition of all income received by June 30, 2025 in the School Service Fund.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the SCHOOL SERVICE FUND of the Walled Lake Consolidated School District for Fiscal year 2024-25 is as follows:

REVENUE			
Local	\$	1,166,100	
State		2,938,060	
Federal		3,353,599	
Transfers In and Other		100	
TOTAL REVENUE			\$ 7,457,859
Audited Fund Balance, July 1, 2024		2,561,693	
Fund Balance Available to Appropriate			2,561,693
Total Available to Appropriate - School Service Fund			\$ 10,019,552

BE IT FURTHER RESOLVED \$ 7,635,266 of the total available to appropriate in the SCHOOL SERVICE FUND is hereby appropriated in the amounts, and for the purposes set forth below:

EXPENDITURES			
Food Service	\$	7,635,266	
Total Appropriated - School Service Fund			\$ 7,635,266

BE IT FURTHER RESOLVED, that the estimated unappropriated Fund Balance of \$ 2,384,286 be used for future School Service budget considerations.

BE IT FURTHER RESOLVED, that no Board of Education member nor employee of the School District shall expend any funds nor obligate the expenditure of any funds, except pursuant to appropriations made by the Board of Education, and in keeping with the budgetary policy statement hitherto adopted by the Board of Education. Changes in the amount exceeding that appropriated by the Board of Education shall require approval by the Board of Education.

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



Head Start/Early Head Start Policy Council Meeting Minutes

Meeting Location: Zoom and Pontiac Building

Time of Meeting: 12pm Date: 11/20/2024

Call to Order by: Noorah Khalid at 12:08pm

Policy Council Members in Attendance: Shelia Knotts (Pontiac), Jason Ballas (Pontiac), Kirsten Paschke (Lamphere EHS), and Dennis Lee (Pontiac).

Staff Members in Attendance: Deb Starrs (Pontiac), Janice Smith (Pontiac), Trisha Crotteau (Holly), Tammy McDaniel (Farmington), Tracy Shore (Walled Lake), and Natalie Wendland (Waterford).

Guests in Attendance: None.

Quorum met.

Agenda Additions:

- 1.) December Meeting: The Policy Council meeting on 12/18/2024 will be here at the Pontiac building and on Zoom. Normally, we hold the meeting at The Iroquois Club, but we haven't been able to fill the room the past few years, so we will have something catered at the building.
- 2.) Parent Issue on Facebook: There is a parent on Facebook who is accusing another child of pushing her child and injuring him during class. The incident occurred in May of last year, and the classroom video shows that the child wasn't pushed and that the child tripped over his own feet. The parent wants insurance to pay for the medical bills, but she has not produce the bills.

Program Information: Deb Starrs presented on Health. One immunization waiver is good as long as the child stays at the same child care center.

ACF-OHS-IM-24-04: OHS is looking to build new facilities, and this document is giving guidance on how to go through the process of building a new facility.

ACF-OHS-PI-24-06: This document addresses pay parity. We have 7 years to achieve staff pay parity. The OHS did not give us any extra money to achieve pay parity.

ACF-OHS-PI-24-07: This document addresses scheduled reviews. We will not have any scheduled reviews this year.

ACF-OHS-IM-24-06: This document specifies when we need to report child safety incidents.

ACF-OHS-IM-24-05: This is for tribal communities, so it doesn't apply to us.

Policy Council Elections: We had an election for new Policy Council members at our Parent Café meeting on Monday. Hopefully the newly elected parents will all show up at the next meeting. In our last review, it was pointed out to us that we need to start electing our Policy Council members.

Positions Updates: There are no new open positions.

Minutes of the Previous Meeting: Date: 10/16/2024

A motion was made to approve the October 2024 Policy Council Meeting Minutes by Jason Ballas and seconded by Dennis Lee. The motion carried.

OLHSA Board of Directors Minutes:

A motion was made to approve the August 2024 OLHSA Board of Directors Meeting Minutes by Jason Ballas and seconded by Kirsten Paschke. The motion carried.

Reports

Executive Dashboard Summary: October 2024.

A motion was made to approve the October 2024 Executive Dashboard Summary by Jason Ballas and seconded by Kirsten Paschke. The motion carried.

Budget Report: (Summarize or attach Copy): A motion was made to approve the October 2024 Budget Reports by Jason Ballas and seconded by Dennis Lee. The motion carried.

EHS/HS Credit Card Expenditure Report: A motion was made to approve the September 2024 EHS/HS Credit Card Expenditure reports by Jason Ballas and seconded by Kirsten Paschke. The motion carried.

