



**Monday, January 23, 2023  
REGULAR MEETING**

**YCS Board of Education Meeting | YCS Central Office | 1885 Packard Road | Ypsilanti, MI 48197 |  
734.221.1230  
6:30 p.m.**

**1. CALL TO ORDER & ROLL CALL OF BOARD MEMBERS PRESENT: Dr. Celeste Hawkins, Board President**

A. Roll Call of Board of Education Members

**2. PLEDGE OF ALLEGIANCE: Dr. Celeste Hawkins, Board President**

A. Pledge of Allegiance

**3. ACHIEVEMENT, AWARDS & RECOGNITION**

A. Honorary Swearing in of Board Members

B. January is Board Appreciation Month

C. YCS MISSION STATEMENT: The purpose of YCS is to develop mindful, engaged students with the skill set, work ethic, and attitude to contribute to a community that honors diversity, equality and justice.

D. ACCE Points of Pride

**4. PRESENTATION**

A. CTE and SkillsUSA Presentation

**5. ACCEPTANCE OF AGENDA**

A. Acceptance of Agenda

**6. PUBLIC COMMENTS #1**

A. Guidelines for Public Comment

**7. ELECTION OF ACTING CHAIRPERSON & APPOINTMENT OF TEMPORARY SECRETARY**

A. Acting Chairperson Nomination

B. Temporary Secretary Appointment

**8. BOARD ORGANIZATION**

A. Nomination & Election of BOARD OFFICERS

B. Appointments of BOARD COMMITTEE MEMBERS & LIAISONS

**9. CONSENT AGENDA**

A. Consent Agenda

**10. ACTION ITEM: Human Resources**

A. Approval of Director of Finance Contract

**11. ACTION ITEMS: ORGANIZATIONAL MEETING MATTERS**

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- A. District Compliance Officers Appointment
- B. Board of Education Meeting Schedule Adoption

**12. ACTION ITEMS: ORGANIZATIONAL MEETING: Business Items Review & Approval**

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- A. Use of Facsimile Signature Authorization
- B. Execute Contracts and Sign Documents on Behalf of the District Authorization
- C. Bank Account Signatories Authorization
- D. Depository for School District Funds Designation
- E. Electronic Transfer Officer (ETO) Designation
- F. Audit Firm Designation
- G. Legal Counsel Designation
- H. Newspaper for Bid Notices & Other Legal Postings Designation
- I. Meeting Posting Responsibilities Designation

**13. ACTION ITEMS: Business and Finance**

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- A. Acceptance of Renewal of the iObservation System
- B. Donation: Men of Omega Psi Phi Fraternity
- C. Donation: Blue Cross Complete
- D. Donations: For YCS Events
- E. Grant: Ann Area Area Community Foundation Grant

**14. PUBLIC COMMENTS #2**

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- A. Guidelines for Public Comment

**15. DISCUSSION**

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- A. Board of Education Subcommittee Reports

**16. BOARD/SUPERINTENDENT COMMENTS**

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- A. Board/Superintendent Comments

**17. ADJOURNMENT OF MEETING**

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- A. Adjournment of Meeting



TO HONOR SCHOOL BOARD RECOGNITION MONTH, *January 2023*  
Ypsilanti Community Schools

Ypsilanti Community Schools joins 529 local and 56 intermediate school districts across Michigan to celebrate January as School Board Recognition Month.

**WHEREAS:**

1. School board members represent their fellow citizens' views and priorities in the complexity of maintaining and running the community's public schools. They reinforce the principle of local control over public education, which is an important, highly valued aspect of education in Michigan, and;
2. The month of January marks the observance of School Board Recognition Month. This is an opportunity to show our appreciation for these leaders and begin to better understand how local trustees work together to prepare today's students to be tomorrow's leaders, and;
3. The key to a brighter future for Michigan children is a strong public education system. Every day, students count on public schools to help prepare them for a successful future. Students count on adults across the state to ensure they have access to resources to help them learn, keep their building safe, and have qualified teachers to guide them. It takes a commitment to a community to make this possible. At the end of the day, contributing to the success of our students are ordinary citizens with extraordinary dedication to public schools: our school board members, and;
4. The job of school board members is to establish a vision for the education program, design a structure to achieve that vision, ensure schools are accountable to the community, and advocate for continuous improvement in student learning. This is a time to remember school board members for their untiring efforts.

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

1. We encourage you to join Ypsilanti Community Schools with others throughout our community, state, and nation to salute the men and women who provide grassroots governance of public schools.
2. Even though there is a special effort during January to show appreciation for our school Board members, we recognize their contributions are a year-round effort.
3. Celebrating School Board Recognition Month is one way to say 'thanks' for all school board members do.

School Board Members Serving Ypsilanti Community Schools

Dr. Celeste Hawkins, Board President  
Sharon Lee, Board Vice-President  
Maria Goodrich, Board Secretary  
Gillian Ream Gainsley, Board Treasurer  
Yvonne Fields, Board Trustee  
Meredith Schindler, Board Trustee  
Jeanice Townsend, Board Trustee

*Thank you for your dedication and service,*

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Dr. Alena Zachery-Ross, Superintendent  
Ypsilanti Community Schools

Date



# A.C.C.E.

Points of Pride  
Ypsilanti Community Schools  
Board of Education Presentation

January 2023



# Thanksgiving Feast

- 1) A community event celebrating community partners
- 2) Provided over 150 meals to community members
- 3) Provided over 100 Thanksgiving meals to families



# Advisory and Restorative Work

Our advisory program uses restorative practices to help build community and provide experiences of connection while focusing on social-emotional skills, life skills and career development. Students have voice and choice in the small group offerings and we meet in circle weekly to check-in, discuss school business and provide leadership opportunities for our young people.

Some groups we currently offer are:

- Peer 2 Peer Mental Health
- Student Council
- School Beautification
- Gender & Sexuality Alliance
- Vocal Justice Club
- Boys' and Girls' Groups

We also partner with community organizations like Ozone House, Elevation Youth Corp & Better Me Youth, and invite speakers to ACCE to provide experiences for our young people.

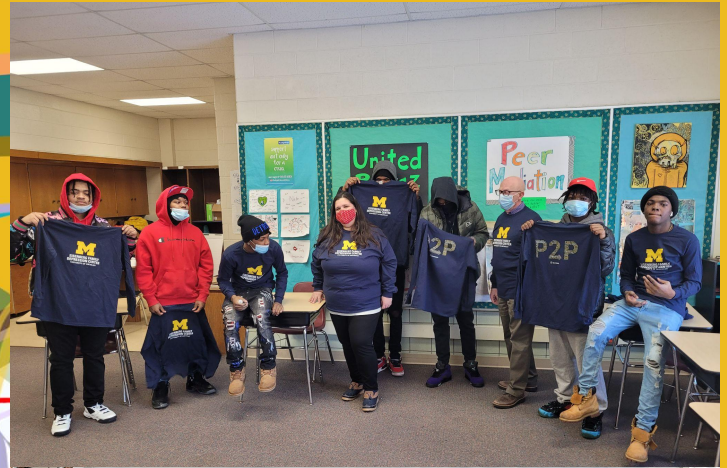


# Gender & Sexuality Alliance

- 1) Inaugural Pride Prom
- 2) Partnership with Ozone House Pride Zone
- 3) Active student group focused on positivity

# Peer to Peer

- 1) Recipient of Community Mental Health \$5,000 grants in 2021, 2022, 2023
- 2) Annual Mental Health Day since 2021
- 3) Student initiative project
  - a) 20-21 Podcast with Eddie Williams - U of M Researcher
  - b) 21-22 Wellness kits
  - c) 22-23 Zen Room