Grantee and Delegate Monitoring Reports: A motion was made to approve the September 2024 and October 2024 Grantee and Delegate Monitoring Reports by Jason Ballas and seconded by Kirsten Paschke. The motion carried.

EHS/HS Personnel Report: A motion was made to approve the October 2024 and November 2024 EHS/HS Personnel reports by Jason Ballas and seconded by Dennis Lee. The motion carried.

Old Business: There is no old business at this time.

New Business: There is no new business at this time.

Program Updates: There is a PAL event tomorrow!

Next Policy Council Meeting Date: 12/18/2024 @12pm on Zoom and in the OLHSA Pontiac building.

Announcements/Upcoming Events:

Adjournment: A motion was made to adjourn the meeting at 12:54pm by Shelia Knotts and seconded by Jason Ballas. The motion carried.

Respectfully Submitted,

Sara Lamb

Program Support Coordinator

Please attach additional pages if necessary (Sign-In Sheets, additional Business/Motions, Notes)

Head Start/Early Head Start Policy Council Meeting Minutes

Meeting Location: Zoom and Pontiac Building

Time of Meeting: 12pm Date: 12/18/2024

Call to Order by: Noorah Khalid at 12:06pm

Policy Council Members in Attendance: Noorah Khalid (Pontiac), Shelia Knotts (Pontiac), Kirsten Paschke (Lamphere EHS), Sabrina Eaton (Pontiac), Sierra Wilson (Pontiac), and Dennis Lee (Pontiac).

Staff Members in Attendance: Xeng Xiong (Pontiac), Bianca White (Pontiac), Laura Priest (Waterford), Ashley Krasicky (Pontiac), Berkis Johnson (Pontiac), Nicole Cannon (Pontiac), Janice Smith (Pontiac), Trisha Crotteau (Holly), Tammy McDaniel (Farmington), Tracy Shore (Walled Lake), and Natalie Wendland (Waterford).

Guests in Attendance: None.

Quorum met.

Agenda Additions:

- 1.) Under Enrollment Initiative: We have been in an under enrollment initiative, and the Office of Head Start (OHS) sent us a letter saying they want to take away slots and funding. We have been working with our regional office to improve our enrollment numbers. Neither region office nor OHS asked us about our improvements in enrollment before they sent the letter. Janice is appealing the letter because we have made progress. She is waiting on the appeal hearing date.
- 2.) Continuation Application: The continuation application has been completed. The budget has not been finalized yet. We will have funding on 1/1/2025. Any government shutdowns will not affect us.
- 3.) 2024-2025 Policy Council By-Laws: Please review the 2024-2025 Policy Council By-Laws so we can vote on them next month.

Program Information:

Policy Council Elections: Policy council election are next month.

Positions Updates: Open positions were reviewed.

Minutes of the Previous Meeting: Date: 11/20/2024

A motion was made to approve the November 2024 Policy Council Meeting Minutes by Shelia Knotts and seconded by Dennis Lee. The motion carried.

OLHSA Board of Directors Minutes:

A motion was made to approve the October 2024 OLHSA Board of Directors Meeting Minutes by Noorah Khalid and seconded by Dennis Lee. The motion carried.

Reports

Executive Dashboard Summary: There is no new Executive Dashboard Summary to receive at this time.

Budget Report: (Summarize or attach Copy): A motion was made to approve the November 2024 Budget Reports by Shelia Knotts and seconded by Dennis Lee. The motion carried.

EHS/HS Credit Card Expenditure Report: A motion was made to approve the October 2024 EHS/HS Credit Card Expenditure reports by Shelia Knotts and seconded by Dennis Lee. The motion carried.

Grantee and Delegate Monitoring Reports: A motion was made to approve the November 2024 Grantee and Delegate Monitoring Reports by Shelia Knotts and seconded by Dennis Lee. The motion carried.

EHS/HS Personnel Report: A motion was made to approve the November 2024 and December 2024 EHS/HS Personnel reports by Shelia Knotts and seconded by Dennis Lee. The motion carried.

Old Business: There is no old business at this time.

New Business: There is no new business at this time.

Program Updates: There are no new updates at this time.

Next Policy Council Meeting Date: 01/15/2025 @12pm on Zoom and in the OLHSA Pontiac building.

Announcements/Upcoming Events:

Adjournment: A motion was made to adjourn the meeting at 12:45pm by Shelia Knotts and seconded by Dennis Lee. The motion carried.

Respectfully Submitted,

Sara Lamb

Program Support Coordinator

Please attach additional pages if necessary (Sign-In Sheets, additional Business/Motions, Notes)



**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).

66

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.