NATIONAL MENTAL HEALTH MONTH



# ACCE Resource Room

- 1) Washer & Dryer on site for developing life skills and addressing hygiene needs
- 2) Partnership with Project Clean to provide feminine hygiene products to students
- 3) Clothing and shoes closet on site to immediately address needs
- 4) Stock of personal hygiene supplies available to grab and go
- 5) Partnership with Pastor Easley to disseminate food to families in need through Jesus International Ministry Network - on-site food pantry re-opening in 2023



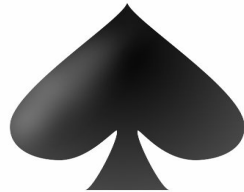
**BSU**

**E Q U A L I T Y**

**RACIAL  
JUSTICE  
INITIATIVE**

- 1) Social justice lead by the students' interests
- 2) Three main goals this year:
  - a) Research and promote HBCU
  - b) Research and collaborate with Chartwells on healthy food options
  - c) Research and lobby for equitable education policies

**BLACK  
LIVES  
MATTER**

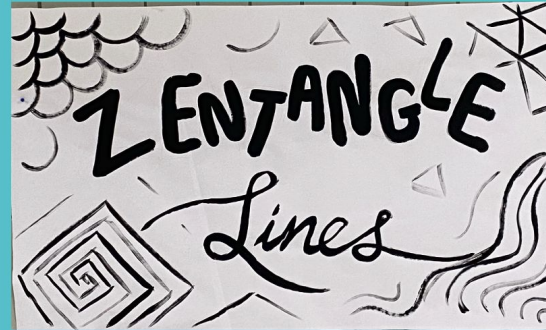


**NO TO  
SILENCE**

**EDOT**

# Celebrating the Arts

- 1) Holiday concert
- 2) DIA field trip
- 3) Exploration of art in:
  - a) Choir
  - b) Keyboarding
  - c) Drawing



Anti-Violence Youth Program  
presented by



**ELEVATION  
YOUTH  
CORP.  
2023**



[WWW.ELEVATIONYOUTHCORP.COM](http://WWW.ELEVATIONYOUTHCORP.COM)



**"LET'S TALK ABOUT IT"**

 DIRECTED BY KEITH RAGLAND

 FILMED & HOSTED BY A.C.C.E STUDENTS

 ANTI VIOLENCE AGENDA

**YOUR CHILD DESERVES ARTISTIC EXPRESSION**



1076 Ecorse Rd  
Ypsilanti, MI 48198

[info@elevationyouthcorp.com](mailto:info@elevationyouthcorp.com)

# ACCE Virtual Academy

- 1) Utilizes the APEX program to deliver quality content to students with unique needs
- 2) Allows for course remediation or advancement towards graduation
- 3) In 2022-23, we have already had 3 of kids graduate.



ACCE 2022 Graduates  
Ken'yea Weatherspoon, LeAnjai  
Parker, Eric Birton

## REGULAR MEETING (Monday, December 12, 2022)

### Members present

Dr Celeste Hawkins, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

### Members absent

Gillian Gainsley

### Meeting called to order at 6:32 PM

1. CALL TO ORDER & ROLL CALL OF BOARD MEMBERS PRESENT: Dr. Celeste Hawkins, Board President

Action: A. Roll Call of Board of Education Members

2. PLEDGE OF ALLEGIANCE: Dr. Celeste Hawkins, Board President

3. ACCEPTANCE OF AGENDA

Action: A. Acceptance of Agenda

... MOVE THAT the Board of Education accept the agenda, as presented.

Motion by Sharon Lee, second by Maria Goodrich.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

4. ACHIEVEMENTS, AWARDS & RECOGNITION

Recognition: A. Ypsilanti Community Middle School Points of Pride

The YCS Board of Education is excited to share wonderful things that are happening in our schools by reading our school's points of pride. Today's school is Ypsilanti Community Middle School.

Click [here](#) to view the points of pride.

5. PUBLIC COMMENTS #1

Information: A. Guidelines for Public Comment

**Public Comment Protocol** | [Pursuant to Board of Education Policy 0167.3](#)

\*The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express their view.

\*Please limit statements to three (3) minutes duration.

\*Participants shall direct all comments to the Board and not to staff or other participants; no person may address or question Board members individually.

\*Remarks shall be made in a respectful and professional manner.

No public comments.

6. CONSENT AGENDA

Action (Consent), Minutes, Report: A. Consent Agenda

Seeking Board approval of the presented meeting minutes and personnel matters; see attachments below.

Resolution: ... MOVE THAT the Board of Education approve the: 1) November 7, 2022, Regular Board Meeting Minutes 2) Personnel matters as per the presented list dated 12/05/22; New Hires, Resignations, and Retirements.

... MOVE THAT the Board of Education approve the:

1) November 7, 2022, Regular Board Meeting [Minutes](#)

2) [Personnel matters](#) as per the presented list dated 12/05/22; New Hires, Resignations, and Retirements.

Motion by Maria Goodrich, second by Yvonne Fields.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

7. ACTION ITEM: Student Affairs

Action, Procedural: A. Acceptance of Field Trip Request: YCMS and YC2S 8th Grade Overnight Trip to Chicago IL.

This proposal comes from Turquoise Neal, YCMS Principal and Kier Ingraham, YC2S Principal. Students will have hands-on interaction with history, science & landmarks at the Field Museum of Natural History, Museum of Science & Industry, Willis Tower, Shedd Aquarium, Navy Pier, and Adler Planetarium.

Click [here](#) to view the field trip request.

**Vice President Lee:** Will there be fundraisers?

**Dr. Zachery-Ross:** Principal Ingraham wanted to know if the field trip would be approved so that they could start doing fundraisers.

**Vice President Lee:** If the student can't raise all the money, can they not go?

**Dr. Zachery-Ross:** They can pay on it through June. Not everyone will be able to go if they can't do the fundraising.

**Dr. Hawkins:** Will anything come back to the board asking to support the funds if they are close near the time of the trip?

**Dr. Zachery-Ross:** It is the same cost as previous 8th grade trips. There is financial aid. Not everyone will be able to go.

... MOVE THAT the Board of Education approve the overnight field trip of the Ypsilanti Community Middle School and Ypsilanti Community Connected School 8th graders to Chicago, IL. in May 2023.

Motion by Jeanice Townsend, second by Meredith Schindler.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

#### 8. ACTION ITEM: Business and Finance

Action: A. Acceptance of the Cat Paw School of Grappling at Chapelle Lease

The Cat Paw School of Grappling would like to become a tenant at Chapelle.

Click [here](#) to view the lease.

...MOVE THAT the Board of Education accept the Cat Paw School of Grappling at Chapelle Lease

Motion by Meredith Schindler, second by Maria Goodrich.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

#### 9. ACTION ITEM: Human Resources

Action: A. Approval of Communication and Marketing Coordinator Contract

The presented Communication and Marketing Coordinator Contract is provided for Board review. It is recommended that the Board approve the employment contract of Leslie Davis.

**Trustee Goodrich:** Thank you for the opportunity to be on the interviewing committee and I am very excited for the outcome of the process.

...MOVE THAT the Board of Education approve the Communication and Marketing Coordinator Contract of Leslie Davis with the commencement date of November 28, 2022.

Motion by Jeanice Townsend, second by Maria Goodrich.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

**Leslie Davis:** Thank you for the kind words and I look forward to getting to work.

#### 10. PUBLIC COMMENTS #2

Information: A. Guidelines for Public Comment

**Public Comment Protocol** | [Pursuant to Board of Education Policy 0167.3](#)

\*The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express their view.

\*Please limit statements to three (3) minutes duration.

\*Participants shall direct all comments to the Board and not to staff or other participants; no person may address or question Board members individually.

\*Remarks shall be made in a respectful and professional manner.

No public comments.

#### 11. REQUEST FOR CLOSED SESSION

Action: A. Request for Closed Session: Section 8(a) OMA, Personnel Evaluation of Superintendent

Mary Kerwin, Facilitator, Senior Consultant, Michigan Association of School Boards will conduct an evaluation in closed session of the Superintendent.

...MOVE that the Board of Education convene in closed session under Section 8(a) of the OMA to consider a personnel evaluation of the Superintendent.

Motion by Maria Goodrich, second by Sharon Lee.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

The board went into closed session at 6:53 p.m.

#### 12. RETURN TO OPEN SESSION

Procedural: A. Reconvene to Open Session

The board returned to open session at 8:17 p.m.

#### 13. ACTION ITEM: Human Resources

Action: A. Adoption of Superintendent's Evaluation

The Board of Education conducts an evaluation of the superintendent every year and will discuss the outcome

Move that Board of Education adopt the annual evaluation of Superintendent Alena Zachery-Ross.

...MOVE that the Board of Education adopt the personnel evaluation of Superintendent Alena Zachery-Ross

Motion by Jeanice Townsend, second by Meredith Schindler.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

#### 14. STRATEGIC PLANNING/MONITORING/EVALUATING: Mary Kerwin, Facilitator | Senior Consultant, Michigan Association of School Boards (MASB)

##### Discussion: A. Board Self Evaluation/Superintendent Progress Monitoring

The YCS Board of Education engages quarterly in progress monitoring of the Superintendent. They also provide an opportunity to self-assess. The Board, facilitated by MASB Consultant, Mary Kerwin, will participate in a progress monitoring and self-evaluation workshop.

- Mary Kerwin:**
1. The board uses a two-way communication process with the superintendent whereby neither the board nor the Superintendent is surprised at meetings. - 4
  2. The board ensures that a systematic program is maintained by the staff to orient newly elected or appointed board members to their duties and responsibilities as well as to acquaint them with Board policies and operation procedures. - 4
  3. The board operates according to written policies that are updated on a regular basis. - 4
  4. When policy is adopted, both Board and staff adhere to it. - 4
  5. The board acts as a policy-making and governance body. The Superintendent is held responsible for administration and evaluation of school programs. - 4
  6. Before making a decision on any matter (other than the Superintendent's contract), the Board allows the Superintendent ample opportunity to develop staff recommendations for action. - 4
  7. The board does not respond to emotional pressure and does not write "instant policy." It provides the Superintendent with an opportunity develop policy proposals. - 4
  8. The board understands and uses rules of order to conduct its meetings. - 4
  9. Board members arrive at meetings prepared to contribute to discussions and do not waste valuable meeting time requesting information that has already been provided. - 4
  10. Board members are representatives of the entire community, not just of special interest groups, and are committed to public school welfare. - 3.5 (Lee says a 3 because of the resolution on transportation mileage)
  11. When citizen and special interest group recommendations are considered, the Board explains its position and the reasons which may prevent it from implementing all recommendations. - 4
  12. The Board and Superintendent work well together in a spirit of mutual confidence. The Board respects the daily executive responsibility of the Superintendent and the Superintendent respects the governance responsibility of the Board. - 4
  13. In cooperation with the Superintendent, the Board has received a set of criteria in goals, which are monitored for progress during the course of the year. - 4
  14. Fairness and diligence are used by the Board in the Superintendent evaluation process. - 4
  15. Official actions of Board members concern the welfare of the school system only. No Board member uses her office for patronage, personal profit, or advancement. - 4
  16. Only the entire Board can decide a course of action. Board members are careful to speak publicly on issues only as individuals. - 4
  17. Major responsibilities of the Board include establishing priorities and ensuring SMART goals are in place so that the priorities are clear and tracked. - 4
- The board discussed what the board does well. The board discussed areas of improvement.

##### Discussion: B. Pre-Organizational Meeting Discussion

In the January meeting, three members will take the oath of office. The meeting is also the time to elect officers. To avoid surprises, a discussion of interest in offices was held.

Treasurer: Dr. Hawkins will check with Trustee Gainsley

Secretary: Trustee Goodrich would like to continue.

Vice President: Trustee Lee would like to continue.

President: Dr. Hawkins would like to continue.

The board had a discussion about things they were grateful for from this past year and things they are looking forward to in this upcoming year.

#### 15. BOARD/SUPERINTENDENT COMMENTS

**Trustee Townsend:** Thank you to everyone who helped with the election. Glad to have been able to make the journey with Trustee Schindler and Trustee Lee. Thank you to ACCE for the wonderful Thanksgiving luncheon and to the ACCE student and high school student who came out on election day and handed out literature. Attended the groundbreaking for the housing development that will be coming to the city. Attended a JV and Varsity girls' basketball game and am very excited about the YCS athletic department. Excited that there is forward movement on creating a PTO at the middle school. The initial meeting will be on December 14th.

**Trustee Goodrich:** Excited about the PTO at the middle school. Thank you to everyone who participated in the MASB Priority setting survey. We can't let our legislators forget.

**Dr. Hawkins:** An honor to support the Esatbrook Friendsgiving. Excited that Pretty Brown Girls has launched at Estabrook, Holmes, and the middle school. There will be a tribute held for Mayor Lois Richardson for all she has done in the community on Thursday, December 15 from 4:00 - 6:00 p.m. at Thompsons and Co. I hope everyone has a wonderful, restful, and joyous holiday.

**Dr. Zachery-Ross:** Thank you for all your support and comments, Board, and for everything during the evaluation. Mary, thank you for your support. I always learn from you. Thank you, Julie, during the process. You being the executive assistant is very important. Thank you, team. Erickson Junior Robotics team for winning the gigawatt award. They won first place in Canton. ACCE recorded a podcast for Elevation Youth Corp. RCTC is going above and beyond and still taking holiday orders. Please support them. We wish you happy holiday. You will be amazed at everything that is happening at all the buildings. There's a concert coming up. There are some fun things going on. We want you to join us. Please have a safe holiday. If you are sick, please stay home. We want everyone to be safe. Read and practice math. Learn something new.

#### 16. ADJOURNMENT OF MEETING

Meeting was adjourned at 9:23 p.m.

Name	Location	Position
<b>New Hire</b>		
Coats, Americus	Middle School	Security
Cooke, James	High School	Math
Cox, Haley	Ford	Lunchroom Supervisor
Doran, Christine	Middle School	Spec Ed Self Contained
Eccles, Melanie	YIES	5th Grade
Fetterson, Robyn	Erickson	Paraprofessional
Garcia, Delaney	High School	Science
Kalinsky, Breanna	Estabrook	3rd Grade
Kelley, James	High School	Culture & Climate Coach
Noune, Andrew	ACCE	Math
Nuttle, Alexander	High School	Social Studies
Reeves-Bradley, Channell	Ford	Associate Teacher
Vivacqua, Suzanne	Estabrook	Spec Ed - ECSE
Williams, Dillon	High School	Science
<b>Resigned</b>		
Burt, Kyle	Auto Body	Paraprofessional
Rodriguez, Raul	Holmes	Paraprofessional
Rogers, Aaron	Middle School	Paraprofessional
Travis, Roxane	District	Food Service
Watson, Jennifer	Transportation	Bus Driver
Wells, Marjorie	District	Food Service
<b>Retired</b>		
Searcy, Kimberly	Transportation	Transportation Director
	1/18/2023	





## Quotation

<b>Company Address</b>	Instructional Empowerment, Inc. dba Learning Services International dba Marzano Evaluation Center 175 Cornell Rd., Suite 18 Blairsville, PA 15717 US	<b>Quote Number</b>	Q-29926
<b>Vendor Account No.</b>		<b>Expiration Date</b>	
<b>Program Partner Phone</b>	Claire Erwin 805-470-9234	<b>Payment Terms</b>	Net 30
<b>Bill To Name</b>	Ypsilanti Cmty School District 1885 Packard Rd Ypsilanti, MI 48197 US	Make checks payable to: Instructional Empowerment, Inc. Fax Signed Quote to: (724) 240-6475	
<b>Bill To</b>		<b>Contact Name</b>	Mark Coscarella
		<b>Phone</b>	7342211225
		<b>Email</b>	mcoscarella6@ycschools.us

**NOTE:** On-site Professional Development sessions require a minimum of a **30-day** advance notice. Purchase Orders must be received prior to any date or faculty requests can be honored. Any Professional Development requested with less than 30-day's notice is subject to faculty availability and a \$500 expediting fee.

QTY	PRODUCT	CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
11.00	IE Observation Annual License, Danielson (Building) - Renewal	TEC-iO-R1y-Bdg-102-DanI	IE Observation Annual License, Danielson (Building) - Renewal. 1-year license including up to 102 user licenses.  <ul style="list-style-type: none"> <li>• Ypsilanti Schools IE Observation renewal 23-24</li> <li>• Renewal term: 3.1.23 - 2.28.24</li> </ul>	USD 2,500.00	USD 27,500.00
<b>TOTAL:</b>					USD 27,500.00

**Notes:**

## Instructional Empowerment, Inc. Terms & Conditions

### Customer Acknowledgment

Customer acknowledges agreement with these Terms & Conditions of Sale by placement of an order to purchase products or services from Instructional Empowerment, Inc. or associated DBAs.

### Prices

Prices quoted are good for 30 days from the date of proposal or quote, unless otherwise stated in writing. All prices stated in USD unless otherwise noted.

### Payment

Purchase order or payment is required prior to order fulfillment. Make checks payable in USD to "Instructional Empowerment, Inc." or "Marzano Evaluation Center," and submit to 175 Cornell Road, Suite 18, Blairsville, PA 15717.

### Purchase Orders

Please reference quote number (shown above) on all purchase orders. Purchase orders should be sent to Instructional Empowerment, Inc. or associated DBAs, 175 Cornell Road, Suite 18, Blairsville, PA 15717 or faxed to (724) 240-6475 or emailed to: orders@instructionalempowerment.com

**Terms**

Standard payment terms are net 30 from date of invoice. Seller reserves the right to charge interest at the rate of 0.5% per month on past due balances. Seller also reserves the right to submit invoices greater than 90 days past due to a third party agency for collection.

**Scheduling**

On-site training and professional development sessions requires 30 days advance notice. Purchase order or payment must be received before training dates can be reserved. Trainings scheduled at the Customer's request with less than 30 days advance notice are subject to availability and a \$500 expediting fee.

All training sessions must be scheduled no later than 12 months following receipt of purchase order.

**Cancellation/Rescheduling**

Virtual Sessions may be cancelled or rescheduled 7 or more calendar days before the scheduled date of the event without a penalty. Customers who cancel/reschedule the virtual session within 1-6 calendars days prior to the event, will be charged 50% of the event price. If a customer does not show up for the event or cancels the event on the day of the training, will still be responsible for 100% of the event price.

On-Site Trainings may be cancelled or rescheduled 14 or more calendar days before the scheduled training date without a penalty. Customers who cancel/reschedule the on-site training up to 3 calendar days prior to the training, will be charged 50% of the training price after 3 days will be 100% of the training. If a customer does not show up for training or cancels the training on the day it was scheduled, will be responsible for 100% of the training price.

All cancellation or rescheduling requests, should be emailed to: scheduling@instructionalempowerment.com or call toll free 1-866-731-1999.

FORCE MAJEURE. Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion.

**Shipping and Handling**

Shipping and Handling for print materials shown at standard ground rates. Please allow 7-10 business days for order processing and delivery. Expedited or overnight shipping available for some items. Additional fees may apply.

Instructional Empowerment, Inc. will fulfill your order based on the quantity of materials shown on your purchase order. Should you request additional copies of materials, you will be invoiced for the materials plus shipping and handling. Expedited or overnight shipping may apply.

**Sales, Use, Value Add and other Taxes**

Customers exempt from sales taxes must provide a copy of their current exemption certificate, if applicable. Instructional Empowerment, Inc. reserves the right to charge sales, use, and/or value added tax in addition to quoted product prices as required by taxing authorities, if applicable. Actual sales tax billed will be based on Seller's sales tax collection requirements and Customer's current jurisdiction rates in effect on the date of invoice.

**Materials Reprint Licenses**

Professional development sessions and related materials are revised periodically to reflect most current research and provide the best possible experience for the learners. Updates to materials covered under reprint licenses will be provided free of charge upon request during the terms of the license. Customers are advised to print only sufficient quantities to cover their immediate training needs.

**Recording of Presentations**

All audio and video recording is prohibited without written consent from Instructional Empowerment, Inc.

Signature: \_\_\_\_\_

Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Please sign and return with Purchase Order.

THANK YOU FOR YOUR BUSINESS!

## TERMS OF GRANT

### I. Acceptance of Grant

Grantee: Ypsilanti Community Schools

Project: Support "Young Men of Purpose" Programs for young men at Ypsilanti Community Middle school in collaboration with Mentor2Youth, Washtenaw My Brother's Keeper, Christian Love Fellowship Ministries International, Step Into Success and Washtenaw Community College's College and Career Readiness Department at Parkridge Center.

Grant Amount: \$55,000

Grant Period: The grant period begins the date this award is paid and extends for one year, unless a separate arrangement is made.

Payment: This grant will be paid within thirty days of the Community Foundation's receipt of the fully executed Terms of Grant. The grant award shall be payable only to Ypsilanti Community Schools and they will be used specifically for the purpose stated above. No assignment, transfer or encumbrance in favor of any other party shall be recognized.

Deadline: Fully executed Terms of Grant must be received by the Community Foundation within 30 days of grant notification. Failure to return the Terms of Grant within this timeline will result in a cancellation of the grant award unless an extension is granted.

### II. Review of Grant Activity

The grantee agrees to furnish AAACF with a grant report when all the grant money for the current year has been expended, or at the end of the current grant period, whichever comes first. Reports are due on or before December 6, 2022. A grant report form will be issued to the grantee on or before November 15, 2022.

### III. Public Announcements

The grantee is expected to acknowledge AAACF's grant support in all announcements and written, published, and electronically posted materials. An electronic version of the AAACF logo has been provided to the grantee. The Ann Arbor Area Community Foundation would like to receive a copy of any announcements, including published articles, press releases, social media posts, interviews and webbased announcements related to projects/programs supported by this grant.

### IV. Special Provisions

In accepting this grant, the grantee agrees:

1. To certify that grantee's Board Chair has been notified of the nature and scope of this grant.
2. To use funds granted solely for the stated purpose and in accordance with your proposed budget.
3. To repay any portion of the amount granted which is not used for the purpose of the grant or expended prior to the termination of the grant period.
4. To return any unexpended funds if the grantee loses its exemption from federal income taxation as provided under Section 501(c)(3) of the Internal Revenue Code.
5. To maintain books and financial records adequate to verify actions related to this grant.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: Date:

Signature of Project Director (if different): Date:

Nov 18, 2022

YCS TOG 2022

Final Audit Report 2022-11-19

Created: 2022-11-18